

Careers Advice and Guidance – Apprentices Entitlement Statement

The College is committed to ensuring that high quality, timely, accurate and impartial Careers Education, Information, Advice and Guidance (CEIAG) is provided to all apprentices to help them make informed decisions about their best next steps.

Introduction

This document sets out apprentices' entitlement to services which are available to support them in with making informed decisions about their future as an apprentice at Bishop Burton and Riseholme College.

Your coach and assessor will play a significant role in supporting you whilst attending college. You can also find information on progression and careers within the Student Services section on [iLearn](#), and [unifrog](#) - the college's careers platform. Apprentices can also seek additional support from the college's Careers Coordinator, within Student Services.

Apprentice Entitlement

As a Bishop Burton and Riseholme apprentice your entitlement includes access to:

Impartial, highly qualified careers advisors

The opportunity for one-to-one guidance meetings with a Careers Adviser, that are confidential, independent and impartial. Apprentices can book an appointment themselves or coaches and assessors can do so on their behalf via a referral in ProMonitor. Appointments are available both face to face and virtually and scheduled at the apprentice's request to fit around their work-based commitments.

Online careers platform

Access to [unifrog](#), the college's careers platform. includes opportunities to:

- Complete quizzes to help discover where your qualification, skills, personality and interests will take you.
- Research over 1,000 career profiles.
- Discover online resources (things to watch and read) that you are interested in.
- Explore how to successfully apply for an apprenticeship or university course.
- Explore which subjects you would be interested in studying and how these choices can lead to different career paths and further education.
- Get support in writing a CV and cover letter.
- Record key activities and achievements to use in applications.

Careers Programme

All apprentices can access a condensed version of the College's careers tutorial programme that gives them access to presentations, workshops and online resources. These are either delivered by assessors during their day in college, by the Careers Coordinator or set as independent learning. This includes:

- Comprehensive careers resources, presentations and websites to help apprentices explore and evaluate career-related opportunities and decisions.

- A bespoke section for apprentices which will contain useful resources and information.
- Finding your career goals and thinking about what influences your career.
- A regular Careers bulletin, plus much more!

iLearn

Access to the college's careers pages on [iLearn](#), the college's virtual learning environment. This includes resources on:

- Apprenticeships
- Future study options
- Labour market information.
- Applications and Interviews
- Salary information
- Employability skills

As an apprentice you are further entitled to an independent and impartial careers education, information, advice and guidance service:

- Which is responsive to your needs and the needs of all apprentices.
- Which is personal to you.
- Which is accessible and available throughout the year.
- Where staff are well-trained, knowledgeable and suitably qualified to do their jobs.
- Which motivates and inspires you to consider all opportunities.
- Which provides the support you need to be successful.
- Which helps you access additional support you might need.
- Where you are safe and where your personal information is respected and protected.

What can you expect from us?

A free, independent and impartial CEIAG service which:

- Responds to any referral within 5 working days.
- Is friendly, courteous and respectful.
- Seeks to ensure that you are treated fairly and with respect.
- Conducts your interview in a private and confidential space.
- Provides CEIAG that is impartial and in your best interests.
- Provides CEIAG about all opportunities available/suitable to your individual circumstances and needs.
- Provides accurate careers information.
- Provides 1:1 careers interviews, available to all apprentices.
- Provides independent and impartial advice regarding progressions including traineeships, apprenticeships, higher education and employment.
- Provides access to a 'careers library' to support any careers related research.
- Provides access to Labour Market Information (LMI) to support any careers related research.
- Contacts you as soon as possible in the event of our having to cancel your appointment and offer you an alternative appointment.

What do we expect from you?

We expect you to:

- Arrive to appointments on time.
- Notify us as soon as possible if you are unable to make your appointment.
- Be honest.
- Be open to challenge.
- Undertake any actions as advised during your guidance interview.
- Treat all staff with respect.
- Complete necessary evaluation forms.
- Please let us know beforehand if you have any special requirements – we will make every effort to meet them.

The referral process

Your coach and assessor will speak to you individually about your progression and career related opportunities. If they feel you will benefit from additional support they will contact the college's Careers Service, who will in turn contact you regarding an appointment.

Our quality commitment

The service will maintain its accreditation with the Matrix Standard in Advice and Guidance and the Quality in Careers Standard (QiCS).

Your enquiry will be dealt with in accordance with our policies on equality and diversity, disability and race equality. Any information, advice or guidance we provide will not be influenced by your background or situation.

Our careers staff are experienced, and/or hold, or are working towards, appropriate qualifications in CEIAG.

The service regularly obtains feedback and you may be asked to complete a brief evaluation survey. This information obtained from the surveys is used to help us improve the service we offer.