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**CAREERS EDUCATION, INFORMATION ADVICE AND GUIDANCE (CEIAG) STRATEGY**

**April 2019 – July 2021**

**This Careers Strategy has been fully updated to reflect our response to the Government’s new plan for careers work as outlined in the publication, *‘Careers Guidance for Further Education Colleges and Sixth Form Colleges’* (February 2018). The College acknowledges all of the ‘Gatsby Benchmarks’ targets set out in this paper. We are fully committed to the development of our careers work to achieve those requirements not already fully provided by our service to students.**

**Principles and values**

The principles and values underlying this strategy are to provide a service that is:

1. Of high quality, impartial and delivered by appropriately qualified and trained staff
2. Based in a dedicated, open access and well-signposted service area
3. Welcoming, friendly, personalised and aspirational
4. Aware of and responsive to diversity and the need to challenge stereotypical thinking in careers planning
5. Designed to develop self-confidence, self-sufficiency and optimism
6. Integrated with other College services e.g. Curriculum, Learning Support, and Tutorial Support
7. Devised and updated through close cooperation with the College’s senior leadership team and Governing Body

**Gatsby Benchmarks**

Good careers guidance is critical if young people are to raise their aspirations and capitalise on the opportunities available to them. From 2013, Sir John Holman, Senior Adviser to the **Gatsby Foundation (www.gatsby.org.uk)** developed the eight **Good Career Guidance Benchmarks** (the Gatsby Benchmarks) as part of an international study. The Benchmarks define world class careers guidance.

The Government’s careers strategy for colleges (Feb 2018) has placed the Gatsby Benchmarks at the core of all colleges’ development targets for their careers work. Christ the King is already at or very close to compliance for several of the targets. We are committed to achievement of full compliance for all eight benchmarks by mid-2020.

**The eight Gatsby Benchmarks for good careers guidance**

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

1. **A Stable Careers Programme**

The College will provide a consistent and stable Careers Programme, endorsed by the Senior Leadership Team, to include the following:

1. Advice and support for applicants to the College, especially on course choices and their longer term career plans.
2. Advice and guidance throughout the enrolment process to support students in selecting appropriate courses and course combinations, in line with their potential longer term career plans
3. Advice and guidance throughout the induction and ‘course change’ processes
4. Ongoing provision of an ‘open door’ service to ensure IAG is readily available and with short response times
5. Ongoing provision of careers education tailored to students’ needs at different stages of their college life. Full integration of careers service provision into the curriculum. Communication and promotion of personal and professional development opportunities. Extended support for research and applications to the most competitive universities, professional and other competitive courses, higher and degree apprenticeships
6. Provision of one-to-one careers guidance interviews with level 6 trained careers staff.
7. Provision of in-College Careers events to support students’ research and opportunities exploration. These will include a visit to an annual Apprenticeships Fair.Close liaison with curriculum staff to identify and facilitate progression-related trips/visits and visiting professionals. These to include visits to HE institution events, to large local employers, to off-site careers events and visits to the college by speakers from curriculum linked employment sectors
8. In-College sessions to raise awareness of the full range of ‘Options at 18’ and steps needed towards realising these possibilities
9. An in-College event for parents on ‘Progression Options at 18’ and Careers team support. Availability of senior Careers staff at Open Evenings for prospective students and parents and at consultation evenings for parents of current students
10. A full programme of application and wider Careers team provision (mainly for year 13 students and others completing their College studies). To include: awareness-raising, research sources and techniques, one-to-one discussions, application and post-application support for UCAS, Student Finance, apprenticeships/other employment, part-time employment, work experience, volunteering and internship placements.
11. An in-College event for parents and students on university Student Finance
12. Support and guidance for students on and after publication of examination results. This provision to include GCSE students intending to join the College, Level 1 & 2 College students, Level 3 students seeking university or apprenticeship/other employment places
13. Support and guidance for students seeking to return to College on completion of their current courses. This could be to progress from a Level 2 to a Level 3 programme or for an additional year at Level 3.
14. **Learning From Careers and Labour Market Information**
15. The generation, management and provision of careers-related information is the responsibility of a designated member of the Careers team
16. Rigorous efforts are made to source and utilise up-to-date and relevant careers-related and labour market information (LMI)
17. Information and research resources are displayed, are visible and are available to students in the careers libraries at each site.
18. Students are made aware of information and research resources, and labour market information, via the Careers Bulletin and wider Careers team support
19. Information and resources of specific value to the Scholarship Graduate Programme student tutor groups are disseminated by a member of the Careers team designated to this role
20. **Addressing the Needs of Each Student**

One-to-one support for students is available through a number of sources:

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| Drop-in visits to Careers with an immediate response available | Careers information and advice appointments with a trained member of the Careers team | Referral to specialist subject staff for discussion of course choice decisions in individual subjects |
| Careers advice and guidance appointments with a Level 6 trained member of the Careers team | | Referral to specialists for support with applications and/or decision making e.g. for Medicine, Oxbridge, progression for LDD students etc |

1. Management of a system of appointments for designated careers advice and careers guidance interviews is the responsibility of a designated member of the Careers team at site level.
2. A designated member of the Careers team will work with ALS and other EHCP students, taking account of EHCP information/plans in their discussions
3. All one-to-one advice and guidance sessions will be recorded on the student’s electronic records and made accessible to the student concerned. Students can also give permission for these records to be shared with others e.g. parents.
4. The Careers team link closely with other support teams in the College such as Admissions and curriculum leaders to ensure that support needs deduced or identified in careers discussions are referred for further action (with the student’s permission).
5. The Careers team provide support for recent former students seeking to develop their study or employment options. For UCAS applicants this support will only be available to students willing to linktheir applications to the College.
6. **Linking Curriculum to Careers**

Two-way links between the Careers team and curriculum staff is the responsibility of the Careers Lead, an experienced leader in post-16 education. The objectives of this liaison are:

* To seek information and advice to support students on course choice and/or course change decisions. This would apply to both prospective and current students
* To ensure curriculum managers and staff are seeking and taking up opportunities to offer careers-related insights through their delivery. This might be achieved through visiting speakers, engagement with in-college events, trips to specialist events, trips to HE and employer venues for curriculum-specific activities
* To structure and maximise resources and to offer a wide range of curriculum-linked and careers-related events and trips for students
* To ensure the Careers team is made aware of all of the aforementioned activities
* To seek information and updates on the aspirations of individual students, for subsequent follow up by the Careers team. Examples might include: applicants for Oxbridge, for Medicine, for Higher Level apprenticeships with deadlines, for opportunities only offered at other colleges, for armed forces opportunities, for work insight opportunities and many more
* To seek active motivation of student attendance (as appropriate) at events organised by the Careers team

1. **Encounters with Employers and Employees**

The Careers team will work to encourage contact with employees and employers through the following means:

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| Through work placement, work experience, volunteering and other insight opportunities (see point 6, below) | Through visiting speakers to curriculum areas and for presentations open to all | Through motivation to attend off-site careers events |
| Through events at college or organised by the college e.g. visiting the UK University and Apprenticeships Search Fair in London | Through trips and visits to leading local employers e.g. EY, Reuters. | Through specialist mentoring schemes e.g. with Barclays |

1. **Experience of Work Places**

The Careers team support, encourage and facilitate the development of essential employment skills and, wherever possible, direct experience of workplace environments/activities.

1. A structured programme of Extended Industrial Placements of 45 days is supported by the Co-ordinator of Industry Placements.
2. Students enrolled on a Level 2 or Level 3 BTEC Programmes undertake a two-week work experience placement as part of their course of study.
3. The Careers team refer any student for whom work insight/experience is seen as being valuable or essential to the relevant Course Leader for follow-up and potential placement.
4. Students seeking to progress towards careers in: Law, Teaching, many healthcare professions, many STEM careers, Social Work and some media/journalism careers are advised to secure work experience and are supported in this by the Careers Team.
5. The Careers team, in addition to the planned provision mentioned in (i) above, support students one-to-one on request with CVs, covering letter and email writing, interview preparation and support with competency-based recruitment
6. Support is provided for students seeking part-time employment and known vacancies will be advertised on our ‘jobs board’.
7. **Encounters with Further and Higher Education**

The College maintains and develops its extensive contacts with HE institutions in order to maximise students’ understanding of the environments, facilities and opportunities available. This commitment will include:

1. Full engagement with the outreach teams of all local universities, encouraging students to participate in opportunities and, where appropriate, organising trips to events. The local universities embraced by this commitment are, Goldsmiths, University of London, University of Greenwich, the Bloomsbury Institute London and others as opportunities arise
2. Arrangement of speakers from HE institutions to visit the College to present on specific courses and/or other opportunities. This effort to be developed through liaison with curriculum staff.
3. Strong encouragement of potential university applicants to visit Open Days as the best source of information on courses, facilities and environments
4. Organisation of an annual in-college Higher Education and Higher/Degree Apprenticeships Fair for Lower Sixth Level 3 students (A-Level and BTEC). This event will also involve local FE colleges offering Level 4 and Level 5 courses
5. Support from university outreach teams for our work on aspects of the university application process, notably Personal Statements and Student Finance
6. Attendance by members of the Careers team at local university ‘adviser update’ days, so as to ensure currency of information and good practice.
7. Full engagement with local and regional CEIAG groups so as to maintain strong contacts with other providers on behalf of students
8. **Personal Guidance**

Please see **item 3**, above.

**Evaluation and Development**

The Careers Team works with management and colleagues across the College to develop this programme in line with our ambition to be fully ‘Gatsby Compliant’ by mid-2020. An Action Plan is in place setting out our key objectives in this context, together with deadlines, allocated responsibilities and appropriate measures of success.

**April 2019**

**Review Date July 2020**