

## **Strategy for Careers Education, Information, Advice and Guidance (CEIAG)**

### **Careers' core objectives**

- To provide impartial student-focussed information, advice and guidance service to inform young people about the full range of education, training and employment opportunities available to them.
- To provide a high quality service that is responsive to the needs of each learner
- To support every student to have the opportunity to reach their potential by working in partnership with curriculum and support teams to raise awareness of opportunities, to raise aspirations and support positive student destinations.
- To be a highly-valued, integrated part of college life, known for our knowledge, expertise and professionalism

### **Statutory duty and regulatory frameworks underpinning the strategy:**

- The Education Act 2011, section 42A
- Department of Education's Careers Strategy: Making the most of everyone's skills and talents (December 2017)
- The Gatsby Benchmarks
- Careers guidance and inspiration: Guidance for general FE colleges and sixth form colleges (August 2014 DfE)
- Post-16 work experience as a part of 16 to 19 study programmes and traineeships: Departmental advice for post-16 education and training providers. (March 2015 DfE)

### **The Gatsby Benchmarks**

- 1. A stable careers programme:** The College should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers and employers
- 2. Learning from career and labour market information:** Every student and their parents should have access to good quality information about future study options and labour market information opportunities.
- 3. Addressing the needs of each student:** Opportunities for advice and support need to be tailored to the needs of each student. Our programme should embed equality and diversity considerations throughout.
- 4. Linking curriculum learning to careers:** Our programme should support teachers in linking careers with curriculum learning and in particular, STEM subjects should be highlighted for a wide range of future careers.
- 5. Encounters with employers and employees:** Every student should have multiple opportunities to learn from employers about the world of work and the skills valued in the work place.
- 6. Experiences of workplaces:** Students should be Inspired through real life contacts with the world of work to help them understand where different choices can take them in the future
- 7. Encounters with further and higher education:** All students should understand the full range of opportunities that are available to them and pathways to their future careers. This includes FE, HE and apprenticeships.
- 8. Personal guidance:** Students should have the opportunity for IAG with a professionally trained Careers Adviser.

## **Commitment**

St Brendan's Sixth Form College recognises that it has a responsibility to provide careers education for students in post-16 educations and a duty to provide these learners with access to impartial careers information, advice and guidance. The College is committed to providing a planned programme of impartial careers education by a dedicated internal team of careers' staff working with external agencies as necessary.

The College publishes a CEIAG Entitlement statement which is displayed at the entrance to the Careers Zone and advertised on the college website.

The careers' team is staffed by the Careers and Employability Manager, a Careers and Employability Officer, a Destinations and Careers Administrator and a Work Experience Coordinator

The Careers Zone has a wide range of resources available to all students: Higher education prospectuses and 2 computers for student use, careers literature covering wide range of careers related topics such as higher education and apprenticeship pathways, interview skills and how to write a personal statement. It is located in Café Max, easily accessible to students and is open Monday -Thursday 8.30am -4.00pm and Friday 8.30am- 3.30pm. Students are able to book appointments via their mentor or on Moodle to discuss their careers options or drop-in for advice.

The College is committed to promoting the value of careers education within the college ethos in order to raise student attainment and successful progression to employment, further or higher education. The College aims to effectively support learners in their choices in order for them to achieve personal and economic wellbeing throughout their lives.

This commitment has the full support of the Governors, the Principal and the senior management team.

## **Links with policies**

The strategy for CEIAG supports national and regional policy initiatives and frameworks as well as a number of internal College policies which directly affect the student experience. These include:

- Safeguarding
- Teaching & learning
- Strategic Plan
- Work Experience Policy and Process

## **Delivery**

The Careers programme includes a wide range of activities throughout key points of the academic year. These activities are delivered by teachers through the curriculum as well as by academic mentors and AIP teachers.

- Weekly careers newsletter (emailed to all parents, students and staff)
- The Twitter feed @careerzonestbrn aims to extend the reach of information and provide current links to topical and current information locally and nationally
- Informing students of the range of facilities and support available through participation in the formal induction process on entry to the college and the on-going AIP and Academic Mentoring tutorial process
- Providing an accurate and up to date careers library for students and staff including access to databases and interactive guidance on the Moodle page
- Enhancing students' self-awareness and awareness of educational and careers opportunities through knowledge/experience of work, individual and groups sessions and careers education
- Encouraging and assisting students to develop in order to achieve their personal, educational and employment goals
- Providing appropriate support for any students with additional needs
- Supporting students in their individual action planning, in assessing interest and abilities and compiling a record of their achievements for a CV and / or personal statement
- Organising timely events such as Careers' Fairs, Employability Days, HE and Apprenticeship Evenings , Future Progression Day
- Devising and delivering appropriate careers education within curriculum programmes
- Encouraging experience of the workplace through guest speakers, visits and / or work experience
- Developing a process that provides an action plan and follow up to students having received a careers appointment

## **World of work and work experience**

Students receive the following programme of activities:

- Employer led and in-house sessions on apprenticeships, employability skills, interview techniques, CV writing and assessment centres
- Careers newsletter advertising apprenticeships, work experience and jobs
- 1-2-1 advice and guidance on seeking and applying for apprenticeships
- Work experience placements and work shadowing
- Advice on CVs
- Mock interviews
- visits to employers
- Employer talks

## **Work Experience**

At St Brendan's Sixth Form College we actively promote work experience. The skills gained from work related settings are highly recognised as key to learners' successful progression. We believe work experience is challenging preparation for learners in their journey towards their career aim and becoming independent professionals. Work experience should stretch

the learners allowing them the opportunity to grow and adapt to a professional setting which develops their skills for their future success.