



BILBOROUGH
SIXTH FORM COLLEGE

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

(May 2022)



A FUTURE LESS ORDINARY

CAREERS, EDUCATION, INFORMATION, ADVICE AND GUIDANCE

AIMS

The aim of the College and all relevant staff is to provide the most accurate and effective information, advice and guidance on qualifications, skills and experiences that prepare students for their futures.

We are committed to providing appropriate, independent and unbiased careers advice to support the student's journey.

We are committed to developing the employability skills and experiences of our students through the curriculum, our networks and programmes run through the year.

Purpose/ 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 CEIAG Matrix standards (see appendix)

OBJECTIVES

The college will provide Careers and Employability Education and Careers Guidance through:

1. Subject and non subject experiences, visits, courses and talks.
2. The pastoral system including tutor support, advice and guidance.
3. Providing opportunities for students to engage with external agencies (Work related experience week and external work experience) .

STATUTORY REQUIREMENTS INFORMING THIS POLICY

Colleges have a legal requirement to provide all college learners with guidance materials and a wide range of up-to-date reference materials relating to careers education and career opportunities. (*Section 45 of the 1997 Education Act*). All 16- to 18-year-olds, and 19- to 25-year-olds with a current EHC Plan, in college must have access to independent careers guidance (*2011 Education Act & Careers guidance and access for education and training providers DfE, 2018*).

The *2002 Education Act* requires schools and colleges to provide a balanced and broadly-based curriculum which prepares students for later life.

Schools and colleges have a public sector duty to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics (*2010 Equality Act*).

Management structure:

Andrew Ball – Director of Curriculum and Quality
Alison Lardi – Careers Manager
Jo Zielinska - Work experience Co-ordinator
Emma Walkers –Oxbridge Co-ordinator
James Brackett – Medical co-ordinator

The Careers manger oversees the delivery of the careers programme including through pastoral and curriculum activities and ensures that impartial careers guidance is available to all students.

The Director of Curriculum and Quality will act as the designated SLT lead and support the Careers Leader and their team to fulfil the requirements of the careers programme.

The Careers manager in conjunction with the careers team will work with Heads of faculty and course leaders to achieve the shared goals, and will improve engagement with external stakeholders to increase the variety and quality of the student experience.

What we provide for our students :-

- We will provide 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
- We will encourage students to use appropriate information sources to explore, research and evaluate the opportunities within employment, training schemes, further education, apprenticeships, gap year activities and higher education
- We will provide opportunities to participate in Widening Participation programmes to raise aspirations for HE and employment (e.g. Future's Teach First)
- We will create 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
- We will encourage students to take advantage of work experience and work shadowing opportunities.
- We will provide a work related experience and progression week (WREP week) in Year 12 that will provide students with a "hands on" subject employability experience and provide workshops/information sessions on a variety of careers, pathways and training providers.
- We will support students 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 will ensure that CEIAG is led by appropriately qualified, knowledgeable and experienced staff
- We will ensure that careers staff regularly undertake relevant professional development in order to offer appropriate advice to students, tutors and other staff.
- We will ensure that the tutorial team are provided with the necessary skills and expertise to deliver the careers component of the tutorial programme
- We will provide students a system to book in depth careers interviews.
- We will provide drop in careers advice and guidance can be accessed throughout the week and a SharePoint page with relevant information.
- We will 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.
- We will arrange and promote internal and external events relating to careers
- We will communicate with parents regarding careers and progression information and events
- 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 CEIAG providers eg Futures and Enterprise advisors effectively to provide relevant opportunities for students, tutors and curriculum staff to engage with the CEIAG agenda.
- We will produce comprehensive destination data for all students and analyse yearly to review trends.

Tutorial Team

- The tutorial team will 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 on UniFrog.
- The tutorial team will deliver the careers aspect of the tutorial programme with help and support of the careers team.
- The tutorial team will ensure that each student is provided with a UCAS reference where appropriate and/or an employment reference
- The tutorial team will provide an employability/progression workshop during WREP week.

Curriculum Staff.

- The Curriculum teachers and managers will promote the development of employability skills as an integral part of their teaching and learning strategies and highlight this through the careers page on the subject SharePoint.
- The Curriculum teachers and managers will promote a wide variety of progression pathways possible through their subject areas through lesson activities and scenarios. The Curriculum teachers and managers will provide a subject specific set of sessions during WREP week focusing on career pathways, skills, qualifications and a “hands on” subject work-related activity.
- The Curriculum teachers and managers will promote the importance of work experience opportunities and to support students whilst they are engaged on placements.

Bilborough Extra Team

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

Senior Management (SLT)

- The Director of Curriculum and Quality will work in conjunction with the Director of Teaching and Learning to actively supporting the above by creating relevant CPD time, and reviewing the programme in the SAR and plan accordingly in the QIP
- SLT will represent the college on local LEP and D2N2 meetings and will cascade information to relevant team members.

Parents.

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

Local Governing Body and MAT Governing Body

- We will keep College governors informed of the work of the Careers Department and destination data.
- We will facilitate opportunities for Governors to participate in the work of the Department (eg mock interviews, careers talks, WREP week and work experience placements)

