

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 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 options, 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

- Skills and Post-16 Education Act 2022
- Department of Education's Careers Strategy: Making the most of everyone's skills and talents (December 2017)
- The Gatsby Benchmarks
- Careers guidance and access for education and training providers: Statutory guidance for schools and guidance for further education colleges and sixth form colleges (January 2023)
- 16 and 19 funding study programmes: work experience - Information on funding work experience in 16 and 19 study programmes (May 2018 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. In particular, STEM subjects should be highlighted for various 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 workplace.
6. **Experiences of workplaces:** Students should be inspired through real-life contacts with the work 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 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 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 Careers Entitlement statement displayed at the Career Zone entrance (B block, 1st floor), and advertised on the college website.

The careers team is staffed by the following:

- **Careers and Employability Manager**
- **Careers and Employability Officers x2**
- **Careers and Universities Officer**
- **Careers and Work Experience Officer**

The Careers Zone library has many resources available to all students. It is located in B block, 1st floor, next to the careers office (B101N) and quiet study area. Opening times are Monday – Thursday, 8:30 am – 4:00 pm and Friday, 8:30 am – 3:30 pm. Students can book a careers meeting via email: ceiag@stbrn.ac.uk

The College is committed to promoting the value of careers education within the college ethos to raise student attainment and successful progression to employment and further or higher education. They provide adequate support for learners to achieve personal and economic well-being.

Governors, the Principal, College Leadership Team, and the Senior Leadership Team fully support the commitment.

Links with policies

The strategy for CEIAG supports national and regional policy initiatives and frameworks, together with several 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. Teachers deliver these activities through the curriculum and Academic Mentors.

- Fortnightly careers newsletter

- The Twitter feed **@careerszonestbrn** aims to extend information reach and provide current links to topical information locally/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 ongoing Academic Mentoring tutorial programme
- All students are given a Unifrog log-in – a database of post-18 opportunities and resources.
- Enhancing students' self-awareness of educational and careers opportunities through knowledge/experience of work, individual, group sessions and careers education
- Encouraging and assisting students in developing self-identification to achieve their personal, educational and employment goals
- Providing appropriate support for any students with additional needs
- Supporting students in their action planning, assessing interests and abilities and compiling a record of their achievements for a CV and/or personal statement
- Organising timely events such as a careers fair, sector and subject enrichment days, parent information evenings and careers week
- Devising and delivering appropriate careers education within curriculum programmes
- Encouraging experience of the workplace through guest speakers, visits and work experience
- Developing a process that provides an action plan and following up on a student's having received a careers appointment

Work Experience and the world of work

Students receive the following programme of activities:

- Employer-led and in-house sessions on apprenticeships, employability skills, interview techniques, and CV writing
- 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
- Employer mentoring
- 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 students' successful progression. We believe work experience is challenging preparation for students in their journey towards their career goals and becoming independent professionals. Work experience should stretch the students, allowing them to grow and adapt to a professional setting that develops their skills for future success.

