

Careers Information, Advice and Guidance (CEIAG) Policy for Learners and Participants

Policy Statement

Social Enterprise Kent CIC (SEK) is committed to supporting learners and participants to make informed decisions about their learning, career development and future progression. We recognise that access to high-quality Careers Information, Advice and Guidance (CEIAG) plays an important role in helping individuals:

- develop confidence and skills,
- identify progression opportunities,
- achieve employment goals,
- and make informed choices about their next steps.

SEK aims to provide accessible, impartial and supportive careers guidance across all relevant programmes and services.

Purpose

This policy explains:

- how SEK provides careers information, advice and guidance,
- the support available to learners and participants,
- and our commitment to supporting progression, employability and positive outcomes.

Who This Policy Applies to

This policy applies to all learners and participants accessing SEK programmes, training, employability activities and support services.

Our Commitment

SEK is committed to:

- supporting positive learner and participant progression,
- promoting employability and career development,
- providing impartial information and guidance,
- helping individuals identify realistic and achievable next steps,
- and supporting informed decision-making.

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We aim to ensure that learners and participants:

- understand available opportunities,
- recognise their strengths and development areas,
- and are supported to progress into employment, further learning or other positive outcomes.

Careers Information

SEK may provide careers information relating to:

- employment opportunities,
- local labour market information,
- industry and sector pathways,
- further learning or qualifications,
- progression routes,
- transferable skills,
- CVs and applications,
- interviews,
- and workplace expectations.

Information will be provided in ways that are accessible and appropriate to programme delivery and learner needs.

Careers Advice and Guidance

SEK aims to provide advice and guidance that is:

- impartial,
- supportive,
- inclusive,
- and focused on individual goals and circumstances.

Support may include:

- one-to-one discussions,
- employability coaching,
- progression planning,
- CV and application support,
- interview preparation,
- confidence building,
- signposting to external opportunities,
- or referral to specialist support services where appropriate.

Guidance will consider:

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- learner aspirations,
- skills and experience,
- barriers to progression,
- wellbeing and support needs,
- and realistic progression opportunities.

Employability and Progression Support

SEK recognises that learners and participants may progress in different ways depending on their goals and circumstances.

Progression may include:

- new employment,
- increased responsibilities at work,
- promotion or career development,
- volunteering,
- further learning,
- self-employment,
- or personal development outcomes.

SEK aims to support individuals to identify and achieve meaningful progression outcomes.

Inclusive Careers Guidance

SEK is committed to ensuring careers guidance is:

- inclusive,
- accessible,
- respectful,
- and free from discrimination.

We aim to:

- support individuals from diverse backgrounds,
- recognise barriers to employment or progression,
- encourage confidence and participation,
- and provide appropriate support or reasonable adjustments where possible.

This includes supporting learners and participants who may experience barriers linked to:

- disability,
- health or wellbeing,
- caring responsibilities,
- socio-economic disadvantage,
- care experience,
- confidence,
- or previous educational experiences.

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Working with Employers and Partners

Where appropriate, SEK may work with:

- employers,
- community organisations,
- training providers,
- referral agencies,
- and support services

to help learners and participants access progression opportunities and wider support.

Learner and Participant Responsibilities

Learners and participants are encouraged to:

- engage positively with careers and employability activities,
- discuss progression goals and support needs,
- participate in reviews or guidance discussions,
- and take an active role in planning their next steps.

Confidentiality and Information Sharing

Careers discussions and progression information will be handled sensitively and appropriately.

Information may be shared where:

- consent has been provided,
- it supports progression opportunities,
- safeguarding concerns arise,
- or legal or funding obligations apply.

Monitoring and Continuous Improvement

SEK will:

- review learner and participant feedback,
- monitor progression and destination outcomes where appropriate,
- evaluate the effectiveness of support,
- and continuously improve careers and employability provision.

Related Policies

This policy should be read alongside:

- Equality, Diversity, Inclusion and Belonging Policy
- Additional Learning Support Policy
- Safeguarding and Prevent Policy

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- Attendance and Participation Policy
- Learner and Participant Charter
- Privacy Notices

Policy Review

This policy will be reviewed regularly to ensure it remains effective, inclusive and aligned with good practice and labour market needs.

Signed:



Rebecca Smith (Chief Executive Officer)

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