

Careers Education Information Advice and Guidance Strategy 2023-2024

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Vision Statement

At Joseph Chamberlain Sixth Form College (JCC), all of our students will be supported to reach their full potential during their studies with us. JCC will endeavour to guide and prepare every student, to ensure that they are workplace ready and successfully progressing into employment, further and/or higher education.

The CEIAG programme is designed to work alongside our students' chosen subject areas, as a preparatory tool, to equip our students with the necessary skills and experience, as well as support personal and professional development. We aim to inspire and motivate our students, through regular employer engagement, workplace experiences, encounters with training providers and universities, as well as provide a good quality IAG service to all, which recognises individual needs, diversity, and inclusive practice.

This strategy is designed to act as a supportive document, that the college will refer to, in order to effectively work towards the learning outcomes outlined in the updated CDI Framework (2022) and ensure we are meeting the Gatsby Benchmarks, throughout the entire academic year and beyond. Moreover, this strategy will be reviewed regularly and amended where necessary, which will support the overall growth and impact of the careers programme, identifying strengths and areas to further improve, enabling us to work towards an outstanding careers provision.

Purpose and Aims

The careers strategy outlined in this document, outlines the careers programme that is to be covered across the 2023-2024 academic year, as part of the new Careers service on offer at Joseph Chamberlain Sixth Form College (JCC). This plan coincides with the careers action plan, that is also uploaded to the JCC website, as a tool to monitor our actions across the year and ensure that our careers programme meets the CDI (Careers Development Institute) framework and Gatsby Benchmarks, developing an outstanding quality careers provision within the college.

Students at JCC will have the opportunity to engage with careers through a variety of activities, events and workplace experience. The careers programme ensures that it meets the requirements of a good quality careers provision, by ensuring that;

- 1) It outlines a stable careers programme for the academic year.
- 2) Students, staff, and parents have access to labour market information (LMI).
- 3) Every student will have the opportunity to engage in careers activity, that suits their individual needs.
- 4) Careers activity is purposeful and links into the curriculum, to enhance the student's learning experience.
- 5) Every student will have the opportunity to link in with an employer or employee, to develop their skillset and gain valuable experience.
- 6) As part of the student's JCC experience, every student will have the opportunity to become workplace ready, through industry visits, insight days and engage with employer events.

- 7) All students have the option of participating in encounters with further and higher education providers, to discuss alternative pathways to the traditional university route.
- 8) Whilst studying, every student will have access to the online booking system to see a careers advisor on a 1-2-1 basis for personal guidance, as well as have an opportunity to engage in the weekly drop-in service available in the Futures Zone.

Implementation

In order to implement CEIAG across the college, we are committed to working closely with all staff at JCC, to ensure that correct information is being promoted across the college on behalf of the careers team (Futures Team). There will also be opportunities for staff to undergo CPD sessions in careers related topics, such as training for our Personal Progress Tutors (PPTs) and our Academic Learning Coaches (ALCs). The Careers Champions will also have the opportunity to work on their career development skills, through networking opportunities, regular meetings with the Careers Manager and through termly support meetings, in which good practice can be shared to support one another. This ensures we are working towards a good quality service and alongside the Gatsby Benchmarks required for CEIAG across schools and colleges.

Moreover, at college we value working with key internal and external stakeholders, to ensure we are linking in within the local community and offering further opportunities for staff and students to network and build on their employability skills. Stakeholders such as the Birmingham Careers Hub, Birmingham Careers Service, Greater Birmingham Chambers of Commerce, Asian Chambers of Commerce and many more. We promote local employer businesses, universities, training, and apprenticeship providers, to ensure we are widening opportunities for our students during their studies at JCC.

Student engagement

JCC ensures that all students will:

- 1) Be given the opportunity to access the careers team via the Futures Zone, to book individual IAG sessions and/or receive advice and guidance through the drop-in service available throughout the week.
- 2) Receive 1-2-1 support with specialist information, advice and guidance from a qualified L6 professional.
- 3) Explore a range of opportunities within careers and work experience, specifically with a variety of training providers, universities, and employers.
- 4) Access career events and insight days throughout the academic year, that will develop their soft skills and prepare them for the workplace.
- 5) Have access to updated Labour Market Information (LMI), which will be distributed termly through the career's newsletter and any immediate information or upcoming events will be emailed across to students, staff, and parents through the weekly student newsletter.
- 6) Be able to view the current vacancies available in the local area for part-time/full-time work, apprenticeship opportunities and information about university open days.
- 7) Have a voice and feedback their views about careers activity, identifying what they enjoyed and what they would like more of, to further their development and experience at JCC.
- 8) Have the option to get involved with a range of university taster days, workshops, and campus visits, to explore what life could be like as a university student.

- 9) Be supported by a UCAS advisor, offering advice to students regarding the UCAS application process and preparing them for higher education opportunities after JCC.
- 10) Explore work experience opportunities via the Work Experience Manager, who will support them with gaining workplace experience, to support job applications, apprenticeship opportunities and university interviews.
- 11) Have access to a range of enrichment and sports activities throughout the year, to develop their social skills, such as the Duke of Edinburgh (Bronze and Silver), clubs and societies engagement, sports clubs and more.

Parental engagement

JCC ensures that all parents will:

- 1) Be provided access to the JCC Connect platform to access a variety of careers information, advice, and guidance, around employment, apprenticeship and university opportunities, through the termly careers newsletter.
- 2) Have access to resources for higher education, that will explore the UCAS application process and be invited to the UCAS parents evening for further support.
- 3) Access the digitalised booking system to book an appointment with a qualified careers advisor, to discuss options with their child or young person.
- 4) Be presented with opportunities to feedback on the quality of the careers service provided across the year, including parent progress evenings, UCAS, resources online and the IAG service provided to all.

Employer engagement

JCC ensures that external employers, providers, and universities will:

- 1) Be able to request access to the college site, to be able to share their offer with the students at JCC, on a fair and impartial basis*.
- 2) Have an opportunity to be invited to a range of careers events across the academic year, such as career days and the annual Progression Day.
- 3) Be able to liaise with the careers team (Futures Team) at JCC, to discuss upcoming opportunities and explore options on how to link in with the college, such as supporting key curriculum areas through specific subject weeks.

*Following the guidelines outlined in the Careers, Information, Advice and Guidance Policy, which is available via the JCC website; <https://www.icc.ac.uk/information/key-college-documents/> This outlines how the college ensures they remain fair and impartial towards all pathways, by enabling a variety of employers, providers, and universities to explore their offer and range of services to our students at the college.

Monitoring and Evaluation

To effectively monitor and evaluate the CEIAG across the college, the Careers Manager will produce and review a specific action plan, that outlines the key areas to be targeted throughout the academic year, RAG rating this and setting timeframes for actions to be achieved.

At Joseph Chamberlain Sixth Form College, we have a structured careers programme, which highlight events throughout the year and a specific action plan, which is reviewed annually by the Careers Manager and the Vice Principal of the college.

How we monitor activity	How this is evaluated
Tutorial observations	Learning walks with feedback from the Senior Tutor/ Progression Manager.
Liaising with the Careers Champions	Regular department meetings to discuss activity within their subject areas, as well as a termly meeting with all Career Champions to discuss successes and areas of improvement for the next term.
Student feedback during events	Feedback is assessed from students, employers and staff involved in activities, to identify what went well and what could be improved further.
Student feedback during IAG sessions	Feedback is assessed from students and parents involved in IAG sessions, to identify what went well and what could be improved further in careers guidance at JCC.
Destination data collection	Reviewing destination data to identify where students have progressed, to address areas of improvement with providing outcomes for young people.
Regular Compass evaluation	To access the compass evaluation toolkit to see how the college is meeting the Gatsby Benchmarks and areas for further improvement.
Liaising with the Careers and Enterprise Company, specifically our Enterprise Coordinator and Enterprise Advisor	Regular meetings to discuss the compass evaluations with the Enterprise Coordinator and identifying trends that are successful, as well as evaluating areas to strengthen under each benchmark. Linking in with the Enterprise Advisor to assess the careers programme from a business perspective, for continuity with employer engagement activities.

Sharing good practice with other Careers Leaders to continue to strengthen the CEIAG at the college.

Attending meetings throughout the year with other Careers Leaders, to network and identify challenges faced across the colleges in the local area, so that we can learn from one another and apply successful outcomes at JCC.

Destination Data overview

At JCC, we look to improve our services each year, to ensure we are maximising opportunities and providing a quality service to our students, equipping them with the necessary tools for the workplace and/or continued training.

JCC is committed to continuing positive outcomes for our students and minimising the risk of becoming NEET, through a quality careers provision that supports our students with their next steps, developing key skills for work and higher education, as well as provide them with necessary tools and opportunities to succeed in the workplace.

Below are the percentages of students who progressed into employment, education or further training:

2018	2019	2020	2021	2022
96.1%	96.5%	96.6%	96.8%	TBC

Students can access information, advice and guidance throughout their studies at JCC to prepare them for their next steps, by visiting the careers team (Futures Team) and linking in with their Personal Progress Tutors (PPTs), both of which are available to offer support on a regular basis.

Reviewing the CEIAG strategy

This strategy will be annually reviewed by the Careers Manager and Vice Principal, to ensure that it continues to meet the requirements of a good quality careers programme. The programme will also be reviewed termly via the Compass evaluation tool, to identify strengths and areas for further improvement.

Compass

The Careers Leader will meet with the Enterprise Coordinator across each term within the academic year, to complete the compass evaluation tool, as a method to evaluate the effectiveness of the careers programme at JCC. This will continue to identify how the college is working towards meeting each Gatsby Benchmark and identify percentages that are low, to adjust and ensure that we are working towards achieving 100% in all 8 benchmarks. Any improvements in the final Compass

evaluation in the summer will then be included in the action plan, to commence for the next academic year.

Careers Action Plan

The action plan below, is an outline of the actions that are to be achieved and completed within the next academic year (by August 2024), as part of the new Careers service at Joseph Chamberlain Sixth Form College. Each action has been marked against the Gatsby Benchmarks, to ensure that JCC is meeting the framework for careers provision within schools and colleges. These actions have been RAG rated, to show evidence of progress throughout the year, with the goal of becoming green for all actions.

RAG rating

Red

Requires improvement

Amber

Ongoing progress is being made

Green

On track to maintain progress

Appendix 1 – JCC Careers Programme 2023-2024

Careers Programme Overview 2023-2024

At JCC, there are various elements incorporated into the careers programme, to ensure that every student has the best possible outcomes and student experience, whilst studying at the college. The programme covers the whole academic year and specifically targets the different levels of study at JCC, to support the students at varying points in their education. Below, is an overview of the programme on offer for the 2023-2024 academic year, highlighting what we offer across the autumn, spring, and summer terms.

Level of study	Autumn Term (September – December)	Spring Term (January – March)	Summer Term (April – July)
All	Futures Team: <ul style="list-style-type: none"> - Introduction to the team in tutorial sessions - IAG appointments offered to all - Careers information (LMI, exploring pathways, links to industries) - Signposting drop-in service - EHCP career reviews 	Futures Team: <ul style="list-style-type: none"> - IAG appointments offered to all - Careers information (LMI, exploring pathways, links to industries) - Signposting drop-in service 	Futures Team: <ul style="list-style-type: none"> - IAG appointments offered to all - Careers information (LMI, exploring pathways, links to industries) - Signposting drop-in service - Support with summer opportunities in the local area
	My Futures programme: <ul style="list-style-type: none"> - Introductions with a PPT - Weekly tutorial sessions with a Personal Progress Tutor (PPT) - Support developing employability skills 	My Futures programme: <ul style="list-style-type: none"> - Weekly tutorial sessions with a PPT - Support developing employability skills 	My Futures programme: <ul style="list-style-type: none"> - Weekly tutorial sessions with PPT - Support developing employability skills - Progression planning meeting with a PPT to discuss next steps
	Events, trips, and visits: <ul style="list-style-type: none"> - National School and College Leaver Festival (November) 	Events, trips, and visits: <ul style="list-style-type: none"> - National Apprenticeship Week (February) - National Careers Week (February) - Job fairs (March) 	Events, trips, and visits: <ul style="list-style-type: none"> - National Work Experience Week (April)

Level of study	Autumn Term (September – December)	Spring Term (January – March)	Summer Term (April – July)
ESOL/L2	Futures Team: <ul style="list-style-type: none"> - Support with work experience opportunities 	Futures Team: <ul style="list-style-type: none"> - Support with work experience opportunities 	Futures Team: <ul style="list-style-type: none"> - Support with applying for intermediate and advanced apprenticeships - Signposting to alternative pathways - Virtual/face-to-face work experience summer opportunities
	My Futures programme: <ul style="list-style-type: none"> - Weekly tutorials once a week; sessions to cover personal and professional development topics. 	My Futures programme: <ul style="list-style-type: none"> - Weekly tutorials once a week; sessions to cover personal and professional development topics. 	My Futures programme: <ul style="list-style-type: none"> - Weekly tutorials once a week; sessions to cover personal and professional development topics.
	Events, trips, and visits: <ul style="list-style-type: none"> - National School and College Leaver Festival (November) 	Events, trips, and visits: <ul style="list-style-type: none"> - National Apprenticeship and Education event (March) 	
L3 Y1	Futures Team: <ul style="list-style-type: none"> - Support with work experience opportunities - Employer engagement talks around higher/degree apprenticeships - University subject course talks 	Futures Team: <ul style="list-style-type: none"> - Subject specific career days and employer-led workshop weeks - Employer engagement talks around higher/degree apprenticeships - University subject course talks 	Futures Team: <ul style="list-style-type: none"> - Support with applying for advanced apprenticeships - Subject specific career days and employer-led workshop weeks - Virtual/face-to-face work experience summer opportunities - UCAS application preparation - UCAS personal statements workshops
	My Futures programme: <ul style="list-style-type: none"> - Weekly tutorials twice a week; sessions to cover personal and professional development 	My Futures programme: <ul style="list-style-type: none"> - Weekly tutorials twice a week; sessions to cover personal and professional development 	My Futures programme: <ul style="list-style-type: none"> - Weekly tutorials twice a week; sessions to cover personal and professional development

	Events, trips, and visits: <ul style="list-style-type: none"> - HE and Apprenticeships Spring Fair (October) 	Events, trips, and visits: <ul style="list-style-type: none"> - HE and Apprenticeships Spring Fair (March) 	Events, trips, and visits: <ul style="list-style-type: none"> - UCAS discovery day (Birmingham) - Progression Day (JCC internal event)
Level of study	Autumn Term (September – December)	Spring Term (January – March)	Summer Term (April – July)
L3 Y1 (Cont.)	Events, trips, and visits: <ul style="list-style-type: none"> - University Open Days - University off-site campus visits - Employer-led subject specific workshop week - Industry visits/employer engagement day 	Events, trips, and visits: <ul style="list-style-type: none"> - What University? What Career? (March) - Access For All virtual event (March) - National Apprenticeship and Education event (March) - University Open Days - University off-site campus visits - Employer-led subject specific workshop week - Industry visits/ employer engagement day 	Events, trips, and visits: <ul style="list-style-type: none"> - University Open Days - University off-site campus visits - Employer-led subject specific workshop week - Industry visits/ employer engagement day
L3 Y2	Futures Team: <ul style="list-style-type: none"> - Employer engagement talks around higher/degree apprenticeships - University subject course talks - UCAS application support - UCAS personal statement support 	Futures Team: <ul style="list-style-type: none"> - Employer engagement talks around higher/degree apprenticeships - UCAS application support - Student Finance application support 	Futures Team: <ul style="list-style-type: none"> - Employer engagement talks around higher/degree apprenticeships - Support with alternative pathways - UCAS support with JCC Extra and Clearing - Workplace readiness; support with applications and job interviews
	My Futures programme: <ul style="list-style-type: none"> - Weekly tutorials twice a week; sessions to cover personal and professional development 	My Futures programme: <ul style="list-style-type: none"> - Weekly tutorials twice a week; sessions to cover personal and professional development 	My Futures programme: <ul style="list-style-type: none"> - Weekly tutorials twice a week; sessions to cover personal and professional development
	Events, trips, and visits: <ul style="list-style-type: none"> - University off-site campus visits - HE and Apprenticeships Spring Fair (October) 	Events, trips, and visits: <ul style="list-style-type: none"> - HE and Apprenticeships Spring Fair (March) - Access For All virtual event (March) 	

Careers Activity	Level of Study	Due Date – When will this be delivered?	Implementation – Who is responsible for this?	Gatsby Benchmarks	CDI Framework
Introduction to the Team in tutorial sessions at the start of the academic year, supporting students with understanding where the careers area is in the college (Futures Zone) and introducing the careers team (Futures Team).	ESOL, L2, L3 Y1 and L3 Y2	Autumn term – Beginning of September 2023	Personal Progress Tutors, Careers Leader, Work Experience Manager, HE Advisor and the Careers Advisor	1, 3 and 8	LA1, LA2 and LA3
IAG appointments offered to all students from the start of the academic year, to support students interested in transferring to different courses during the transfer window, those unsure of whether college is right for them and for individuals needing support with an action plan, ahead of upcoming EHCP reviews.	L2 and L3 Y1	Across the academic year (2023-2024)	Careers Leader, Inclusive Learning Support Manager (SENCO) and the Careers Advisor	3 and 8	LA1, LA2, LA3, LA4 and LA6
Signposting offered to all through a weekly drop-in careers service, to support students with careers information apprenticeships, and alternative pathways.	ESOL, L2, L3 Y1 and L3 Y2	Across the academic year (2023-2024)	Careers Leader, Careers Advisor and HE Advisor	2, 3 and 8	LA1, LA2, LA3, LA4, LA5 and LA6
My Futures programme embedded into every students' experience at JCC, to work alongside their chosen subject areas, to support personal and professional development;	ESOL, L2, L3 Y1 and L3 Y2	Across the academic year (2023-2024)	Personal Progress Tutors and Careers Leader	1 and 3	LA1, LA2, LA3, LA4, LA5 and LA6

topics include CV writing, interview techniques, PREVENT, consent etc.					
Employer engagement activities across the academic year, for students to engage with a range of employers, training providers and universities.	ESOL, L2, L3 Y1 and L3 Y2	Across the academic year (2023-2024)	Careers Leader, Work Experience Manager, HE Advisor, Career Champions, and Personal Progress Tutors	1, 3, 4, 5, 6 and 7	LA2, LA3, LA4 and LA6
Enrichment activities to take place across the academic year, to support soft skills development and social interaction, such as the Duke of Edinburgh and society engagement opportunities.	ESOL, L2, L3 Y1 and L3 Y2	Across the academic year (2023-2024)	Enrichment Manager, Sports Programme Manager, Personal Progress Tutors, and Academic Learning Coaches	3 and 5	LA3 and LA4
Workplace readiness support, through tutorials and 1-2-1 appointments covering CVs, application writing and interview techniques, for a range of employment opportunities and apprenticeships, to also include work experience.	ESOL, L2, L3 Y1 and L3 Y2	Across the academic year (2023-2024)	Careers Leader, Careers Advisor and Personal Progress Tutors	1, 3, 4, 5, 6, 7 and 8	LA1, LA2, LA3, LA4 and LA6
Meaningful work experience opportunities and learning activities to all students, to support professionalism and the development of soft and/or hard skills necessary for the workplace and further training. This is offered face-to-face and as a virtual opportunity.	ESOL, L2, L3 Y1 and L3 Y2	Across the academic year (2023-2024)	Careers Leader and Work Experience Manager	5, 6 and 7	LA1, LA2, LA3, LA4 and LA6

Employer engagement activity through workshops to discuss advanced, higher and degree apprenticeships, as well as industry visits that support understanding of the world of work and experience the workplace.	L3 Y1 and L3 Y2	Across the academic year (2023-2024)	Careers Leader, Careers Champions, and the Work Experience Manager	4, 5, 6 and 7	LA2, LA3, LA4, LA5 and LA6
Trips and visits to local job fairs and apprenticeship fairs to support employer engagement and access to various pathways across all years of study at JCC.	ESOL, L2, L3 Y1 and L3 Y2	Across the academic year (2023-2024)	Careers Leader, Careers Champions, and the Work Experience Manager	2, 5 and 7	LA2, LA3 and LA4
UCAS support with the application process, writing a personal statement, understanding UCAS Extra and Clearing. Links to Student Finance applications and preparatory workshops for HE readiness.	L3 Y1 and L3 Y2	L3 Y1 – summer term (June and July) L3 Y2 – throughout the academic year (2023-2024)	Careers Leader, HE Advisor, Careers Advisor, Personal Progress Tutors, and the Academic Learning Coaches	1, 3, 7 and 8	LA1, LA2, LA3 and LA4
Support with Oxbridge and medicine applicants, to ensure they meet the early application dead for October.	L3 Y2	September and October 2023	Careers Leader, HE Advisor and the Assistant Principal (Operations)	1, 3, 7 and 8	LA1, LA2, LA3 and LA4

Appendix 2 – JCC Careers Action Plan 2022-2024

Gatsby Benchmarks	Action	Purpose	Implementation	Deadline	RAG rating
BM1 – A stable careers programme	Review current careers documents and careers area	To make sure that everything is updated and relevant for our learners.	To create the JCC Careers Strategy to be reviewed by the VP and uploaded to the website.	June 2023	Yellow
			Plan dates ahead for the careers calendar (2023-2024) and upload to the website.	June 2023	Yellow
			To refurbish the Futures Zone, which will make more space for the students to access information and support.	September 2023	Yellow
	Promote the 'Futures Team' across the college and raise awareness of careers.	Ensure that all staff, students and parents are aware of the new careers service at the college and what they have to offer this year. This will address upcoming events and opportunities, as well as	To send out correspondence to staff regarding the new update to the careers team, through a welcome email to the Futures Team.	January 2023	Green
			Linking in with the Careers Champions individually, to offer support and guidance, by creating an action plan for the next academic year (2023-2024).	July 2023	Green

		current labour market information.	Students and parents to be notified through the continuing JCC newsletter sent weekly, as well as the new creation of the careers newsletter to be sent out on a termly basis.	March 2023	
	Review the current student tutorial programme 'My Future'.	Assess topics and review its effectiveness towards career-related learning. Particular focus on CV writing, cover letters, apprenticeships, transitioning to HE and student finance.	Work with the Personal Progress Tutors (PPTs) to ensure all 'my future' sessions are up-to-date, accurate and relevant to the careers programme on offer across all years within the college.	September 2023	
	Opportunities for feedback on the current careers programme.	To link in with staff and students to evaluate the student tutorial sessions, as well as other activities offered throughout the academic year.	<p>Student feedback to be received through an anonymous survey to be distributed within tutorial sessions twice a year (a midway point in February and a final point at the end of the academic year).</p> <p>Staff to report feedback to their Careers Champion, to be discussed in upcoming careers meetings.</p>	<p>July 2024</p> <p>July 2024</p>	
BM2 – Learning from career and labour market	Have updated LMI on the JCC website.	Making sure that LMI is available across the different areas on the JCC website for parents, students and staff.	Continue to monitor LMI from the Birmingham Careers Hub, and distribute updated information across the college, via email through handbooks, resources and careers newsletters.	July 2024	

information (LMI)			Promote the pathway's software across the college to the career's champions, PPTs and students in IAG sessions/tutorials, to support progression opportunities, through a demonstration of the pathway's software, which will support the students in accessing this independently.	July 2024	
	LMI is easily accessible within the college.	Ensuring that all LMI is available within the Futures Zone, for students and staff to have easy access to.	Maintain the Futures Zone vacancies board outside the OLC, with local opportunities in Birmingham.	July 2024	
			Compile all hard copies of Futures Zone materials and keep in one area on Teams for easy access under the 'Futures Team'.	September 2023	
			Distributing LMI from the Birmingham Careers Hub across the college to all staff and students via email, through the career's newsletters, which will be sent out termly.	July 2024	
	Share key growth areas across the college.	Keep all staff and students aware of opportunities within the local area and wider region, to encourage pathways into the following 5 key growth areas: <ul style="list-style-type: none"> 1) Energy technology 2) Life sciences 3) Business, professional and financial services 	Continue to update the JCC website under the student, parent and staff areas, to include handbooks and the termly careers newsletters.	July 2024	

		<p>4) Creative industries</p> <p>5) Advanced manufacturing and engineering</p>			
BM3 – Addressing the needs of each pupil	Digitalising the IAG booking service.	Streamlining the IAG booking service, to enable learners to access this platform from anywhere and receive email notifications as reminders of upcoming IAG appointments.	Sending the online IAG booking link to all students through the student newsletter in the new year, to ensure appointments are easily accessible.	January 2023	
			Update the JCC Connect platform with the booking system links, across the student and parent areas, for IAG appointments with the Futures Team.	July 2023	
	Access to a range of careers information for HE and alternative pathways.	Enabling staff, students and parents' easy access to a range of careers information, supporting a variety of career pathways and options, during their studies and opportunities for once they have finished at JCC.	Update the careers information pages on the JCC website for staff, students and parents, linking a bank of websites for perusal.	July 2023	
			Continue to ensure that resources, such as handbooks, websites and newsletters are made available via JCC Connect, for all current students, staff and parents. This will inform individuals of upcoming events, trips workshops and local opportunities.	July 2024	
			Record all destination data, to highlight the progression of our students and identify trends, as well as areas of improvement, to shorten the gap for those becoming NEET.	July 2024	

	Promoting a careers drop-in service.	Promoting an open-door policy for all students, to ensure that they feel welcome and are able to have regular communication with the Futures Team.	Send out the online booking system for careers appointments to all staff and students via email.	January 2023	
			Continue to promote the online booking system within the termly careers newsletters, which will be made available to all students, staff and parents via JCC Connect.	July 2024	
	Liaising with staff at the college to support students considered vulnerable or 'at-risk'.	Providing information to students who are considered at-risk of not completing their studies, need support with IAG and future planning, as well as support to all EHCP learners currently at JCC.	Continue to keep in regular communication with the PPTs regarding students who are struggling in their studies, or looking for alternative options, as a priority.	July 2024	
			Liaise with the Student Relationship Manager for last stage meetings, with those being withdrawn or at-risk of being withdrawn from their studies at JCC.	July 2024	
			Continue to link in with the SENCO to prioritise learners with an EHCP, to ensure all action plans have been completed and sent off in a timely manner.	July 2024	
	BM4 – Linking curriculum learning to careers	Review current Careers Champions and look at appointing more within the college to cover all subject areas.	Creating opportunities for students through their subject disciplines, with staff who are specialists in their field.	Meet with the Career Champions to review ways to embed further career opportunities across the academic year, creating subject specific action plans to monitor careers activity; including visits, guest speakers, events and workshops.	December 2023

			Support the Career Champions with termly meetings to discuss successes and challenges within each term, to revise individual plans for the academic year.	July 2024	
	Creating strong links and partnerships with employers and organisations in relevant subject fields.	Accessing specialist knowledge in relevant industries, to support opportunities with wider learning and enhance the student experience within their studies.	Continuing to make links with local employers, universities and training providers, to embed meaningful encounters throughout the academic year; to include at least one meaningful encounter for each student, through the means of trips and visits, careers talks, facilitating student learning activities/workshops and industry days.	July 2024	
			Continue to track careers activity across the year via the Navigate platform, and assess student and employer feedback from events, visits and workshops.	July 2024	
	Greater awareness of STEM subjects and potential pathways.	Encouraging learners to explore options relating to STEM subjects, with focus on female participation.	Links to STEM based webinars to be shared to all students and staff via email and be uploaded to the JCC Connect platform.	July 2024	
			Promote the importance of STEM subjects across the college, with particular focus on upcoming events and opportunities within Birmingham and surrounding areas.	July 2024	
			Liaise with the Work Experience Manager to create a STEM focused careers day at JCC, to coincide with 'British Science Week' to promote the importance of these subject areas and the potential routes that they can lead into.	March 2024	

BM5 – Encounters with employers and employees	Provide opportunities for visits, trips and events.	Linking in with relevant employers and their employees to support with off-site visits and guest speaking opportunities within the college.	Continue to link in with a range of universities, to explore the HE route, supporting students with insight days in specific subject areas.	July 2024	
			Liaise with the university outreach teams to support transition to HE events, where students can visit a university campus and meet the student services team for careers support and health and wellbeing, as well as encourage accommodation tours and students engaging with student ambassadors about life as a university student.	December 2023	
			Continue to link in with employers and training providers to deliver apprenticeship support based workshops throughout the academic year, such as mock assessment workshops, employability focused activities and a range of career talks.	July 2024	
			Continue to engage with national events across the UK, such as National Apprenticeship Week and National Careers Week, to explore post-16 and post-18 options.	March 2024	
	Careers Champions to link in with employers for subject specific careers days.	Meaningful links with professional industries to support learning within their chosen subject field.	To work with the Careers Champions to support career days throughout the year, including National Apprenticeship Week, National Careers Week and Progression Day at JCC.	July 2024	
	Host an employer 'Careers Fair' at the college.	Linking in with employers, organisations and training providers to strengthen	Keeping in contact with a range of employers, training providers and universities, to support us with our career's fairs for Progression Day and for our adult learners.	July 2024	

		contacts and partnerships within the local area.			
	All staff to be responsible for recording all activities through the Navigate platform.	Staff across the college to ensure that all learning activities are recorded in a timely manner and uploaded to the relevant platforms.	To upload all activity to Navigate in a timely manner, sending any student/employer feedback to the Careers Manager. This will then support the Careers Manager with identifying trends through the reports that can be pulled, to show careers activity throughout the academic year.	July 2024	
BM6 – Experience of workplaces	Raise aspirations and students' confidence through local workplace visits and placements.	Encourage students to develop their soft skills, such as confidence and motivation, to support them with future work or training.	Continue building on our network with local organisations within Birmingham the surrounding area, for student work related activities.	July 2024	
			Linking in with employers, such as local businesses to support with workplace visits, to reinforce expectations of professionalism in the workplace.	July 2024	
	Support meaningful interactions with employers and external providers.	Provide opportunities for all students to access relevant work experience placements or activity during their studies at JCC.	Build on our JCC links and existing partnerships, to explore wider opportunities for employment, training and education.	July 2024	
			Continue to work on work experience activity with a range of subject areas, to encourage subject specific weeks like 'Tech Week', 'Business Week' and 'Science Week', linking in with employers to complete a range of employer tasks across the week.	July 2024	
			Continue to ensure that all students are given an opportunity to engage with some form of work experience, whether this be a work-related activity or set placement within the year.	July 2024	

	Promotion of 'World of Work' week across the college.	Supporting local employers in the area to promote vacancies, as well as discussing workplace expectations with the students, to develop work readiness.	Link in with local businesses to discuss current and local opportunities for part-time work, work experience and paid/voluntary internships.	April 2024	
			Provide opportunities for JCC students to engage with employees to explore what a typical 'day in the life of' a typical employee may look like for specific companies.	April 2024	
			Continue to support students with their employability skills, supporting the PPTs with tutorials during this time for job searching, completing applications and workplace readiness.	April 2024	
BM7 – Encounters with further and higher education	Enable at least 2 meaningful encounters with external providers across the year.	Work with a variety of external providers to promote HE pathways, as well as alternative provisions within the college.	Continue to link in with universities to support our students with campus visits, insight days, career talks and support with the UCAS process.	July 2024	
			Continue to explore opportunities with local employers and training providers, to explore their offer and services, throughout the academic year.	July 2024	
			Ensure that encounters with employers, training and providers and universities are 'meaningful' and have a purpose; students can ask questions, develop their skillset and learn about opportunities available to them.	July 2024	

	Access to off-site visits to HE events.	Creating opportunities for our students to explore university campuses and find our more information about being a HE student.	Continue to arrange off-site visits for students to explore university campuses, particularly for students interested in Oxford and Cambridge.	December 2023	
			Liaise with the outreach officers to explore opportunities for taster workshops and insight days.	July 2024	
			Link in with events throughout the year, with focus on both HE careers fairs and those offering a range of opportunities such as traineeships, apprenticeships, internships etc.	March 2024	
			Continue to provide opportunities for our students to attend the UCAS discovery days in Birmingham.	June 2024	
	Support a range of pathways post-16 and post-18.	Exploring a variety of pathways to promote HE and alternative provisions, highlighting opportunities in the local area.	Link in with training providers to host events like National Apprenticeship Week and National Careers Week across the academic year.	April 2024	
			Continuing to promote alternative pathways as an option to students at JCC, by regularly attending tutorial sessions to offer support to the wider team.	July 2024	
	Promote and engage in nationally recognised events throughout the year, as well as host	Linking in with Careers Champions to promote subject specific career days,	Promoting relevant careers related events throughout the year, to develop employability skills.	July 2024	

	independent JCC career days.	to highlight opportunities in their subject field.	Liaising with the Careers Champions to help prepare and promote activities within specific subject departments, highlighting current opportunities and pathways in these areas.	June 2024	
	Utilise the student newsletter, to promote upcoming opportunities in the area.	Providing a streamlined service that is viewable online throughout the year.	To send across information to be distributed weekly in the student newsletter, for upcoming events and opportunities within the college.	July 2024	
			Create the termly careers newsletter to coincide with the student's newsletter, which can be accessed by staff and parents too.	May 2024	
			PPTs to cover the newsletters within tutorial sessions, to further embed careers activity across the college.	June 2024	
BM8 – Personal guidance	Enable access to high-quality and impartial IAG sessions, with a L6 qualified advisor.	Support from a L6 qualified careers advisor, exploring a variety of career pathways and personalising IAG sessions, to meet students' individual needs.	Continue to ensure priority groups such as those deemed 'vulnerable', at-risk of leaving their studies and those with EHCP's have regular access to an IAG session with a career's advisor.	April 2024	
			Ensure that the online booking system has been sent out to all students and staff, so that every student has the opportunity to engage with a careers advisor for an IAG session.	January 2023	
	Provide opportunities for a drop-in service weekly.	Creating a safe space for students to seek advice and guidance, regarding their career options throughout	Provide an opportunity for all students to speak to a member of the Futures Team, through the online booking system and drop-in service.	January 2023	

		the week, ensuring regular contact with the Futures Team.	Continue to ensure that information is easily accessible in the Futures Zone, as well as online via email with the weekly student newsletter and termly careers newsletter.	July 2024	
			Enable opportunities within tutorial sessions, for the Futures Team to join into group workshops and support with the 'My Future' programme delivery.	June 2024	
Further parental involvement with careers activities.	Linking in with parents, carers and guardians to support career activities within the college and get involved with events throughout the year.		Provide opportunities for parents to get involved with a wide range of events and activities across the year.	July 2024	
			Ensure that parents have access to the careers newsletter termly and that this is uploaded to the JCC Connect platform in a timely manner.	July 2024	
			Upload content to the JCC Connect platform for parents to access up to date and accurate careers information, such as website links, UCAS information and video presentations from outreach officers around apprenticeships and university courses.	July 2024	
Students to have access to career interviews during their studies at JCC.	Provide regular support throughout the year for students to understand their skills, qualities and linking		Digitalise the appointments system, moving to an online platform for students and staff to book IAG appointments.	January 2023	

		these to potential career options.	To enable access to further support online around careers information and work experience, via the main JCC website and through the JCC Connect platform.	July 2023	
			Continue to promote the pathways software via the main JCC website within IAG sessions, referring students to this service, to further support their decisions with potential jobs of interest and start thinking about their career options.	July 2024	

Appendix 3 – Links to the Gatsby Benchmarks

Currently, schools and colleges are nationally meeting around 43% of the eight Gatsby Benchmarks. At JCC, we are currently working at an average percentage of 86.75% towards the Gatsby Benchmarks, needing to improve on some areas slightly to increase this to 100% overall by the end of the 2023-2024 academic year. Moreover, with the introduction of the new careers team, identified as the 'Futures Team', this should continue to increase, addressing any gaps within the careers provision currently offered as part of the JCC student experience.

JCC Benchmark results across 2022-2023

March 2022	July 2022	March 2023	July 2023
80.6%	86.1%	86.7%	TBC

Benchmark gaps identified

Gatsby Benchmarks	RAG	How JCC are working towards achieving 100% in these areas
BM5 Encounters with employers and employees		The Work Experience Manager is working on supporting employer engagement across the college, having already support several work-related activities since September 2022 and continues to build onto this in the next academic year (2023-2024).
BM6 Experience of workplaces		The Careers Leader and Work Experience Manager will be supporting industry visits, providing students with the opportunity to see different workplaces and gain some insight into the different sectors.
BM7 Encounters with further and higher education		The Careers Leader and HE Advisor will continue to work on links and partnerships with training providers and universities, to widen opportunities.
BM8 Personal guidance		The Careers Leader and Careers Advisor will continue to offer IAG sessions to all students at JCC, with particular focus on vulnerable groups* as a priority. *EHCPs, at-risk of becoming NEET, looked after, ESOL, and students under safeguarding.

Appendix 4 – Links to the CDI framework

At the college, it is important that we provide a good quality careers provision, in which we work alongside the CDI Framework for schools and colleges. This enables us to monitor and evaluate the effectiveness of the careers programme across the year, by linking in to the six key learning areas (LA) considered for lifelong career development.

Six key learning areas

JCC will ensure that the following learning areas are incorporated into the careers programme.

LA1	Grow throughout life	Grow throughout life by learning and reflecting on yourself, your background, and your strengths.
LA2	Explore possibilities	Explore the full range of possibilities open to you and learn about recruitment processes and the culture of different workplaces.
LA3	Manage career	Manage your career actively, make the most of opportunities and learn from setbacks.
LA4	Create opportunities	Create opportunities by being proactive and building positive relationships with others.
LA5	Balance life and work	Balance your life as a worker and/or entrepreneur with your wellbeing, other interests and your involvement with your family and community.
LA6	See the big picture	See the big picture by paying attention to how the economy, politics and society connect with your own life and career.

Referenced from:

Career Development Institute, (2022), *Career Development Framework Handbook; KS3, KS4 and Post 16*, p.4, Available online: <https://www.thecdi.net/New-Career-Development-Framework>