

INTRODUCTION

'Young people face an increasingly complex labour market, growing competition for entry level positions and changing demands from employers'*. An effective college careers education and guidance programme will equip learners with the tools, knowledge and skills they need to navigate their careers opportunities and choices. Learners at Kidderminster College will be encouraged and inspired to build their self-help skills, to grasp opportunities, manage change and deal with success, disappointment and the unexpected.

*(Quote from Mann. A. and Huddleston. P. (2017) Schools the 21st century labour market: perspectives on structural change. British Journal of Guidance and Counselling.

AIMS AND OBJECTIVES

Kidderminster College is committed to providing impartial, high quality careers education, information, advice and guidance that enables learners and potential learners to make well informed decisions to plan and manage their progression through learning and work. To achieve the college aim, the Eight Gatsby Benchmarks will be at the core of our provision and services and will be applied appropriately across all levels of study:

A stable careers programme	•A careers statement and programme involving stakeholders (Students, Parents, Staff)
Learning from career and labour market information	•Provide access to high quality, relevant and up to date information with easily accessible support from trained staff
Addressing the needs of each learner	•Ensure that high quality careers guidance is readily available to meet different needs at different stages and includes equality & diversity elements
Linking curriculum learning to careers	•Curriculum planning and delivery have strong links to relevant careers and industry requirements, including STEM
Encounters with employers and employees	•Targeted approach used to deliver employer encounters which are recorded and evaluated to ensure learners have significant, multiple interactions
Experience of workplaces	•Every learner to have experience of the workplace to explore career opportunities and expand networks
Encounters with further and higher education	•Access the right support and information regarding FE and HE opportunities to understand all progression routes
Personal guidance	•Qualified and experienced careers advisers are available and accessible to all throughout the academic year

CAREERS EDUCATION PROGRAMME

The College's Career Programme (see appendix A) will be integrated into the study programme and it will include activities that will:

- Develop the learner through careers, employability and enterprises activities
- Provide opportunities to learn more about labour market and the world of work
- Raise awareness of opportunities to enhance learners prospects like volunteering
- Provide advice on options including higher educations, apprenticeships, courses and employment

The Careers programme will delivered in curriculum and/or group tutorials the careers Advisers may be asked to contribute in workshops. The programme will be published on the website for learners and parents/carers to view and will be reviewed on annually.

RESOURCES

The Careers Hub has relevant, up-to-date information in a range of media formats according to the appropriate needs of learners. Learners have access to ICT facilitates, including career software and the internet. Specialist support is available for individuals with learning difficulties and/or disabilities. Additional information sources include participation in local events and activities, and work with employers, businesses and other organisations. The college works closely with community organisations such as the Local Enterprise Partnership and the Chamber of Commerce to promote opportunities, and welcomes external speakers and industry professionals to share their knowledge and experience with learners.

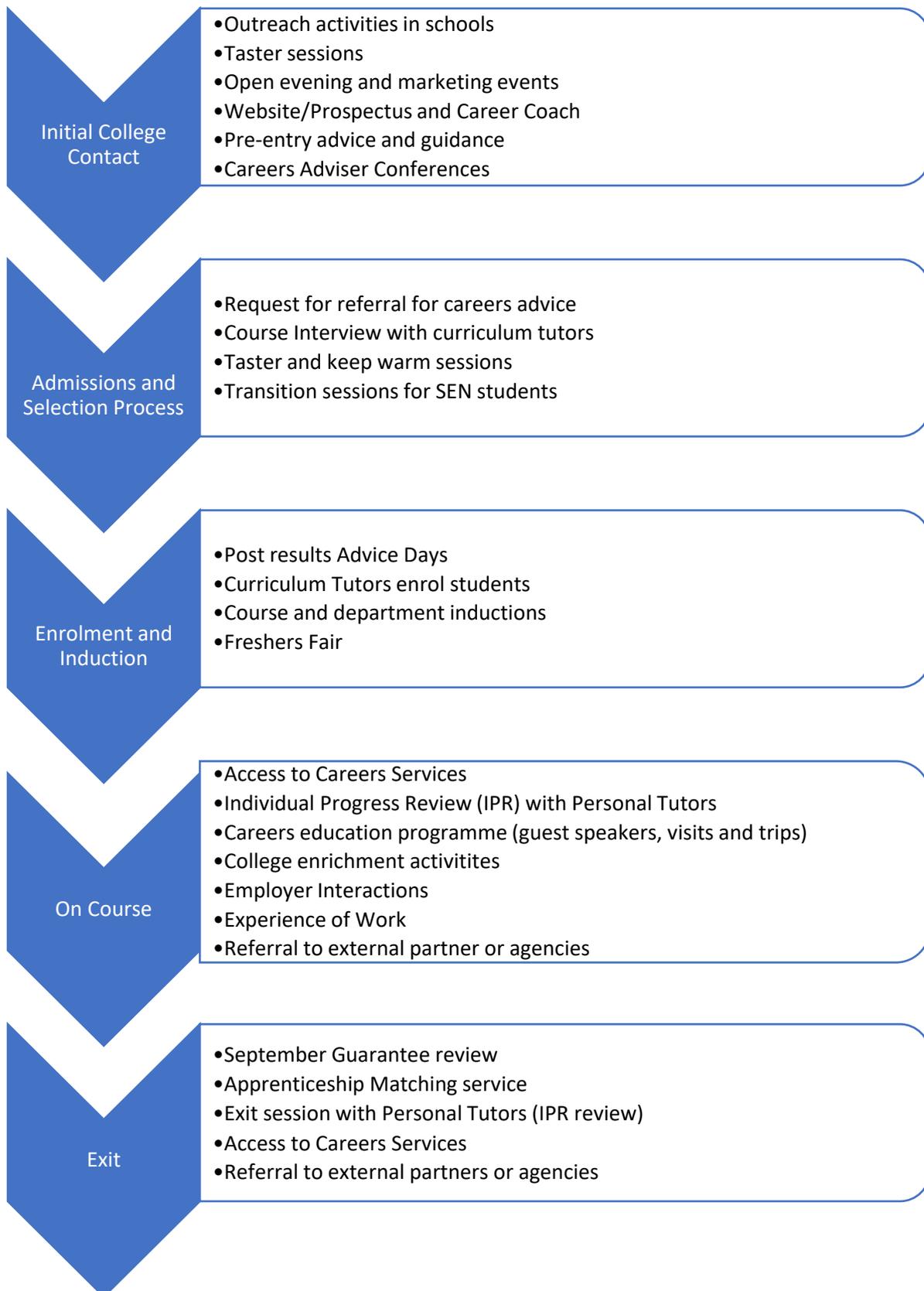
SUPPORT FOR YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS OR DISABILITIES

The College has high aspirations for all young people, including those with special educational needs (SEN) and disabilities. We aim to raise the careers aspirations of our learners and to broaden their employment horizons and support them in preparing for the next phase of education or training and beyond that. Young people with SEN or disabilities have access to impartial advice about all of the education, training and employment opportunities that are on offer, including specialist provision.

EXTERNAL PARTNERSHIPS AND NETWORKS

The college works in collaboration with a range of partners to assist in the delivery of CEAIG and Labour Market Information, including local and national employers, local authorities, education institutions, training providers and local and national services

CAREERS INTERVENTIONS



KEY ROLES

Careers education and guidance is a whole college responsibility. Teaching and support staff are involved in providing general information, advice and guidance and specialist industry guidance.

Principal

The Principal is responsible for the direction and management of all aspects of the College's business. In relation to CEIAG, this includes meeting statutory regulations and ensuring that the College's policies and practices reflect our statutory duties.

Assistant Principal – Learner Engagement

The Assistant Principal ensures that CEIAG strategies, priorities and targets are set and implemented within the College. The AP works closely with Heads of Departments to ensure that the curriculum offer is relevant and includes robust CEIAG, specialist guidance and education, employer encounters and supports learners to achieve their career aspirations. The AP is the Careers Leader for the College.

Quality Manager

The Quality Manager is tasked with ensuring the quality of the curriculum provision is high and has overall responsibility for all quality assurance procedures within the College.

Learner Services Manager

The Learner Services Manager is responsible for the operational management of CEIAG and monitors and evaluates the impact of services and provision to deliver high quality outcomes. The Learner Services Manager is the Deputy Careers Leader for the College.

Careers Advisers

The Careers Advisers provide one to one information, advice and guidance and link with curriculum departments to plan, develop and deliver appropriate careers education activities for current learners. The Careers Advisers also source and maintain accurate and up to date careers resources.

Learner Services Adviser

The Learner Services Advisers provide front line information and advice to College students, staff and potential applicants on qualifications, financial support and welfare. They also assist the Careers Advisers with maintaining a vacancy board and arranging enrichment activities.

Learning Support & Equality Manager

The Learning Support & Equality Manager is responsible for providing support to learners with additional needs in order to help them generate an individual careers action plans as part of their Education Health and Care Plan.

Head of Department

Heads of Departments ensures that their curriculums delivers high quality programmes and core tutorials and complete their associated paperwork to reflect the careers education is included in their course.

Programme Leaders

Programme Leaders are responsible for ensuring the effective delivery of the curriculum, including CEIAG related elements, checking that Individual Learning Plans are tracked and monitored on a regular basis to support outstanding outcomes for all learners.

Personal Tutors

Personal Tutors deliver careers education and guidance through a mixture of curriculum delivery and individual progress review interventions. They set SMART targets and action plans that take account of careers goals in order to support all learners to progress.

Group Tutorial Coaches

Group Tutorial Coaches deliver a series of compulsory tutorials via a scheme of work that include key aspects of careers education. The aim of these tutorials is to impart vital knowledge to learners to enable them to make well informed decisions about their future.

Learning Resource Centre

The Learning Resource Centre works closely with the Careers Adviser to ensure the Careers Library resources, in all mediums, are up to date and accessible to students on campus and online.

Marketing Team

The Marketing Team maintain relationships with feeder schools and create, coordinate and deliver internal and external events that successfully promote the College to school pupils, school staff, parents and carers,

MONITORING, EVALUATION AND REVIEW

The impact of all CEIAG services is monitored and evaluated through self-assessment and learner voice processes to ensure the delivery of high quality outcomes and destinations. An annual careers report, alongside the Self-Assessment Report for Learner Services, outlines strengths and areas for improvement to support the continuous development of services for all learners.

LINKS TO OTHER POLICIES, PROCEDURES, STRATEGIES AND DOCUMENTS

This policy is linked to the following college policies and documents:

- Equality Strategy
- Work Experience Policy
- Safeguarding Procedure
- GDPR Policy
- Admissions Procedure

Policy Created: August 2018

Review Date: July 2019

