



Self-assessment

Introduction

The Quality in Careers Standard provides national validation for England's range of quality awards for careers education, information, advice and guidance (CEIAG). To gain the Standard, quality award providers must furnish sufficient current evidence to demonstrate that they meet national validation criteria in three areas:

1. Criteria, content and coverage of the CEIAG Award (8 national validation criteria)
2. Assessment processes for the CEIAG Award (5 national validation criteria)
3. Management of the CEIAG Award (3 national validation criteria).

These materials will help you gain an overview of how well you meet these criteria and enable you to identify any action required in order for your Award to achieve the Standard. They comprise three elements:

- detailed self-assessment forms to help you assess your Award against each of the national validation criteria
- a template to help you summarise your findings
- a template to help you write your self-assessment report.

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Detailed self-assessment forms

1. Criteria, content and coverage of the CEIAG Award

General

<i>How well our Award covers and supports:</i>	<i>Rating and Evidence</i>
the delivery of the core principles and themes of equality and diversity, raising aspirations, promoting social mobility and linking with work-related learning	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate
the promotion by learning providers (i.e. schools, colleges and work-based learning providers) of CEIAG within the curriculum	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate

1.1 Providing effective leadership, management and delivery of CEIAG

<i>How well our Award assesses:</i>	<i>Rating and Evidence</i>
the consistency of a learning provider's leadership and management (including the involvement of those providing the governance of schools, colleges and work-based learning providers) of its CEIAG programme	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate
a learning provider's arrangements for promoting CEIAG within the curriculum	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate

1.2 Ensuring appropriate initial staff training and continuous professional development (CPD) to secure the competency required of all staff involved in planning and implementing CEIAG provision *(this should include taking account of the professional standards and qualifications determined by the Careers Profession Alliance and/or other appropriate representative bodies)*

<i>How well our Award assesses a learning provider's arrangements for:</i>	<i>Rating and Evidence</i>
analysing the training needs of its CEIAG leadership, management and delivery teams	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate
planning and securing CPD to meet identified training needs to ensure that all staff have a basic understanding of the subject area, and that senior leaders have the enhanced understanding required to commission careers advice and guidance to meet the needs of all young people within their learning provision	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate

<i>How well our Award assesses a learning provider's arrangements for:</i>	<i>Rating and Evidence</i>
ensuring that all staff involved demonstrate their competence in delivering CEIAG and actively review their CPD to ensure their knowledge is up-to-date and accurate	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate

1.3 Providing a careers education and work-related learning curriculum, careers information and careers advice and guidance

<i>How well our Award assesses a learning provider's arrangements for:</i>	<i>Rating and Evidence</i>
using a curriculum framework (based on a set of planned learning outcomes) within an overall scheme that effectively reflects the learning provider's ethos and meets the needs of all its young people	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate
embedding CEIAG in the curriculum by establishing relevant links with work-related learning and the wider curriculum	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate
ensuring that all young people have access to advice and support from teachers and tutors	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate
ensuring that all young people have access to a comprehensive range of impartial and up-to-date careers information resources in formats suitable to their needs and requirements	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate
involving young people in contributions to, and reviewing the effectiveness of, the CEIAG programme	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate

1.4 Securing independent and impartial careers advice and guidance for young people

<i>How well our Award assesses a learning provider's arrangements for:</i>	<i>Rating and Evidence</i>
commissioning access to independent and impartial careers advice and guidance that is effective in meeting all young people's needs and that provides opportunities for face-to-face provision for those seeking it – including using agreements and contracts that set out the services secured and the review arrangements for ensuring that those services remain effective	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate
ensuring that externally provided careers advice and guidance is available from	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate

<i>How well our Award assesses a learning provider's arrangements for:</i>	<i>Rating and Evidence</i>
professionally qualified careers advisers (whether working for an organisation, as a sole trader or in a small partnership) – including ensuring that any organisation providing such services meets the agreed sector standard (e.g. <i>the matrix Standard</i>) and that account is taken of the professional standards and qualifications determined by the Careers Profession Alliance and/or other representative bodies	
ensuring that all young people have equity of access to independent and impartial careers advice and guidance from external sources	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate
data sharing and the extent to which data sharing agreements and processes benefit young people	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate

1.5 Working with external partnerships and agencies

<i>How well our Award assesses a learning provider's arrangements for:</i>	<i>Rating and Evidence</i>
involving others in effective partnerships to support young people's career aspirations and decisions – partnerships should draw on external providers of careers information, advice and guidance services, local authorities, further and higher education, work-based learning providers, employers and other agencies	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate
establishing effective partnerships with other organisations that support or provide information, advice and guidance for vulnerable young people	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate

1.6 Involving and supporting families and carers

<i>How well our Award assesses a learning provider's arrangements for:</i>	<i>Rating and Evidence</i>
informing families and carers that all young people have a right to access its CEIAG programme	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate
involving and supporting families and carers in its CEIAG programme	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate

1.7 Monitoring, reviewing, evaluating and developing provision

<i>How well our Award assesses a learning provider's arrangements for:</i>	<i>Rating and Evidence</i>
a planned approach to evaluation – including using evidence from monitoring, review and evaluation to inform planning, develop provision and bring about positive changes to its CEIAG programme	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate
regularly reviewing its CEIAG programme and collecting feedback from young people, their families and carers, the delivery team (including external service providers) and external partners such as further and higher education, work-based learning providers and employers	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate

1.8 Measuring the impact of provision (including evidence of learning outcomes and progression)

<i>How well our Award assesses a learning provider's arrangements for:</i>	<i>Rating and Evidence</i>
setting targets and objectives, and measuring the impact of CEIAG on young people's progression and destinations	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate
evaluating outcomes for young people (including successful transitions) and using the results to inform the planning and development of its CEIAG programme	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate

Overall judgement: Criteria, content and coverage of the CEIAG Award

<p>Rating</p> <p><input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate</p>
<p>Main strengths</p>
<p>Main weaknesses</p>
<p>Comments and action</p>

2. Assessment processes for the CEIAG Award

2.1 Effective evidence gathering system(s)

<i>How well our Award's assessment processes:</i>	<i>Rating and Evidence</i>
ensure objective, external assessment of a learning provider that includes scrutiny of documentation and discussions with and/or observations of young people, families and carers, and staff	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate

2.2 Sufficient and valid evidence and self-assessment by a learning provider against the established criteria for the CEIAG Award

<i>How well our Award's assessment processes:</i>	<i>Rating and Evidence</i>
ensure that a learning provider is required to undertake self-assessment against the established criteria for the CEIAG Award	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate
ensure that a learning provider is required to provide robust evidence for self-assessment judgements – including content, processes and outcomes for young people	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate

2.3 Explicit assessment criteria

<i>How well our Award's assessment processes:</i>	<i>Rating and Evidence</i>
include outcomes as well as inputs	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate
have explicit criteria showing what is expected of learning providers with clear guidance on what the Award requires them to do	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate

2.4 Written assessment report

<i>How well our Award's assessment processes:</i>	<i>Rating and Evidence</i>
ensure that all learning providers assessed for the Award receive a written report that includes future development targets	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate

2.5 Appeals and complaints procedure

<i>How well our Award has established:</i>	<i>Rating and Evidence</i>
a clear and effective appeals and complaints procedure	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate

Overall judgement: Assessment processes for the CEIAG Award

<p>Rating</p> <p><input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate</p>
<p>Main strengths</p>
<p>Main weaknesses</p>
<p>Comments and action</p>

3. Management of the CEIAG Award

3.1 Consultation and validation of the CEIAG Award

<i>How well the management of our Award:</i>	<i>Rating and Evidence</i>
includes regular reviews with key stakeholders that help the management team to evaluate the Award's effectiveness and maintain its local and national currency	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate
accommodates the context and needs of different types of learning provider	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate
responds to changes in national policies for CEIAG	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate

3.2 Assessor selection, training, development, moderation and support

<i>How well the management of our Award:</i>	<i>Rating and Evidence</i>
ensures that assessors have a clear role specification (including knowledge and skills), training and effective support meetings	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate
seeks to secure consistency between assessors and provides moderation opportunities to ensure that they are working to the same standard	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate

3.3 Levels of support offered by the provider of the CEIAG Award to learning providers seeking to secure the Award

<i>How well the management of our Award:</i>	<i>Rating and Evidence</i>
provides support for learning providers that can be enhanced by training/CPD events and/or through consultations with the Award provider and its staff	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate
ensures that support and advice processes are separate from external assessment processes	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate

Overall judgement: Management of the CEIAG Award

Rating

Outstanding Good Satisfactory Inadequate

Main strengths

Main weaknesses

Comments and action

Self-assessment summary template

Achievement against the national validation criteria

1 Criteria, content and coverage of the CEIAG Award	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate
2 Assessment processes for the CEIAG Award	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate
3 Management of the CEIAG Award	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate

Overall judgement – the extent to which our Award meets the national validation criteria for The Quality in Careers Standard	<input type="radio"/> Outstanding <input type="radio"/> Good <input type="radio"/> Satisfactory <input type="radio"/> Inadequate
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Main strengths and supporting evidence

Main weaknesses and supporting evidence

Comments and action

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Self-assessment report template

Cover	Name of the CEIAG Quality Award provider, name(s) of the report's author(s), date and contact details.
Summary	Overall judgement on how well the CEIAG Award meets the 16 national validation criteria, its main strengths and weaknesses, and any areas for development.
Introduction	Relevant background details – e.g. about the quality award provider, the CEIAG Award, accredited Award holders, learning providers working towards the Award, management and delivery arrangements.
Self-assessment process	Details of how the self-assessment was carried out, who was involved, the timescale over which it took place and a summary of the evidence gathered.
Main strengths	Details of strengths, with justification and supporting evidence.
Main weaknesses	Details of weaknesses, with justification and supporting evidence.
Areas for development	Details of any areas for development, with justification, supporting evidence and any other relevant documentation (e.g. action plans).
Detailed findings	Judgements and supporting evidence for performance against each of the national validation criteria organised under three headings: <ol style="list-style-type: none"> 1. Criteria, content and coverage of the CEIAG Award 2. Assessment processes for the CEIAG Award 3. Management of the CEIAG Award.
Conclusion	Recommendations for action.
Annex	Detailed list of the evidence gathered and/or that included in the portfolio accompanying the report.