



Careers Overview

There has never been a time when careers guidance has been as important for young people as it is today. The landscape of education, training and employment opportunities that students need to navigate is more complex and more challenging than that faced by previous generations.

Our college mission is for all students to start their journey. In careers education, this translates as every student making the right choices for their progression.

We support students in making well-informed decisions by providing access to impartial and independent information and guidance about the range of options (including work, higher education and apprenticeships) that will help them to achieve their ambitions. By supporting students with decisions at crucial stages, informing them of all their options and introducing them to the world of work, we aim to prepare them for the wider world whichever pathway they choose.



Gatsby Benchmarks:

The college measures its CEIAG against the Good Career Guidance report which identifies the set of 8 Gatsby benchmarks that we use a framework for improving our Careers provision.

These are:

- 1: A Stable Careers Programme
- 2: Learning from Career and Labour Market Information
- 3: Addressing the Needs of Each Pupil
- 4: Linking Curriculum to Careers
- 5: Encounters with Employers and Employees
- 6: Experiences of Workplaces
- 7: Encounters with Further and Higher Education
- 8: Personal Guidance

This is monitored through the school Careers Provision map illustrating all Careers Activity and which Gatsby benchmark is achieved.



Careers Guidance- In school hours

Programme content year 1:

During year 1 students continue their career journey and start to develop skills to find out about their personal qualities. They will learn about careers that may interest them through access to career websites as well as visits from local businesses and employers. Content includes:

- Employers and employees
- Wages
- Skills for life
- Achievements
- Identifying your personality traits
- Help and support throughout your career journey

Programme content year 2:

Within their final year of college education students prepare for university and working life. Through a variety of encounters with higher education establishments and employer's students are able to investigate their post 18 options. Content includes:

- Post 18 options- Higher Education
 - Employment/Training
 - Gap Year
 - Further Education

College Careers Lead:

All students have access to support and guidance from our college Careers Lead. Students are able to make an appointment for a more in depth discussion or guidance. Support offered includes:

- Post 18 options
- CV Writing
- Job searching
- Job applications
- Interview support
- Personal statement writing
- Work experience application
- Job profiling
- Psychometric career assessments

Professional Careers Advice (CSW Group and National Careers Service):

Every pupil will have the opportunity for a guidance interview with a Career Adviser from the CSW Group. Within these sessions students have the opportunity to explore in depth their chosen career path and receive impartial advice in choosing the right course and assistance in planning their next step, be it entry into higher education or employment.

These sessions are by appointment only and will be available to all students. In addition, students are given access to the free information line operated by the National Careers Service.



Work Experience:

We encourage all of our students take part in work experience. With the support of local businesses, students gain experience in fields as diverse as, sport and leisure, public services, health and child care.

Students are able to learn and practice the skills that they will need in the work place through voluntary work placements around their studies. Throughout the academic year they regularly attend one or more placements to gain a more in depth focus on a chosen field and to develop employability skills.

To prepare and support them they are given a work placement handbook which covers the following:

- Health and Safety
- Employer expectations
- Useful contacts and numbers
- Skills to develop
- Employer feedback
- Diary log

This is reviewed by the course tutor termly.

Employer Checks

All work experience and placements prior to starting undergo a rigorous Health and Safety and insurance check to ensure the parents that students are safe and have a meaningful experience.

Once approved students, parents and the employer complete and sign a 3 -way agreement confirming:

- Employer details
- Hours of work
- Job description
- Employer liability insurance
- Student health declaration





Employer Engagement:

Research has shown that the quantity and quality of employer engagement experienced by young people while in school or college makes a significant difference to how well they do in the world of work in their twenties.

Young adults who have greater levels of contact with employers whilst at school are significantly less likely to be NEET and can expect, when in full-time employment, to earn up to 18% more than peers who had no such workplace exposure. Where young people learn about the working world through authentic interactions with people whose views they feel they can trust, they have much to gain.

We are extremely proud to be working with a variety of businesses who are supporting our students through various activities and events.

Mock Interviews:

Preparation for interviews is an important part of our careers programme to help students to become work ready. All students have the opportunity to take part in a mock interview held by a variety of local employers.

The interview is conducted as it would in a real scenario and students are given questions identical to those that they would expect to have if applying for a job. They will be assessed and given feedback on the following areas:

- Appearance
- Attitude
- Ability to answer questions
- Body Language

Students taking part in this activity felt more prepared for the interview process and had gained more confidence.

Career Carousels:

Linked with curriculum areas, we will be running career carousels themed around studied courses. Local employers in roles linked with a certain subject deliver and support a structured workshop to students across both year groups. Here, students will be able to learn more and explore various careers as well as develop communication skills and understand more about the world of work.

Guest Speakers:

Many local employers visit the school to share their experiences with students and to help raise aspirations. This is often in an informal setting in which students across all year groups can participate in a Q and A session with the employer to learn more about their particular field.





Additional support:

Next Steps South West:

We work closely with Next Steps South West (NSSW) who are part of the National Collaborative Outreach Programme.

In partnership with 14 universities & colleges in the South West we aim to increase the number of students entering into higher education. In particular, we work with students (years 9 to 13) that have the ability to progress on to higher education, though are unlikely to due to factors such as no one in their family having been before.

This is achieved through a variety of activities including mentoring, workshops, visits to HE establishments and taster days. The project also helps to fund students with their UCAS applications and travel expenses.

Further Education/Training and Apprenticeships:

In accordance with the **Baker Clause** we actively engage with local HE colleges, and apprenticeships to help deliver impartial guidance to all of our students. We also encourage students to attend taster sessions and open days.

Alumni:

Many alumni like to stay connected with us to keep us up to date on their career progress. We encourage this and they frequently return to talk to our current students about their journey since leaving and help to raise aspirations.

Parental Engagement:

We encourage parents/carers to support their children with their career choices. To assist them with this we provide up to date Labour Market Information (LMI) through the college website. In addition, we plan to host an annual Careers evening for all parents and students in which we brief them about the current job market and jobs of the future. All parents are welcome to make appointments with the school's Career Lead to discuss their child's future career.

A parent survey based on careers will be issued annually to help establish the parental knowledge of the world of work as well as their knowledge of their child's aspirations.

Parent CV writing: All parents will be offered access to a CV writing work shop with the school Careers Lead (Miss Newberry).

Staff CPD:

Staff will be kept up to date with Labour Market Information, Post 16 and Post 18 options, Apprenticeships and employment through a range of CPD drop in seminars. These are delivered by the Careers Lead. Access to all materials needed are available on the staff careers link via the college website.

IAG Network:

We are part of the Post and Pre 16 IAG network that partners us with other schools and colleges throughout the city. Here, we are able to share best practice and generate ideas. These meetings happen termly.



[Monitoring the Impact of Careers Guidance](#)

[Compass tracker:](#)

Similar to the monitoring provided from the Compass Tracker tool we evaluate the Careers Provision against the 8 Gatsby Benchmarks. This allows us continuously update our progress and highlight the areas of success as well as those to develop.

[Student Voice:](#)

Students are asked to complete feedback forms on any careers activity that they take part in. This is collated and used within a Careers Proforma to establish the impact and to identify any changes required for future events.

Aspirations Survey:

Each year all students will complete our on- line careers survey. Information provided will enable the school to identify areas to focus on with students as well as what future events to hold and guest speakers to invite in.

Feedback from employers:

We gain feedback from both visiting employers and those that have hosted students visiting their organisation/business. This is collated through google forms.

Destination Data:

We closely monitor data for all of our post 18 students to ensure that have moved onto a positive destination and to prevent them from becoming a NEET. The school Careers Lead along with the course tutor work with students at risk of not being in education, employment or training and are given additional support to ensure that they progress onto a positive destination.