

Careers Guidance Policy

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Policy Owner	Vice Principal Student Experience
Approval Level (committee)	Quality & Stakeholder
Applies To (job roles relevant to)	Student Services Careers team All trust
Next Review Due	April 2025
Equality Impact Assessment	Date

Policy Purpose:

To ensure students, their parents and carers, are informed and prepared to understand, recognise and achieve aspirational and ambitious next steps which lead to positive destinations. Our careers programme is guided by our 6 Careers Pathways:

- Health and Life Sciences
- Business and Global
- Creative and Digital
- Physical Environment
- Public Service
- Education and Childcare

To offer high quality careers information, advice and guidance which is impartial, committed to equal opportunity and personalised to the needs of the individual, empowering students to understand how to make decisions about their future and to achieve their goals.

All students should have access to a range of relevant and valuable work-related learning activities to better prepare them to take up their place in the world of work at the end of their studies.

All students should have access to Higher Education information through talks, events, fairs, visits and be aware of the opportunities that are available to them.

By improving students' employability skills, we are enabling them to make links between their academic studies and the workplace, increasing their ability to apply their knowledge,

understand skills and motivating them to succeed by acquiring positive attitudes to lifelong learning.

The Careers Plan is based around the Gatsby Benchmarks, as well as local market information and demand for skills which can be found in Appendix A. The plan has been designed for all learners, including adults and those with special educational needs.

Objectives / Mission

- All students, parents, carers and teachers have access to careers information, advice and guidance
- All students are accessing a meaningful Careers programme
- All students' transition to their positive destination
- All students are able to articulate the next steps in their career journey

Main body of policy:

Our commitment

Intent	Impact
To introduce the Careers department to students at enrolment and on joining the college	So students are aware of the support in place and know how to access it
To encourage students to start thinking about their futures early on in their time in college	To ensure they have chosen the right courses for their future goals
To make IAG support available to students through 1:1 sessions, workshops and online intranet pages (Careers Hub)	So students can receive 1:1 support and guidance which is tailored to their needs
To ensure all IAG is impartial, showing no bias towards an institution, education or employment opportunity	So students are aware of all of the opportunities without bias or prejudice.
To enable students to make informed choices about education, training and future careers	So students feel empowered in taking control of their future.
To supply up to date labour market information to students through various	So students have all of the information they need to be able to make decisions about their

communication channels e.g. email/newsletter/workshop/Careers Hub/notice boards	future and to be aware of the economic situation in the city that they live
To ensure all resources and information are kept up to date and relevant	So students have relevant and current information when making choices and decisions
To promote resources and opportunities and events to all students via various communication channels e.g. email/newsletter/Careers Hub/tutor	So students receive information whatever their preferred method e.g. some students may not look at their email but will attend tutor so the information is reaching them somehow
To provide a variety of information about training, employment, apprenticeships, Higher Education, other Further Education routes to meet individual needs	So that students understand the options available and can choose the one that suits them
To signpost students to appropriate providers/agencies to meet individual needs	So students are aware of the support and help available as they may not be aware
To imbed careers topics into the tutorial programme	To ensure that key topics are delivered to students including understanding university, student finance, apprenticeships, employability skills
To encourage and support students in finding meaningful work experience placements	So students can have first hand experience of the workplace, to strengthen their knowledge, explore career opportunities and expand their network
To support students on a 1:1 basis in their next steps after college be that applying to University, moving onto further education or creating a CV	So all students have access to personalised guidance
To ensure students are aware of deadlines particularly in relation to UCAS	So they can make timely applications and be successful in applying to university and having a range of options available to them
To collate and record future destinations for all students	So that we can track and report on the data to identify trends/patterns/areas for improvements/areas of strength

To take feedback from external visitors e.g. Ofsted	So the careers team are able to review the feedback and make changes where necessary
To collate feedback from students via questionnaires/learner voice/contact us buttons on the internal Careers Hub and external Website	This will ensure we keep up to date with student's preferences and are working in partnership with students, taking their opinions into consideration and are valued and actioned

Monitoring and Evaluation

- Through the Gatsby Benchmarks Compass Tool Tracker
- Through college enrolment to post college questionnaire around careers, employability and university
- Through evaluation of activities from a student and staff perspective
- Through the use of attendance data to career related activities e.g. work experience or careers fayres
- Through the newly formed student leadership roles including a role for a student to support with the work on careers, employability, work and university
- Through Personal Development (PSHE) delivery and feedback

Appendix A

Careers Activity Exemplar

Topic	Gatsby Benchmark	Learning Objective	Lighthouse Learning Trust Strategy
Autumn (Sept – Dec)			
<ul style="list-style-type: none"> • Pathways 	2, 3, 5, 7	To understand options after L2 and progression routes	A1 A2 A3
<ul style="list-style-type: none"> • Work experience overview 	3, 5, 6	To introduce the idea of work experience for students to start thinking about and planning	A3 A4

<ul style="list-style-type: none"> • Apprenticeships 	2, 3	To understand apprenticeship routes, sectors, levels, opportunities available	A3 A4
<ul style="list-style-type: none"> • Why University 	2, 3, 7	For students to start understanding options, myth busting	A3
<ul style="list-style-type: none"> • Researching & Picking a University 	2, 3, 7	To be confident in making an informed decision about going to university	A3
<ul style="list-style-type: none"> • Writing a personal statement 	2, 3, 7	To feel confident writing a personal statement and understanding what is required, what to include	A3
<ul style="list-style-type: none"> • UCAS Days 	2, 3, 7	Dedicated time for students to complete their personal statements and UCAS applications with support from their teachers	A3
<ul style="list-style-type: none"> • Non-UCAS Events 	2, 3, 5	For students to understand options other than university and to receive information on employability, skills, training, alternative pathways	A3
<ul style="list-style-type: none"> • University Fair 	2, 3, 7	To understand the range of learning opportunities available and to be able to meet with providers to ask	A3

		questions, broaden knowledge	
Spring (Jan – April)			
• 1:1 Careers sessions	8	For students to be able to access personal guidance	A3
• Not too late campaign	2, 3, 7	For students to understand options available and a chance to make any last minute applications	A3
• Decision making workshop	1, 3	To build confidence in making decisions and understanding how people make decisions.	A3
• Understanding student finance	2, 7	Myth busting and information on the options available	A3
• Careers Fair	2, 3, 4, 5, 6, 7	To inform students of choices and options after college. To meet with employers and education providers so they can make informed decisions	A3 A4
• University Clearing explained	2, 7	To understand options available with university in the event of changes	A3
Summer (May – July)			
• Resilience workshop	3	To build self-awareness, confidence and to take ownership of decisions	A3
• Student finance deadline reminder	2, 7	To ensure applications are made to ensure	A3

		receipt of funding in time	
• Work experience weeks	5, 6	To experience workplaces and meet employers	A3
• CV Writing	2, 3, 8	To understand what is necessary on a CV to build on employability skills	A3
• Employability skills	2, 3, 8	To improve confidence and to prepare for the future world of work	A3
• Transition Programme	2, 3, 5	To build confidence to support progression	A3

Links to other policies:

Document History

Version	Purpose/Change	Author	Date
1.1	New document	PSW	04.04.23