

Careers Education, Information, Advice & Guidance Policy

FORMAL REVIEW CYCLE:	Annual		
LATEST FORMAL REVIEW (YEAR/MONTH):	Written 2017-11	NEXT FORMAL REVIEW DUE (YEAR/MONTH):	2018-11
POLICY OWNER (JOB TITLE AND INITIALS):	Admissions, Careers and Employability Team Leader (KM)		
IMPACT ASSESSED BY:	RAB	IMPACT ASSESSMENT DATE:	2017-11

APPROVAL:

SMT APPROVAL DATE:	2018-03-13				
GOVERNOR APPROVAL REQUIRED:	Y	GOVERNOR APPROVAL DATE:	2018-03-22	COMMITTEE:	LTA

PUBLICATION:

WEBSITE Y/N	Y	STAFF INTRANET Y/N	Y	STUDENT VLE Y/N	Y	OTHER:	
AREA/S OF STAFF INTRANET:	Student Support Services						

Policy Description

Within the College's Strategic Plan, one of the key strategic goals is to facilitate our students to develop successful careers and to become effective contributors to the community and to society.

This policy outlines how the College will facilitate this goal and how we will ensure that all students develop their employability skills and leave College with the capacity to access a range of future employment or study opportunities.

Appendices

- Student Careers Entitlement Statement
- Career Development Institute (CDI) Framework
- Local Enterprise Partnerships Skills Priorities

Links to other strategies and policies:

- Strategic Plan 2017-20
- Enterprise Policy and Action Plan
- HE Strategy
- Student Support Policy
- Work Experience within Study Programmes Policy

1.0 Executive Summary

1.1 This policy outlines how students at Craven College will be supported to develop their future career and study options. It refers to the current context of careers in education including the development of the Gatsby Benchmarks and takes guidance from the Government's currently evolving agenda in relation to skills development and careers support in schools and Colleges. It also takes account of the local context and drivers in relation to employment opportunities and stresses the importance of basing careers support on both local and national Labour Market Information (LMI).

1.2 It outlines the plans for developing careers support within the College over the next three years, a fundamental aspect of which is the achievement of a Careers Quality Mark and careers staff with appropriate Level 6 qualifications.

1.3 This policy also underpins the College's commitment to the Matrix Standards for quality information, advice and guidance and also our own Equality and Diversity policy in that it will raise aspirations, promote equality of opportunity, celebrate diversity and challenge stereotypes. In addition, how Craven College will meet the statutory requirement to provide impartial careers advice and support to students of the college.

2.0 Context

2.1 The College will deliver this strategy in line with the eight Gatsby benchmarks of Good Career Guidance as follows:

- i. A stable careers programme
- ii. Learning from career and labour market information
- iii. Addressing the needs of each student
- iv. Linking curriculum learning to careers
- v. Encounters with employers and employees
- vi. Experiences of workplaces
- vii. Encounters with further and higher education
- viii. Personal guidance

3.0 Policy

3.1 Craven College will ensure that high quality, impartial and relevant careers education, information, advice and guidance (CEIAG) is available to all students of the College, at all sites. This support will enable our students to:

- Aspire to and plan for their future career
- Be better informed about routes into work including apprenticeships
- Build their understanding of job roles
- Understand how to apply for work and produce an effective CV
- Enhance their employability skills
- Develop their knowledge of the options for further or higher study
- Apply for higher education courses via UCAS
- Undertake university or job interview practice
- Make the correct course choice or get help moving courses
- Access a meaningful work experience to support their skills development

3.1.1 Students are able to access this support in a number of ways:

- Through group tutorials as advertised in the Student Services tutorial programme
- Career options exploration via the Employability Hour within study programmes for 16-19 students
- Through attending one off events such as guest speaker events and the Apprenticeship Fair
- In one-to-one careers guidance sessions tailored to individual needs – either referring themselves or being referred by Progress Coaches or Programme Tutors
- By accessing the resources on the Careers, Enterprise and Employability Moodle and in the dedicated Careers Zone on the Aireville campus.

3.1.2 The College recognises the important role that parents can have in supporting their young person towards their future goals and so they can also access support from the Careers Team by:

- Attending careers meetings with their son or daughter
- Attending parents' evenings where careers support is available as a drop-in
- Accessing information via the Parent's Guide which is posted home or available from the College's website

3.1.3 The College will share a Student Careers Entitlement Statement with all learners via Moodle.

3.2 Collaboration

3.2.1 The Careers team will work with internal curriculum staff to provide dedicated support targeted to the needs of different curriculum areas.

3.2.2 They will also work with other local providers through the Craven Careers Network, which includes all Craven schools and the Yorkshire and Humberside National Careers Service in order to share good practice and collaborate on careers-related activity. In addition, the College will work with other agencies such as UCAS and training providers as required. We will liaise with relevant colleagues within the Association of Colleges and with other local further education providers.

3.2.3 The College has excellent relationships with local employers and the Careers team will:

- continue to work with them to provide students with opportunities for valuable work placement;

- focus on skills needs and gaps that they identify to us; and
- invite them in to work with students as guest speakers, activity providers and local experts.

3.3 Roles and Responsibilities

- 3.3.1 All the CEIAG work at the College will be overseen by the Admissions, Careers and Employability Team Leader who will also, in conjunction with the Student Services Manager, the Vice Principal for Curriculum and Quality and Governors, monitor the implementation of this policy. The responsibility for good career guidance is, however, shared with other key staff as well.
- 3.3.2 The Admissions Team will support prospective learners by offering clear and impartial guidance on what courses and progression routes are available at Craven College.
- 3.3.3 The Marketing team will ensure that all information about opportunities at the College are accessible and communicated clearly.
- 3.3.4 These teams will also collaborate to offer a series of Open and Taster events, supported by the Careers staff, to inform students and their parents about the College offer.
- 3.3.5 Impartial careers guidance will be delivered through an Independent Careers Adviser. This post is funded through the Student Services budget and is reviewed on an annual basis. Our full Level 6 qualified adviser will work one day per week with students and will support at other College-wide events including open evenings and enrolment.
- 3.3.6 Progress Coaches and Programme Tutors are responsible for exploring with students the career options available after completion of their course of study and for signposting students to the Careers team for one-to-one sessions and for inviting the Careers team to deliver workshop sessions with their groups.
- 3.3.7 Curriculum staff will be responsible for making careers 'real' by including careers-related work and activities in the curriculum.
- 3.3.8 The Student Support Services team, including the SEND Team Leader and the Mentors, in their role of supporting the personal and social development of our learners, are also responsible for referring students, in particular those with additional needs or those who need extra guidance. The Additional Learner Support team will assist in adapting any resources as required.
- 3.3.9 The Admissions, Careers and Employability Team Leader is also responsible for evaluating, monitoring and reporting on CEIAG activity and each year and will produce a full report for senior leaders and Governors. She/he will also connect with students and parents to evaluate the careers support from their perspective, in order to allow the service to develop according to their communicated needs.

3.4 Training

- 3.4.1 The Admissions, Careers and Employability Team Leader in conjunction with the Staff Development Team will ensure that staff involved in careers work are suitably qualified. The College's careers advisors have achieved the Level 6 in Career Guidance and Development. Frontline staff will have appropriate qualifications in advice and guidance and a clear understanding of progression routes and higher education application processes. Any staff, including Progress Coaches and Mentors, who identify a training need, will receive support in careers-related activity as required. New staff will be fully inducted into the support on offer and at the start of each academic year. Relevant staff will be given details of any updates and developments within the careers service.

3.5 Outcomes and destinations

- 3.5.1 Craven College seeks to secure the best outcomes for the students that access careers support, whether those outcomes be further or higher education or jobs or apprenticeships.
- 3.5.2 The College aims to help towards these outcomes by supporting the learner to develop their employability and job-searching skills alongside the achievement of their qualification.
- 3.5.3 The College will monitor and analyse the destination data of each academic year cohort and will use this information to further enhance and develop its careers service.

Local Enterprise Partnership Priorities

Main skills priorities and industries/sectors as identified by the **Leeds City Region** Local Enterprise Partnership:

Key employment sectors:

- health
- care
- retail
- education
- business/admin support
- professional, scientific, technical

Key growth sectors:

- life sciences and related industries
- low carbon industries
- digital and creative industries
- advanced manufacturing (including innovative manufacturing)
- financial and professional services
- food and drink

Top 5 Skill Areas needed (identified as a priority by businesses for existing workforce):

- sales and marketing
- IT
- management
- customer care/service
- technical skills

Wider Skills Priorities:

- sustainability - a range of skills to reduce the demand for energy and implement low carbon approaches within businesses
- STEM skills development
- engineering skills and qualifications, particularly software and mechanical engineering
- work skills
- English and maths
- enterprise
- leadership and management
- professional business services and other technical skills at levels 4 and 5
- languages of emerging world markets: China/South East Asia; South America; Africa

Main skills priorities and industries/sectors as identified by the **York, North Yorkshire and East Riding** Local Enterprise Partnership:

Priority Sectors for development:

- agri-foods
- visitor economy
- bio-renewables

Skill Areas needed:

- planning and organising skills
- IT/software skills (including CAD, software development and programming)
- technical practical skills especially in electronic, mechanical and engineering sectors
- employability
- enterprise
- leadership development

Wider Priorities:

- micro-businesses in rural areas
- development of construction and engineering skills linked to the development of:
 - potash mine
 - off-shore wind farm developments
 - low-carbon economy
- retail sector

STUDENT ENTITLEMENT STATEMENT

CAREERS EDUCATION, INFORMATION, ADVICE & GUIDANCE

AIMS

Careers Education, Information, Advice and Guidance is an integral part of the student experience at Craven College. Our aim is to provide high quality impartial information, advice, guidance and support at all relevant stages of the student journey to enable students to make informed choices about post-16 education or training, and once on programme, to make exceptional progress and secure positive destinations in employment, further study or as an Apprentice.

WHO CAN ACCESS OUR SERVICES - including but not limited to:

- Current students
- Potential students
- Employers
- Parents/guardians/carers
- Support workers

OUR STAFF/TEAM

Our staff have all had an enhanced Disclosure and Barring Service (DBS) check and are well qualified, holding appropriate professional qualifications and training. A culture of continuous professional development enables staff to regularly update skills and knowledge to provide current and relevant information, advice, guidance and support.

WHAT WE PROVIDE/OUR SERVICE

- Free, impartial high quality advice and guidance for all potential students through a range of activity including, regular open events throughout the year, providing Taster opportunities, pro-active engagement with local schools and providers, transition days, and small group or 1:1 support/intervention in schools
- Information on all courses and opportunities via our website
- Tutorial and pastoral support for all full-time students on-programme throughout their studies to promote learning, progress and personal development
- Additional Learning support for students with high level or complex learning needs or disabilities
- Workshops or 1:1 sessions to help with UCAS applications; CVs, career choices and interview skills
- Curriculum specific information, advice and guidance regarding employability and further study options, includes trips to employers, guest speakers and visits to Universities
- Cross college employability days with key local employers attending to share their experiences and information about careers with students
- Work related learning/work experience opportunities to help prepare students for the next steps/employment
- Advice about financial support for course fees, childcare, transport and support for learning
- Support for vulnerable students (Students are welcome to bring along a support person to any guidance appointments)
- Referral and signposting to relevant agencies as appropriate
- Written/Electronic records of guidance interviews to enable us to help our students and to provide evidence for funding purposes
- Where appropriate, provide an action plan, following 1:1 appointment

IAG OBJECTIVES

The Information, Advice and Guidance we provide is a key element in supporting a number of organisational strategic aims, specifically around:

- Provide a service which is student-centred and solution focused
- Provide a service which is flexible and pro-active, and which meets student needs
- To use information about students objectively to inform the support and guidance provided
- To work collaboratively with students to review progress, plan next steps and strategies to achieve these
- To collaborate with external partners to share information appropriately both ways in the interest of securing high quality outcomes for the students
- To listen to feedback and pro-actively respond in the spirit of continuous improvement
- Student feedback

WE ASK OUR STUDENTS TO:

- Treat our staff and other clients with respect at all times
- Attend any pre-arranged appointments as agreed or to notify us where this is not possible
- Feel confident to ask questions at any stage in the knowledge that staff will have a simple and clear explanation and plan to help
- Inform the college of any specific needs prior to appointment, where possible
- Be polite and respectful to IAG staff
- Be honest and provide us with the information we need to support you

CONFIDENTIALITY

We will treat all personal information in confidence. All records, electronic and paper based are only accessed by staff who may need to see the information as part of their work. Craven College complies with the requirements of the new GDPR.

EQUALITY AND DIVERSITY

Craven College welcomes enquiries from all people regardless of their age, race, colour, gender, sexual orientation, religion or beliefs, disability, marital status or background. Craven College is happy to support any student regardless.

FEEDBACK AND COMMENTS

To help us continuously improve our service, we welcome feedback from users of the service. Students' views are sought regularly throughout their time at the college through surveys, forums and Student Conferences.