



Careers Policy

Introduction

KEITS Training Services is committed to providing high-quality careers guidance and support to all learners. Our Careers Policy outlines the approach, responsibilities, and procedures for delivering a comprehensive careers programme, ensuring learners are well equipped to make informed decisions about their future pathways.

Aims and Objectives:

- To ensure all learners have access to impartial, up-to-date careers advice and guidance tailored to their individual needs.
- To support learners in developing the skills, knowledge, and confidence required to pursue their chosen career paths.
- To empower learners to take responsibility for their own careers progression and therefore enhance learners' opportunities and experiences.

Programme Delivery

The KEITS Careers Programme is embedded throughout the learner journey, from induction to completion, with regular reviews and feedback sessions.

Roles and Responsibilities

- **Senior Management Team:** Oversees the implementation and evaluation of the careers programme, ensuring compliance with statutory guidance and quality standards.
- **Tutors and Training Consultants:** Integrate careers information into teaching and learning, support learners in identifying goals, and signpost further support where necessary.

Monitoring and Evaluation

The effectiveness of the careers programme is monitored through learner feedback, destination data, and regular staff reviews. Adjustments are made where necessary to reflect changes in the labour market and learner needs.

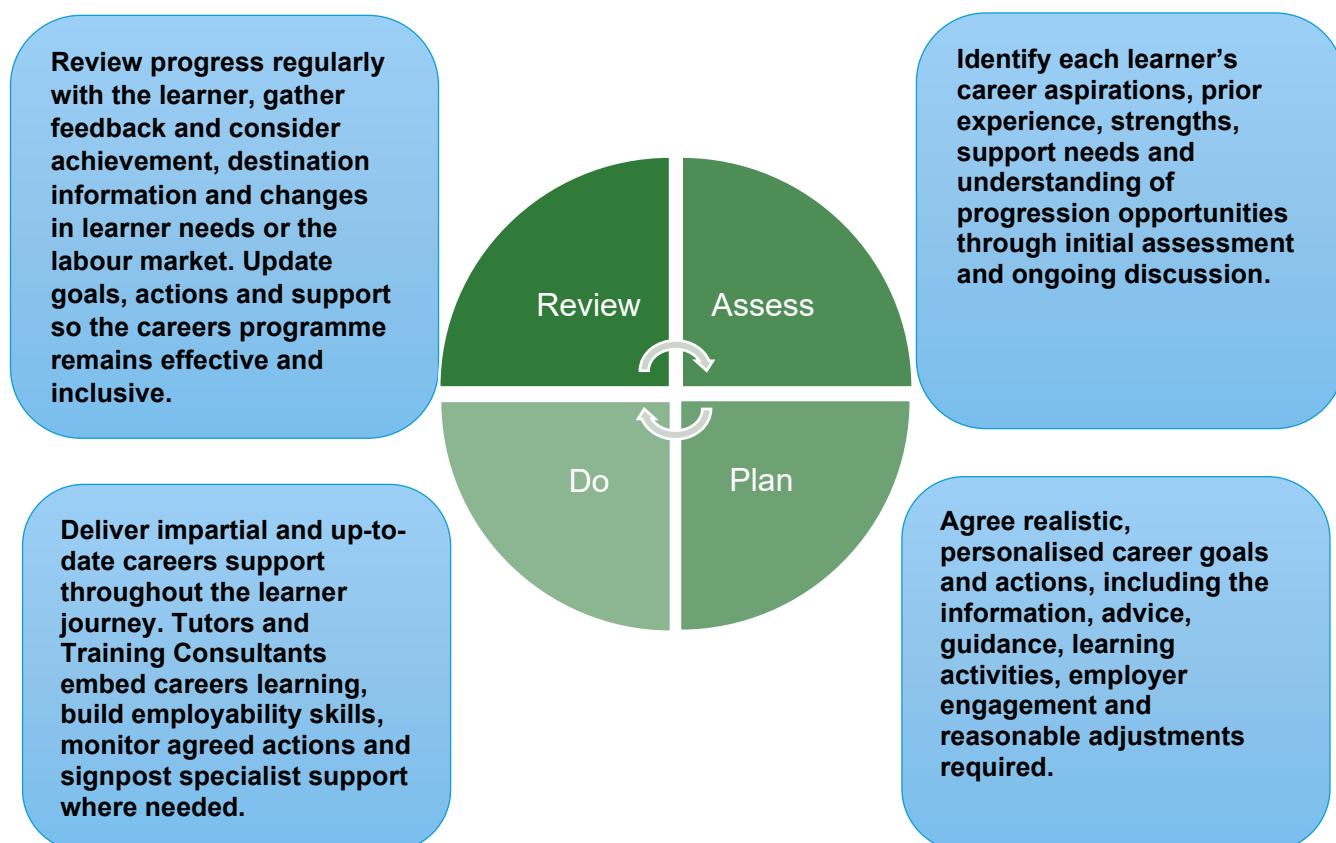
Equality and Inclusion

KEITS Training Services is committed to ensuring all careers guidance is inclusive, and free from bias. Reasonable adjustments are provided to support learners with additional needs.

Review

This policy is monitored and reviewed by members of KEITS Senior Management Team to ensure it remains current and effective.

This cyclical model at KEITS Training Services is a structured approach to Careers



Location	Title	Responsibility	Date Created	Version/updated	Review Date
Doc Control/Docs/All Company Policies/Learners	Careers Policy	LWP	Apr'26	3 / Jul'26	Oct'28