



Policy:	Careers & Employability Policy
Date of approval:	March 2026
Effective date:	April 2026
Next review date:	March 2027

1. Purpose

Kingsford Education Group (KEG) is committed to enhancing students' employability, career readiness, and progression opportunities through high-quality careers education, information, advice, and guidance.

The purpose of this policy is to ensure that all students are supported to develop the knowledge, skills, behaviours, and attributes required to succeed in employment, further study, or self-employment. It aims to embed employability within the curriculum and wider student experience, ensuring that students are prepared for sustainable careers in a competitive global labour market.

2. Scope

This policy applies to all students enrolled at KEG, including full-time and part-time learners. It applies to all academic programmes, support services, and staff involved in delivering careers and employability support.

The policy also applies to partnerships with employers, industry bodies, and external stakeholders involved in student progression and employability activities.

3. Policy Statement

KEG is committed to providing a structured and inclusive approach to careers and employability that supports students from admission through to progression and beyond.

KEG will ensure that students have access to timely, accurate, and impartial careers information, advice, and guidance.

Employability development will be embedded across all programmes to ensure alignment with industry expectations and workforce needs.

KEG will promote equality of opportunity in access to careers support and actively support students from diverse backgrounds to achieve their career goals.

4. Strategic Objectives

KEG aims to:

- Develop students' employability skills, including communication, teamwork, problem-solving, and critical thinking
- Support students in making informed career decisions
- Enhance graduate outcomes, including employment and further study progression
- Strengthen links with employers and industry partners

- Provide opportunities for work-based learning and professional engagement
- Ensure careers provision aligns with institutional strategy and regulatory expectations

5. Careers Education, Information, Advice and Guidance (CEIAG)

KEG will provide comprehensive CEIAG services, including:

One-to-one careers guidance and coaching

Workshops on CV writing, interview preparation, and job search strategies

Career planning and goal-setting support

Information on labour market trends and employment opportunities

Support for progression to further study or professional qualifications

Students may access careers support by contacting: careers@kingsford.org.uk

6. Embedding Employability in the Curriculum

Employability will be integrated into teaching and learning through:

- Curriculum design aligned with industry standards
- Assessment methods that reflect real-world applications
- Development of transferable skills
- Use of case studies, simulations, and project-based learning
- Opportunities for reflective learning and personal development planning
- Academic staff will ensure that employability is embedded within programme delivery.

7. Work-Based Learning and Employer Engagement

KEG will actively engage with employers to enhance student employability.

This includes:

- Guest lectures and industry speakers
- Work placements, internships, and live projects where appropriate
- Employer-led workshops and networking events
- Collaboration with industry to inform curriculum development
- KEG will ensure that employer engagement activities are meaningful and aligned with programme outcomes.

8. Student Responsibilities

Students are expected to take an active role in their own career development.

This includes:

- Engaging with careers services and opportunities
- Attending employability workshops and events
- Developing their skills and professional profile
- Seeking feedback and reflecting on their progress
- Students are encouraged to utilise available support throughout their studies.

9. Equality, Diversity and Inclusion

KEG is committed to ensuring that careers and employability support is inclusive and accessible to all students.

Support will be tailored to meet individual needs, including those with disabilities or additional learning requirements.

KEG will actively address barriers to employment and promote equal opportunities.

10. Monitoring and Evaluation

KEG will monitor the effectiveness of its careers and employability provision through:

- Student feedback and engagement data
- Graduate outcomes and progression rates
- Employer feedback
- Internal quality assurance processes
- Findings will be used to inform continuous improvement.

11. Roles and Responsibilities

Senior Management Team is responsible for strategic oversight of careers and employability provision.

Academic staff are responsible for embedding employability within programmes.

Careers and student support staff are responsible for delivering guidance and support services.

Students are responsible for engaging with opportunities and developing their employability.

12. External Partnerships

KEG will work with employers, professional bodies, and external organisations to enhance employability provision.

Partnerships will support curriculum development, work-based learning opportunities, and student progression.

13. Data Protection and Confidentiality

All personal data relating to careers support will be handled in accordance with KEG Data Protection Policy and relevant legislation.

Confidentiality will be maintained in all guidance interactions.