

Careers Education Information, Advice and Guidance Policy

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Related Documents:	Work Experience Policy Equality, Diversity and Inclusion Policy Careers Strategy Admissions Policy

1. Introduction

High quality and impartial careers information, advice and guidance raises aspirations, challenges stereotypes and enables students to plan effectively for their future. Joseph Chamberlain College is committed to supporting all students to understand the opportunities that are available to them and achieve their career goals.

This policy forms part of the College's commitment to inclusive learning. It describes a careers guidance service that will ensure all students set themselves realistic goals and plan for their future therefore being motivated to complete their course, achieve their qualification, and progress to achieve sustainable outcomes.

2. Aim and Scope of the Policy

2.1 Aim

- To provide current, impartial and comprehensive information, advice and guidance for all, enabling individuals to make informed choices on options available to them at every stage of their career.
- To raise aspirations for all students studying at Joseph Chamberlain College and ensure that all students have equality of opportunity in accessing learning opportunities.
- To provide every student with an entitlement to careers information, advice and guidance, thereby ensuring that students leave the College well equipped to achieve their full potential in their chosen career path. This will help students to:
 - become self-motivated and independent
 - develop the resilience they require to make sustainable transitions
 - become more self-aware
 - make well informed and realistic decisions
 - access up to date labour market intelligence which supports progression towards and into sustainable employment
 - develop enterprise skills and approaches
 - access a range of guidance activities so they will develop the skills to plan effectively for their own future
 - experience the world of work through relevant work-based activities and events.

To achieve the aims detailed within this policy the eight Gatsby Benchmarks (detailed on Page 4) will be at the core of our provision and services, and will be applied appropriately across all levels of study:

2.2 Scope

- Careers related information, advice and guidance will be offered to all prospective and current students whatever their age or mode of attendance.
- This policy is written in accordance with the following guidance:
 - Education Act 1997; 2004; 2011 (forms the basis for the Statutory Guidance)
 - Good Career Guidance – Gatsby Benchmarks (January 2018) 4. Quality in Careers Standard (September 2018)

- Careers Guidance – Guidance for further education Colleges and sixth form Colleges (October 2018)
- Careers Strategy – making the most of everyone’s skills and talents (December 2017)
- Technical and Further Education Act, 2017 (extends to FE colleges the duties outlined in Ofsted Inspection Framework and career guidance provision in Education & Inspections act 2006)
- SEN Code of Practice outlines the requirement for an Education Health and Care plan, which encompasses preparing for adulthood, including HE and/or employment, including self-employment.
- Data Protection Act (and regulations) 2018 protects individuals' personal data.

3. General Principles

3.1 All prospective students are entitled to:

- Comprehensive impartial information, advice and guidance as part of the College admissions process which will include invitations to open events, taster and new student days.
- Information, advice and guidance on the range of bursary and hardship funds available at the College.
- Information on progression options including higher education, employment and apprenticeship opportunities.
- Access to a range of careers, enterprise and employability information resources with signposting to relevant external sources.
- Access to support with employability skills and vacancy searching.

3.2 All current students are entitled to:

- Up to date, impartial and confidential careers guidance which may be delivered on a one-to-one basis or during group sessions delivered by appropriately qualified specialist careers staff.
- Support with applying to higher education via the UCAS application process including information advice and guidance on choosing the right course and university, completing personal statements, interview techniques, entrance exams and student finance.
- Access to a range of careers and employability resources with signposting to relevant external sources and support.
- Support with the development of employability skills and advice on entering sustainable employment or an apprenticeship.
- Referral to other professional agencies or College staff when issues arise during guidance interviews which are outside the scope of the Careers Adviser e.g. pastoral or financial advice.

4. The Gatsby Benchmarks

1. A stable careers programme	• A careers statement and programme involving stakeholders (Students, Parents, Staff)
2. Learning from career and labour market information	• Provide access to high quality, relevant and up to date information with easily accessible support from trained staff
3. Addressing the needs of each learner	• Ensure that high quality careers guidance is readily available to meet different needs at different stages and includes equality & diversity elements
4. Linking curriculum learning to careers	• Curriculum planning and delivery have strong links to relevant careers and industry requirements, including STEM
5. Encounters with employers and employees	• Targeted approach used to deliver employer encounters which are recorded and evaluated to ensure learners have significant, multiple interactions
6. Experience of workplaces	• Every learner to have experience of the workplace to explore career opportunities and expand networks
7. Encounters with further and higher education	• Access the right support and information regarding FE and HE opportunities to understand all progression routes
8. Personal guidance	• Qualified and experienced careers advisers are available and accessible to all throughout the academic year

5. Monitoring and Evaluation

- This policy will be reviewed every 3 years or more frequently as legislation changes.
- The effectiveness of the policy will be monitored through the self-assessment and quality improvement process.
- A termly careers information, advice and guidance report will be completed and shared with members of the Senior Leadership Team.

Appendix 1 - Provider Access Statement

As highlighted in our Careers Education, Information, Advice and Guidance strategy for the college. The college is committed to ensuring that we are providing all our students with various opportunities throughout their studies with us, promoting a variety of career pathways, through internal and external events.

At Joseph Chamberlain Sixth Form College, students are entitled to:

- Find out more information about further training opportunities, such as T Levels, apprenticeships, traineeships, internships (and supported variations), as well as any study programmes on offer to support skill development.
- Explore a range of university courses with the support of the Careers Manager, Higher Education Advisor, Careers Advisor and their Personal Progress Tutor, who will be assigned to them at the start of their studies.
- Participate in a range of activities with local providers and businesses, to support professional development, gain valuable workplace experience and develop their understanding of professionalism in a workplace environment.

Meaningful encounters to support employer engagement

Following government guidelines, we will ensure that as a college we are providing at least two meaningful encounters with an employer or training provider, so that all our students are able to explore a range of career options, during their studies.

The college will support with providing meaningful encounters during their main college hours, so that all students can engage with an offer of careers activity, as well as ensure that all employers and training providers have been provided with reasonable notice of events or activities to take place at the college, to link with employer engagement.

The college is committed to supporting employer engagement by:

- Enabling employers and training providers to share information about their offer and services.
- Allocate time for employers and training providers to talk through next steps and career options that are available to our students.
- Supporting with industry days, so our students can experience the workplace and gain valuable experience.
- Providing time for employers and training providers to offer advice and guidance to our students, so that they are informed and aware of what is available to them in the local and surrounding area.
- Promoting online opportunities to engage digitally through interactive workshops, careers talks, virtual work experience opportunities and key events.

Previously at the college, we have worked with a variety of employers and training providers, to widen opportunities for our students. Some of these include:

- Deloitte

- Tesla
- BBC
- Canal River Trust
- NHS Careers
- Staffordshire University
- University of Wolverhampton
- Birmingham City University

Requesting Provider Access

At the college, we welcome providers and seek to support with internal and external events. If you would like to request access to our college, you will need to contact the Careers Leader, Heather Pryce. She can be contacted via hpryce@jcc.ac.uk

By doing so, the college is then able to liaise effectively with you to ensure we are supporting our students with meaningful opportunities, that will provide opportunities for career talks, careers events (such as National Apprenticeship Week, National Careers Week and National Work Experience Week) and work experience activities.

The college integrates activities into our careers programme, which is available to access on our website. If you have any suggestions on what you would like to support us with, please liaise with our Careers Leader.

Appendix 2 – Roles & Responsibilities

Careers education, advice and guidance (CEIAG) is a whole college responsibility at all levels within the organisation including teaching and support.

The Careers Manager will;

- Develop and deliver an engaging careers and guidance programme in conjunction with curriculum staff that meets the needs of all students studying at the College.
- Offer timely information and advice to students at relevant points in their student journey including supporting students through the UCAS application process.
- Ensure that appropriate careers guidance online and physical resources are available for students and are regularly updated.
- Work with other guidance agencies including Careers and Enterprise Company and the National Careers Service.
- Develop partnerships with schools, higher education institutions and employers as appropriate to support the progression of Joseph Chamberlain college students.
- Provide a range of events which raise aspirations and awareness of career pathways including progression to higher education, apprenticeships and employment.
- Deliver 1:1 career guidance for all looked after children, care leavers and students with an education, health and care plan.
- To lead on the achievement of appropriate quality awards.

The **Vice Principal Welfare & Progression** will;

- Ensure that the College meets statutory regulations and that policies and practices reflect statutory duties including the Gatsby Benchmarks.
- Ensure that CEIAG strategies, priorities and targets are set and implemented.
- To ensure that the careers guidance service meets the local and national government agenda.
- To work with the Careers manager to develop, monitor and evaluate the careers and information, advice and guidance strategy, policies and procedures, ensuring that quality standards are met.
- To ensure that all information, advice and guidance staff are appropriately qualified and regularly update their knowledge around local, regional and national labour market intelligence.
- To provide regular reports on careers guidance activity and the impact on students' success and progression.

The **Assistant Principal - College Services** will;

- Implement effective information, advice and guidance services that support an effective admissions process and enables students to be placed on the appropriate programme of study.
- Deliver impartial information, advice and guidance services to local feeder schools ensure individuals are aware of the opportunities available at the college along with entry criteria and progression routes.
- Provide a range of pre-entry events and activities for individuals who have applied to the college.

- Ensure that prospective students are provided with access to careers information, advice and guidance via the college website.

The Student Services Manager – Adult Learning will;

- Devise, implement and monitor effective information advice and guidance services for all adult learners.
- Ensure that course information is available for all adult learning courses
- Organise pre-enrolment advice and initial assessment sessions for prospective adult learners.
- Work with the Careers Manager to devise an appropriate careers service for adult learners to support them into work or into higher education.
- Ensure that all adult learners have comprehensive pre- employment education as part of their adult learning programme.

The Personal Development Manager will;

- Lead on the development and delivery of an inspirational and informative My Future group tutorial programme which provides students with a range of careers information, advice and guidance opportunities.
- Develop and implement clear and effective processes and procedures that support timely applications and positive progression into higher education.

The Work Experience Manager will:

- Develop and deliver a comprehensive Work Experience Strategy which provides students with opportunities to learn about the world of work and develops a range of employability skills to support their positive progression.
- Establish and develop professional relationships with a range of employers and relevant local, regional and national organisations including Learn to Work to secure appropriate and meaningful work experience placements.
- Support students to source and secure appropriate work experience placement opportunities with employers which enable them to develop knowledge, skills and behaviours in line with the requirements of their chosen career.

The HE Adviser will;

- Provide opportunities for students to visit and meet with representatives from a range of higher education institutions to ensure that they are able to make informed choices.
- Support the Futures Team with the development and delivery of engaging and stimulating Progression events.

The Careers Champions will;

- Raise awareness of the breadth of careers available to students in the subject area ensuring they have access to information on the associated skills, experience and salaries for specific career pathways
- Ensure every student participates in a minimum of 1 encounter with an employer per academic year.
- Support the organisation and promotion of departmental visits and external speakers to provide students with a greater insight into the different careers available to them and to raise aspirations.
- Provide advice and guidance to the Work Experience Manager on meaningful work experience placements within a subject area.

Curriculum Staff & Progress Tutors will;

- Promote the careers, enterprise and employability information, advice and guidance service to all students within their curriculum area.
- Ensure that timely arrangements are in place for students to access relevant information, advice and guidance as part of the delivery of tutorial and enrichment-based activities.
- Discuss student progression plans as part of review activities and facilitate positive outcomes for students.
- Refer students for specialist careers and employability guidance as required.
- Provide high quality and timely references to ensure the students have the best chance to successfully progress.
- Deliver a range of work-related activities, trips and visits to enhance the curriculum and set high aspirations for all students.