

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE

STATEMENT OF SERVICE

INTENT

The intent of our careers programme is to inform and inspire learners, so they have the opportunity to develop their personal skills, behaviours, attitudes and resilience to be a productive member of society.

We will support them to develop their career management and employability skills so they can make well-informed and realistic decisions about their own future and progress to a positive destination.

We will provide all learners with access to the opportunity for a personal careers guidance meeting with a qualified professional careers guidance adviser, whenever they are making significant study or career choices.

IMPLEMENTATION

Our careers programme includes the following elements:

- For full time students, a weekly Continuing Personal Development (CPD) group tutorial delivered by a Progress Coach
- Teachers who understand their industry sector and link learning to careers
- Access to qualified Careers Guidance Advisers providing personal careers guidance
- Access to up-to-date careers and labour market information through My Career, Career Coach and our own careers website
- Access to high-quality information about progression pathways including employment, further education, higher education and apprenticeships
- Access to meaningful encounters with employers who are part of our industry network including apprenticeship opportunities
- Opportunities to engage with organisations including higher education providers, community and volunteering organisations
- Support from a Progress Coach (for full-time learners) to develop skills and knowledge so that they can successfully find and complete an industry-related work experience placement
- Access to specialist staff in teams across the College including Student Services and the Student Experience Team, providing individual support to help learners overcome any barriers.

PRE-ENTRY INFORMATION, ADVICE AND GUIDANCE

The College recognises the importance of pre-entry support to help individuals and their parents/carers choose the most appropriate programme to meet their career aspirations. Pre-entry information, advice and guidance activities include:

- College website, prospectuses and social media
- Initial information provided by phone, email, live chat and in person
- School liaison activities with feeder schools
- Widening participation activities for higher education entry
- Open Days
- Welcome Days
- Pre-enrolment communication with applicants
- Individual appointments with a professional Careers Guidance Adviser.

IMPACT

The following measures will be used to gain a clear understanding of the effectiveness of the careers programme and feed into ongoing continuous improvement:

- The development of learners' behaviours, skills and attitudes including communication skills, teamwork, leadership, problem-solving, creative thinking and staying positive
- The development of learners' career management skills including increased awareness of potential next steps, understanding of what employers are looking for and confidence to make informed decisions
- Progression to positive and sustained destinations including higher education, apprenticeships and employment
- Compass evaluation against the Gatsby Benchmarks.

