



CAREERS INFORMATION, ADVICE AND GUIDANCE POLICY

BPIF TRAINING LIMITED

Version 1.0 | Effective July 2026

Policy owner	Head of Quality & Performance
Approved by	Managing Director
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1 POLICY STATEMENT

BPIF Training is committed to providing high-quality, impartial and accessible Careers Information, Advice and Guidance (CIAG) that supports learners to make informed decisions about their education, training and future careers.

We believe that effective careers education and guidance plays a vital role in helping learners identify their strengths, understand career opportunities, make informed choices and progress successfully into employment, apprenticeships, higher-level learning or other career pathways.

Our approach is designed to support learners throughout their learning journey and aligns with the principles of the Gatsby Benchmarks for Good Career Guidance.

2 PURPOSE

The purpose of this policy is to:

- ◆ Provide learners with access to impartial careers information, advice and guidance.
- ◆ Support learners to explore career pathways and progression opportunities.
- ◆ Develop learners' career management and employability skills.
- ◆ Enable learners to make informed decisions about their future.
- ◆ Raise aspirations and confidence.
- ◆ Support positive learner destinations and progression outcomes.
- ◆ Ensure consistency and quality in the delivery of careers guidance across BPIF Training.

3 SCOPE

This policy applies to:

- ◆ Apprentices
- ◆ Adult learners
- ◆ Prospective learners
- ◆ Employers involved in apprenticeship delivery
- ◆ Tutors, coaches and assessors
- ◆ Quality and support staff
- ◆ Managers and associates involved in learner support

The policy covers all stages of the learner journey, including:

- ◆ Recruitment and enrolment
- ◆ Induction
- ◆ Programme delivery
- ◆ Progress reviews
- ◆ Career planning activities
- ◆ Progression and destination support

4 OUR COMMITMENT

BPIF Training is committed to ensuring that all learners have access to careers education and guidance that is:

PRINCIPLE	WHAT THIS MEANS IN PRACTICE
Impartial	Career guidance will be objective and focused on the learner's individual needs, aspirations and circumstances. It is not influenced by BPIF Training's own commercial or recruitment interests.
Accessible	Information and guidance will be available to all learners regardless of age, background, disability, learning need, ethnicity, gender, religion, sexual orientation or personal circumstance.
Relevant	Guidance will reflect current labour market information, industry requirements and emerging opportunities.
Inclusive	All learners will be supported to identify and overcome barriers that may affect their career progression and future ambitions.
Aspirational	We encourage learners to explore opportunities that enable them to achieve their full potential.

Impartiality means that where a progression route into BPIF Training's own provision is discussed, it will be presented alongside the alternatives available to the learner, including options delivered by other providers. Careers guidance is never used as a recruitment tool, and staff will not steer a learner towards a route because it benefits BPIF Training.

5 CAREERS INFORMATION, ADVICE AND GUIDANCE

BPIF Training provides careers support through a range of activities designed to help learners understand opportunities available to them. These may include:

- ◆ One-to-one careers discussions
- ◆ Progress review meetings
- ◆ Career planning activities
- ◆ Progression advice
- ◆ Labour market information
- ◆ Curriculum-based career development activities
- ◆ Guest speakers and employer engagement
- ◆ Industry visits and networking opportunities
- ◆ Signposting to external careers services
- ◆ Higher education and professional development information

6 LABOUR MARKET INFORMATION (LMI)

We recognise the importance of helping learners understand current and future employment opportunities. Learners will be supported to access and understand:

- ◆ Labour market trends
- ◆ Skills shortages
- ◆ Emerging technologies
- ◆ Industry growth opportunities
- ◆ Local and national employment information
- ◆ Salary and progression information
- ◆ Occupational requirements and career pathways

Particular focus will be given to opportunities within:

- ◆ Print
- ◆ Packaging
- ◆ Graphic communications
- ◆ Manufacturing
- ◆ Engineering
- ◆ Leadership and management
- ◆ Business support functions

7 INDIVIDUAL CAREER SUPPORT

Learners will be encouraged to discuss their:

- ◆ Career aspirations
- ◆ Progression goals
- ◆ Development needs
- ◆ Strengths and interests
- ◆ Further learning ambitions

Individual support may include:

- ◆ Career action planning
- ◆ CV development

- ◆ Interview preparation
- ◆ Job search support
- ◆ Professional development planning
- ◆ Progression planning

Where specialist careers guidance is required, learners may be referred to appropriate external services.

8 EMBEDDING CAREERS IN LEARNING

BPIF Training believes that careers education should form part of the learner experience throughout a programme.

Tutors and coaches will support learners to:

- ◆ Understand how learning relates to workplace practice.
- ◆ Develop transferable skills.
- ◆ Recognise career opportunities linked to their programme.
- ◆ Build professional confidence and awareness.
- ◆ Reflect on future progression opportunities.

Career discussions will form part of regular learner progress reviews.

9 EMPLOYER ENGAGEMENT

Employers play a key role in helping learners understand career opportunities and workplace expectations.

BPIF Training will work with employers to:

- ◆ Support career development discussions.
- ◆ Promote progression opportunities within the workplace.
- ◆ Provide exposure to different job roles and responsibilities.
- ◆ Share industry knowledge and experiences.
- ◆ Support learner aspirations and long-term development.

10 PROGRESSION AND DESTINATION PLANNING

BPIF Training is committed to supporting learners beyond programme completion. Learners will be encouraged to consider progression routes such as:

- | | |
|---------------------------|--------------------------------|
| ◆ Sustained employment | ◆ Further education |
| ◆ Promotion opportunities | ◆ Higher education |
| ◆ Higher apprenticeships | ◆ Specialist industry training |

- ◆ Professional qualifications

Destination information may be collected to support quality improvement and measure the effectiveness of careers guidance activities.

11 ADDITIONAL SUPPORT

Some learners may require enhanced careers guidance or additional support because of:

- ◆ Disabilities
- ◆ Learning difficulties
- ◆ Health conditions
- ◆ Personal circumstances
- ◆ Barriers to employment
- ◆ Additional learning support needs

Where appropriate, careers guidance will be adapted to meet individual needs and align with agreed support arrangements.

12 MONITORING AND QUALITY ASSURANCE

BPIF Training will monitor the effectiveness of its CIAG provision through:

- ◆ Learner feedback
- ◆ Employer feedback
- ◆ Progress review records
- ◆ Achievement and progression data
- ◆ Destination tracking
- ◆ Quality assurance activities
- ◆ Self-assessment and improvement planning

The organisation is committed to continuously improving careers support based on learner needs and industry developments.

13 RESPONSIBILITIES

BPIF Training will

- ◆ Provide access to impartial careers guidance.
- ◆ Ensure staff understand their role in supporting learner progression.
- ◆ Maintain up-to-date careers resources.
- ◆ Promote career development opportunities.
- ◆ Monitor the quality and effectiveness of CIAG provision.

Tutors and coaches will

- ◆ Discuss career goals with learners.
- ◆ Incorporate career development into reviews and learning activities.
- ◆ Signpost learners to appropriate support and resources.
- ◆ Encourage learners to explore progression opportunities.

Learners will

- ◆ Take an active role in career planning.
- ◆ Engage in career-related activities and discussions.
- ◆ Seek support when required.
- ◆ Consider progression opportunities available to them.

14 RELATED POLICIES

This policy should be read alongside:

- ◆ Equality, Diversity and Inclusion Policy
- ◆ Additional Learning Support Policy
- ◆ Reasonable Adjustments Policy
- ◆ Safeguarding Policy
- ◆ Apprentice and Learner Commitment Statement
- ◆ Employer Commitment Statement
- ◆ Quality Assurance Policy

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BPIF TRAINING

COMMITMENT TO LEARNER PROGRESSION

BPIF Training is committed to helping learners develop the skills, knowledge, behaviours and confidence needed for a successful future. Through high-quality careers information, advice and guidance, we aim to empower every learner to make informed decisions, achieve their ambitions and realise their full potential.