



Adult Learning Within Reach

wea.org.uk

## WEA Careers Education, Information, Advice and Guidance (CEIAG) Policy

### 1. Aims and Mission

- To provide all learners and potential learners with impartial careers education, information and advice that empowers them to make self-determined choices about learning and progression, where relevant.
- To ensure the right support to remove barriers to learning and support progression.
- To actively promote the provision of careers education, information and advice that meets the matrix Standard throughout the WEA, and for all stakeholders.

In line with the [WEA Strategy](#), the WEA aims 'To bring adult education within reach of everyone who needs it, fighting inequality and promoting social justice.'

### 2. Objectives

- Quality and current careers education, information and advice will be readily available to learners at various stages of the learner journey.
- Careers education, information, Advice and Guidance and Initial Assessment sessions for courses will be robust to ensure all learners are on the best course for them and likely to achieve and enjoy. Requests for guidance are signposted to our internal Learner Progression Advisors and additionally the National Careers Service.
- Venues and learning spaces will be safe and secure.
- Learning support for learners (with a learning need and/or disability) will be provided in a timely way; the WEA must be notified before the course starts for the support requests to be processed and in place for when the course starts.
- Funding for learning support will be available for those learners in most financial need with few or no qualifications.
- To improve learners' progression options relating to education, employment or training by signposting or referring individuals within or beyond the WEA where appropriate e.g., other learning providers or the National Careers Service.
- There will be a wide range of opportunities for feedback from stakeholders, including making complaints, which will be used to make improvements.
- Bespoke training and resources to provide a quality service for learners.

### 3. Implementation

We can provide careers education, information and advice about:

- WEA courses and membership
- Choosing the right WEA course

- WEA fees and financial support
- WEA earning support
- Progression – careers education, information and advice on what you can do next. On course sessions to support development into career pathways and to support learning
- Referral - direct you to other courses, agencies, or resources

Our careers education, information and advice adheres to the **matrix** standard. We cannot offer 'guidance' since this is a specific activity involving a formal interview with a qualified guidance professional and is more familiar to you as careers adviser. The Learner Support Team, **0300 303 3464** or [learnersupport@wea.ac.uk](mailto:learnersupport@wea.ac.uk) can also help with any queries.

We have the [Future careers & progression](#) section available on the WEA website to help signpost learners to helpful resources in enhancing their career understanding and employability.

For information about learning beyond the WEA, we would recommend individuals contact or visit the National Careers Service <https://nationalcareers.service.gov.uk/> or call **0800 100 900**. Individuals can complete a Skills Health Check online and receive information and advice on their next steps.

#### 4. Policy Outcomes

- To encourage all learners to recognise and value their own skills and abilities.
- To enable learners to make informed and realistic choices for their future development.
- To enable learners, carers, or family members to be aware of the alternatives and opportunities open to them and to raise aspirations.
- To develop the skills, including communication and confidence that will be needed in new roles and situations.
- To encourage learners to research career opportunities both locally and nationally and through direct experience of the world of work, work related learning, voluntary work, enterprise, or community-based activities.
- To refer learners for effective guidance to encourage learners to implement their career plans.
- To promote equality of opportunity in respect of race, religion, gender, and special needs disability.

#### 5. Monitoring

The Head of Learner Support and Attraction develops, co-ordinates and monitors the implementation of the Learner and IAG support nationally. They oversee, monitor, and evaluate strategies for Learning (ALS) and Learner Support (DLS) and co-ordinate and monitor learner feedback, ensuring actions are taken to improve service delivery.

#### Progression Team

The Progression Team offers careers education, information and advice on course. If

prospective or current learners require careers guidance, the Progression Team will signpost them to the National Careers Service.

## 7. Links to other policies and documents

Learner services standards also encompass:

- Relevant legislation
- Ofsted’s [Education Inspection Framework](#)
- The [matrix Standard](#)
- The Gatsby Benchmark- [Good Career Guidance | Education | Gatsby](#) See Appendix 1

This policy is part of a suite of Learner Support policies defining learner support entitlements. Most relevant policies are publicly available through the WEA’s website at <https://www.wea.org.uk/about-us/policies>

| Date of this Review | Date of next Review | Policy reviewed and updated by:           | Policy approved by:   |
|---------------------|---------------------|---|-----------------------|
| January 2025        | July 2025           | Head of Learner Attraction and Experience | Director for Learning |

## Appendix 1

Whilst the Gatsby Benchmarks were devised to support careers strategies within schools and colleges, WEA acknowledges the benefit for impartial careers education, information, advice, and guidance for learners of all ages, and reflects this in this policy.

| Benchmark   | WEA   |
|---|---|
| 1. A stable careers programme                         | <ul style="list-style-type: none"> <li>• CEIAG currently being developed for tutors and learners via Canvas.</li> <li>• Learners on accredited courses to be encouraged to explore their progression options.</li> </ul>  |
| 2. Learning from career and labour market information | <ul style="list-style-type: none"> <li>• All learners and WEA staff have access to the National Careers Service for careers information and labour market information. This is available on the <a href="#">WEA website</a> and <a href="#">WEA Learner Handbook</a></li> <li>• WEA regional managers to link with LEP's (Local Enterprise Partnerships)<br/><a href="https://www.lepnetwork.net/about-us/meet-the-team/">https://www.lepnetwork.net/about-us/meet-the-team/</a> Lists all key priority areas.</li> </ul> |
| 3. Addressing the needs of each pupil                 | <ul style="list-style-type: none"> <li>• WEA tutors differentiate and refer learners to relevant resources or NCS for guidance.</li> <li>• Due to the variety of adult learner's course choices (e.g. Community Learning and Skills funded), ages, and their needs, CEIAG would be suited for some and not all WEA learners.</li> </ul>   |
| 4. Linking curriculum learning to careers             | <ul style="list-style-type: none"> <li>• Curriculum teams of accredited courses to work towards helping learners to explore the variety of career opportunities with their subject areas e.g. Helping in Schools, Community Interpreting and Counselling.</li> </ul>  |
| 5. Encounters with employers and employees            | <ul style="list-style-type: none"> <li>• Dependent on accredited course requirements, as some may require learners undertake an industry placement.</li> <li>• Curriculum staff to organise where relevant guest speakers to come and speak to learners.</li> <li>• Learners encouraged to undertake part time or volunteering opportunities within their chosen subject area.</li> </ul>   |
| 6. Experiences of workplaces                          | <ul style="list-style-type: none"> <li>• Dependent on the accredited courses where industry placement may be a requirement of the course.</li> </ul>  |

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| <p>7. Encounters with further and higher education</p> | <ul style="list-style-type: none"> <li>• WEA Learning Support teams to make links with HE/FE providers were relevant to help learners in progressing with their learning.</li> </ul>   |
| <p>8. Personal guidance</p>                            | <ul style="list-style-type: none"> <li>• All learners to be signposted to the National Careers Service for a webchat, phone, or face to face careers guidance. <a href="#">Careers advice - job profiles, information and resources   National Careers Service</a></li> <li>• Details found on the <a href="#">WEA website</a> and <a href="#">Learner Handbook</a></li> <li>• WEA Learner Support to form links with NCS providers</li> </ul> |