

Careers Information, Advice and Guidance (IAG / CEIAG) Policy

Approved: July 2025 | Review Due: July 2026

Policy Statement

Salt Training Limited (STL) is committed to providing impartial, learner-centred, high-quality Information, Advice and Guidance (IAG) to support adult learners entering and progressing within the construction industry. Our CEIAG service is compliant with the Matrix Standard and aligned with the Gatsby Benchmarks to ensure relevance, accuracy, and accessibility for all learners.

Purpose

This policy outlines STL's approach to delivering careers education, information, advice and guidance (CEIAG) across its provision. The aim is to ensure every learner can make informed decisions about their career and training options, leading to sustained employment or further progression.

Scope

This policy applies to all staff involved in delivering IAG across STL's services and to all learners enrolled on STL programmes, including Skills Bootcamps, Multiply, ESOL, and vocational construction courses.

Aims of CEIAG at STL

- To raise learner awareness of progression routes into, within, and beyond the construction sector
- To deliver impartial, timely, and learner-focused guidance at every stage of the learner journey
- To embed careers thinking and employer engagement into all curriculum areas
- To support learners with realistic goal setting and career planning

Delivery Model

STL delivers CEIAG through:

- 1:1 careers guidance appointments with qualified staff (minimum Level 4 in IAG)
- Course-embedded careers content and employability workshops
- Employer talks, site visits, and work trials
- CEIAG printed and digital resources including LMI, vacancy boards, and CV tools
- Online and telephone access to advisers to support flexible learner engagement

Commitment to Impartiality and Confidentiality

- Learners receive unbiased advice based on their individual needs, interests, and aspirations

Policy Owner: Managing Director & CEIAG Consultant

Stage of Approval: Approved

Date of Review: July 2026

- All information shared is kept confidential in line with STL's Data Protection and Safeguarding policies

Meeting the Gatsby Benchmarks

STL maps its CEIAG offer against the Gatsby Benchmarks to ensure a comprehensive and high-impact approach. This includes:

1. A stable CEIAG programme
2. Up-to-date labour market information
3. Tailored support to meet individual needs
4. Curriculum-embedded careers learning
5. Employer encounters and guest talks
6. Real-world experiences including site visits
7. Clear links to further and higher education pathways
8. Personal guidance from qualified professionals

Staff Responsibilities and CPD

- All CEIAG delivery staff are qualified to Level 4 or above and engage in regular CPD
- Tutors are supported to embed IAG into their course delivery
- The CEIAG Lead is responsible for coordinating provision, monitoring impact, and ensuring continuous improvement

Feedback and Quality Assurance

- STL collects learner feedback via surveys and focus groups
- A "You Said, We Did" model is used to improve services in response to feedback
- CEIAG is reviewed termly through internal quality assurance processes and annual self-assessment (SAR)

Accessing CEIAG

Learners can access support by:

- Booking a 1:1 appointment via info@salttraining.co.uk
- Speaking to their tutor
- Visiting www.salttraining.co.uk/careers
- Calling 01227 204444

Monitoring and Review

This policy will be reviewed annually or in response to changes in funding, Matrix requirements, or learner needs.

Owner: CEIAG Consultant & Managing Director

Approved by: Kurt Salter

Position: Managing Director

Date: July 2025



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