



**BILBOROUGH**  
SIXTH FORM COLLEGE

**CAREERS, EDUCATION,  
INFORMATION, ADVICE AND  
GUIDANCE POLICY**

**November 2017**

Update: May 2018  
Lead Responsible: Karen Lowe



**A FUTURE LESS ORDINARY**

## CAREERS, EDUCATION, INFORMATION, ADVICE AND GUIDANCE

### MISSION

*To offer outstanding teaching, learning and support to 16-19 year-olds to facilitate progression from school into university, further training, apprenticeships and employment. We provide a relevant, broad and rich curriculum so that our students can reach their full academic and wider potential while developing the independence, resilience and awareness necessary for success as responsible global citizens.*

### A. POLICY STATEMENT

The College firmly believes that ALL students have an entitlement to the Careers Information Advice and Guidance (CEIAG) that will support them in making choices that will enhance their life chances, guide them in choosing career paths that suits their interests and abilities and enable them to manage the life long process of career planning and progression. The policy is underpinned by recent careers legislation and the CEAIG Matrix standards (see appendix)

#### What we provide for our students :-

- Raise aspirations, challenge stereotypes and encourage students to consider a wide range of careers
- Encourage self-development through self-assessment of strengths, limitations, aspirations, values, needs, and potential
- Make students and potential students aware of their entitlement to up-to-date, impartial, accessible CEIAG which is available at all stages of their progression through their course at the College, including induction and enrolment and for an appropriate time after leaving the College
- Encourage students to use appropriate information sources to explore, research and evaluate the opportunities within employment, training schemes, further education, gap year activities and higher education
- Opportunities to participate in Widening Participation programmes to raise aspirations for HE and employment (e.g. Future's Teach First)
- Opportunities to develop employability skills as well as gain a broad understanding of the world of work and an ability to respond to changes in LMI and local and national employment opportunities
- Encourage students to take advantage of work experience and work shadowing opportunities where relevant. The focus will be on those who are following vocational related courses or aim to pursue a vocational course at university. For those intending to enter directly into employment or an apprenticeship at 18 it should be seen as a mandatory part of their course.
- An understanding of Life Long Learning.

- The support to take personal responsibility for their own career development including managing and responding to information and adhering to relevant deadlines

### **How we provide ensure this happens.**

We believe the above is only possible through a whole college approach to CEIAG and that all staff in college have a role to play

### **Careers Manager and Careers/ work experience team**

#### **The Team.**

Alison Lardi – Careers Manager  
 Beth O Loughlin – level 6 CEAIG advisor  
 Jo Zielinska - Work experience Co-ordinator  
 Emma Walkers –Oxbridge Co-ordinator  
 James Brackett – Medical co-ordinator

- To ensure that CEIAG is led by appropriately qualified, knowledgeable and experienced staff
- To ensure that careers staff regularly undertake relevant professional development in order to offer appropriate advice to students, tutors and other staff
- To take responsibility for the careers and work related aspect of the tutorial programme including guidance related to further/higher education; training, employment and LMI and promotion of work experience and employability skills.
- To ensure that the tutorial team are provided with the necessary skills and expertise to deliver the careers component of the tutorial programme
- To ensure that regular opportunities exist (including by self-referral) for individual students to have in depth careers interviews and to ensure that this takes place within fifteen working days of a student formally requesting one. Drop in careers advice and guidance can be accessed throughout the week
- To ensure that comprehensive and up-to-date resources (including electronic resources) are available to students online (via Moodle) and in the Student Support area
- To maintain a database of work experience placements and opportunities for work shadowing; to provide relevant advice and guidance and to actively promote the uptake of work experience opportunities.
- To arrange and promote internal and external events relating to careers
- To communicate with parents re careers and progression information and events
- To take a lead role in promoting employer engagement in order to effectively communicate and provide relevant opportunities for students, tutors and curriculum staff to engage with the CEIAG agenda.
- To take a lead role in Higher Education partnerships and Widening participation schemes and effectively communicate and provide relevant opportunities for students, tutors and curriculum staff to engage with the CEIAG agenda.
- To take a lead role in liaising with external CEAIG providers eg Futures and Enterprise advisors effectively to provide relevant opportunities for students, tutors and curriculum staff to engage with the CEIAG agenda.
- To provide fully comprehensive destination data for all students.

#### **Tutorial Team**

- To support their individual tutees in group tutor group sessions and 1:1 reviews working towards their long term progression goals. This includes supporting them

academically to perform to the best of their ability as well as encouraging them to build up an employability portfolio from engagement in work experience and Bilborough Extra activities as well as activities outside of college. Students to be encouraged to record these activities in Student Advantage

- To deliver the careers aspect of the tutorial programme with help and support of the careers team.
- To ensure that each student is provided with a UCAS reference where appropriate and/or an employment reference

### **Curriculum Staff.**

- To promote development of employability skills as an integral part of their teaching and learning strategies
- To promote a wide variety of progression pathways possible through their subject areas by celebrating success of college alumni and by providing opportunities (inside and outside of college) for students to engage with relevant employers and Higher/ Further education providers
- To promote the importance of work experience opportunities and to support students whilst they are engaged on placements.

### **Bilborough Extra Staff.**

- To support the development of employability and transferable skills through a wide ranging, varied and exciting enrichment and the Extended studies programme
- To highlight the specific skills that can be develop through participating in the programme
- To help support appropriate work related opportunities through schemes such as Young Enterprise, Duke of Edinburgh, NCS and other related schemes.

### **Senior Management/ College management teams**

- Actively supporting the above by creating relevant CPD time, making it a priority in the college SAR and QIP
- Principal represents the college on local LEP and D2N2 meetings and cascades information to relevant team members.

### **Stakeholders**

#### **Parents.**

- To provide relevant progression related information to parents including UCAS application procedures, apprenticeships and employment opportunities.
- Create opportunities for parents to participate in the work of the Department (for example providing work experience opportunities)

#### **College Corporation**

- To keep College governors informed of the work of the Careers Department and destination data.
- Create opportunities for them to participate in the work of the Department (eg mock interviews, careers talks and work experience placements)

### **Potential Students**

- To provide support for the careers and teaching staff in schools in helping to provide impartial CEIAG about possibilities open to young people post 16. This includes in-house open days and events for young people, events for curriculum and careers staff and also participation in school careers fairs, assemblies etc.

**CIAEG Action Plan 2016 - 2019**

Target group and areas for activity	Activities	Progress to date	Future plans
<p><b>1. <u>Students</u></b></p>			
<ul style="list-style-type: none"> <li>Higher education</li> </ul>	<p>Tutorial sessions delivered by in-house staff</p> <p>Tutorial sessions delivered by HE providers</p> <p>Careers and HE fair</p> <p>UCAS exhibition</p> <p>Oxbridge support</p> <p>Medic/dentists/Vet support</p> <p>Student finance information</p>	<p>Introductory, and specific follow-on sessions for UCAS in place.</p> <p>“Why go to university” tutorials provided by local universities</p> <p>Representatives from local and national universities have been invited</p> <p>Lincoln and Nottingham Trent this year, will organise for both</p> <p>Ongoing programme organised by Emma Walkers</p> <p>Ongoing programme organised by James Brackett</p> <p>Year 13 tutorial programme delivered by local universities.</p> <p>Follow up with SFE visit</p>	<p>Change date of HE evening at Nottingham Uni to be later in the year</p> <p>Increase curriculum- level talks by HE providers</p> <p>Beth to support Emma and publicise events</p> <p>Beth to support James and publicise events</p> <p>Student finance England to provide evening for parents in autumn year 13</p>
<ul style="list-style-type: none"> <li>Apprenticeships and employment</li> </ul>	<p>Apprenticeship evening</p> <p>Providers in attendance at Careers and HE fair</p> <p>Increase awareness via tutorial programme</p>	<p>Plans underway to run in spring term, changing format from last time.</p> <p>Contacting high profile companies eg Boots, Rolls Royce</p> <p>Starts with introductory “what next” session and</p>	<p>Turn into annual event</p> <p>Approach other companies eg Siemens, Pendragon</p>

	<p>Employer visits to college</p> <p>External events</p>	<p>followed up with more detail in a later session Invite high profile employers in on a regular basis</p> <p>First visit to Young Professionals event in November</p>	<p>Invite DANCOP in to do awareness-raising sessions for higher and degree apprenticeships in tutorials</p> <p>Widen range of employers eg more creative and media</p> <p>Build on links made at the event</p>
<ul style="list-style-type: none"> <li>Work experience</li> </ul>	<p>Support students on an individual basis to find relevant work experience</p> <p>Monitor Btec students to ensure work experience is being obtained</p> <p>Advertise high profile work experience schemes such as those provide by Boots, RSM, KPMG</p>	<p>Database is being created by JZ</p> <p>JZ following up in Btec lessons</p> <p>New style newsletter goes to students and on parent portal, also using social media and Progression noticeboard</p>	<p>Increase follow-up of students</p> <p>Review documentation to include questionnaire</p> <p>Encourage students to log details on student advantage</p> <p>Keep up to date database year on year</p> <p>Produce document for Moodle with an overview of the usual programmes</p>
<ul style="list-style-type: none"> <li>Widening participation programmes</li> </ul>	<p>Sheffield University</p> <p>Nottingham University</p> <p>Teachfirst Futures</p> <p>IntoUniversity</p> <p>HE+</p> <p>Sutton Trust USA</p> <p>Sutton Trust</p> <p>OutLaw</p>	<p>Database of WP students being collated by Beth in conjunction with Chris Dennis</p> <p>Good publicity of opportunities in new newsletter and via tutor groups.</p>	<p>Maximise up take in all programmes and monitor numbers and outcomes year on year</p>
<b>2. <u>Progression team</u></b>			

<ul style="list-style-type: none"> <li>Higher education</li> </ul>	Develop and maintain links with local and national universities and other HE providers	Ongoing, good links already in place.	Ensure students are more aware of any partnership agreements
<ul style="list-style-type: none"> <li>Employer liaison</li> </ul>	Develop and maintain contacts for talks, work experience and Careers and HE fair.	Work experience database is being updated and expanded	
<ul style="list-style-type: none"> <li>Enterprise advisor</li> </ul>	Liaise with		
<ul style="list-style-type: none"> <li>Widening participation programmes</li> </ul>	Liaise with providers, advertise and promote especially with students in target groups.	Excellent links being made with an increasing number of programmes listed above in the students section	Increase take up on these programmes and enhance progression to Russell Group and high profile apprenticeships
<b>3. Curriculum, Tutorial and Bilborough Extra teams</b>			
<ul style="list-style-type: none"> <li>Curriculum audit</li> </ul>	Identify progression activities taking place in curriculum areas	Update audit to reflect current activities	Review audit and support curriculum areas with relevant input from universities and employers
<ul style="list-style-type: none"> <li>Employability skills</li> </ul>	Promote subject-related and generic skills in curriculum areas Bilborough Extra programme	Identified on Schemes of work  Very active programme, including NCS, D of E, young enterprise. Employability skills highlighted in other aspects of the programme	Develop curriculum-specific careers and employability sections on subject moodle pages Continue to promote existing programme and develop employability workshops in conjunction with Enterprise Advisor
<ul style="list-style-type: none"> <li>CPD</li> </ul>	Ensure staff are updated with national guidelines and are aware of responsibilities as part of the whole college approach	Some staff access cpd opportunities such as university HE days and accompany students on external visits eg business studies.	Consider specific sessions for tutors on LMI and apprenticeship updates



