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# Careers Policy

## **CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY**

### **Rationale**

Careers education and guidance programmes play a major part in helping young people choose programmes that suit their interests, abilities and individual needs. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations.

St Helens College and Knowsley Community College's Careers programme will help our students to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It will promote equality of opportunity, embrace diversity and challenge stereotypes. The policy will be guided by the Gatsby benchmarks and conform to statutory requirements, in particular the DfE's Careers Strategy and the revised statutory guidance .

### **Context**

From September 2013, The Education Act of 2011 placed schools and colleges under a duty to ensure that all registered pupils have access to independent, accurate and impartial information advice and guidance. Colleges are free to make arrangements for careers guidance which best suit the needs of their students, engaging where appropriate with independent providers.

St Helens College and Knowsley Community College have impartial careers advisors on who are accessible to all students and their parents. The student intranet and parent and carer section of the website have various external resources relating to careers. Students and parents also have access to Unifrog.

A further addition to the Technical and Further Education Act 2017 states that schools and colleges in England "must ensure there is an opportunity for a range of education and training providers to access registered pupils during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships".

At each point where we deal with students leaving the college we strive to ensure that they are purposefully provisioned in terms of advice and guidance, including information and support regarding apprenticeships, employment or re-commencement of study with another provider.

### **Commitment**

St Helens College and Knowsley Community College is committed to providing all students with a programme of careers and enterprise related activities. The details of the CEIAG and Enterprise programme will be published on the careers section of the college website website and can be viewed by students, parents and carers as well as employers, partners and education/careers providers. The programme is guided by the Gatsby benchmarks for ensuring best practice. In addition, to ensure St Helens and Knowsley Community College are delivering the best possible careers guidance we are currently working towards the Quality in Careers Standard. This is in accordance with the Government's recommendation that "all schools and colleges should work towards a quality award for careers education, information, advice and guidance as an effective means of carrying out a self-review and evaluation of the school's programme." And as advocated by the Department for Education in their 'Careers Guidance and Inspiration in Schools' policy issued in March 2015.

St Helens College and Knowsley Community College are also participating in CEC's Enterprise Adviser Network to strengthen the linkage between education and industry; particularly in respect of the identified growth sectors in the Liverpool City Region; raising awareness of opportunities in the current labour market and preparing students for these career experiences.

### **Careers and Employability Programme**

The current programme is delivered through a combination of methods, including tutorial sessions, curriculum delivery, masterclasses, presentations, employer visits, independent work experience, seminars, workshops, careers fairs and 1:1 impartial and independent guidance.

St Helens College and Knowsley Community College hosts or attends events such as National Apprenticeship Week, UCAS Events, National Careers Week and Student Finance sessions. Annex 2 contains an overview of the planned activities for each year which is updated by lead careers adviser Paul Whitehead with guidance from Academic Progress & Development Managers Cath Jones and Donna Critchley.

Teaching staff and progress coaches are responsible for tracking student progress and employer engagement using ProMonitor to record each students achievements, 'meaningful' employer encounters, career aspirations/goals, predicted grades and potential pathways. This enables St Helens College and Knowsley Community College to monitor and track the learner journey, helping to plan and prepare targeted 'meaningful' encounters for individual students.

Throughout their career learning journey St Helens College and Knowsley Community College also makes use of Unifrog. This intelligence is used as a starting point to student engagement and enables students to explore and research potential career pathways, courses, qualifications and subject information. This coupled with independent and impartial Careers Adviser support helps to inform and inspire students so that they are able to make well informed and realistic decisions about their future.

### **Aims**

To help students develop the skills and confidence to make realistic and informed decisions about their futures and to manage the transitions from one stage of their education, training and work to the next.

### **Objectives**

To ensure that students develop the skills and attitudes necessary for success in adult and working life

- To make students aware of the range of opportunities which are realistically available to them in continued education and training at 18+
  - To equip students with the necessary decision-making skills to manage those transitions
  - To develop in students an awareness of the wide variety of education, training and careers opportunities locally, nationally and internationally
  - To encourage students to make good use of the resources available to them, in order that they can make informed and appropriate choices throughout their learning journey
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- To foster links between the college, local businesses and further/higher education establishments.

- To ensure there is an opportunity for a range of education and training providers to access registered students during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships (the Baker Clause, 2nd January 2018).

Invitations are issued to local providers inviting them annually to the college careers fair, and any further appropriate events run by the college. If the provider cannot attend, then they are welcomed to deliver information in the form of leaflets to be handed out during tutorial sessions.

- Requests for access will be directed to the Careers Leader and appropriate times agreed, where all students will be able to access the provider.
- To enable students to experience the world of work and develop transferable skills, for example; independence; resilience; personal learning and thinking skills
- To ensure that wherever possible, all young people leave the college to enter employment, further education or training
- To maintain a culture of high aspirations
- To promote equality of opportunity, embrace diversity, challenge stereotypes and ensure all students who require any extra assistance and guidance to reach their potential, such as SEN students or students eligible for student bursaries.

## **Learning Outcomes**

Students should be able to:

- Assess their achievements, qualities and skills
- Use this information for personal development
- Set career and learning targets. Recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work.
- Recognise the value and impact their activities at school can have on their future.
- Use labour market information to plan their career paths and understand the actions they need to take to achieve this.

## **Implementation**

St Helens College and Knowsley Community College guarantees impartial and independent advice via:

- Paul Whitehead and Margaret Bentley Careers Advisers, employed by the college, who are based at the main campuses on a full time basis. Appointments can be through student referral, forms found on the MyDay section of the student intranet, tutor referral via ProMonitor, email, phone or the staff intranet form and parent referral either via phone call or through the parent/carer section of the website. Schools and Colleges are obliged to provide independent careers advice as outlined in section 29 of the Education Act 2011.  
Independent Careers guidance must:
  - Be presented in an impartial manner
  - Feature information on the range of education or training options, including apprenticeships and other vocational pathways
  - Promote the best interests of the students to whom it is given
  - Promoting the National Careers Service Website and Helpline
  - Promotion of independent websites relevant to all career needs, from choosing a university or apprenticeship to pursuing a career

- Access to relevant external speakers offering independent sources of information including local and national employers, representatives from professional bodies and organisations including, representatives of higher education establishments and former students, who are a valuable resource.

Nick Gribben is the senior leader with responsibility for Careers and Enterprise education. All staff have a part to play in the implementation of this policy through their role as progress coaches and tutors as subject specialists. Careers information and resources are located in on MyDay, which contains up-to-date, impartial information presented in a variety of media. It is reviewed and renewed on a regular basis by the Careers Coordinator – Lisa Humphreys. College and University prospectuses are current and visual displays on the notice boards are kept current in all social spaces, course enquiries and reception areas. MyDay can be accessed by students at anytime as can Unifrog and all students receive log in details during their induction week.

### **Monitoring, Review and Evaluation**

The careers calendar will be reviewed on an annual basis along with a review of the year including an account of activities, a review of progress and an evaluation of student responses to provision based on their progression or destinations. This policy will be reviewed annually as part of the college self-assessment process, informing COMPASS and will be reviewed by the Governors. Parents are welcome to give feedback on any aspect of the CEIAG programme to the Careers Coordinator, via the school website and through the parent/carer newsletter.

### **Recording, Assessment and Reporting**

Students' progress is monitored on their student profile, and remains with them for their entire duration at St Helens College and Knowsley Community College. The work is individual and personal to the student and is a log of activities completed and employability skills gained - these skills are not graded. It is the responsibility of the progress coaches to ensure that this database is kept up to date to ensure accurate results are available at the end of the year.

### **Entitlement**

Every student at St Helens College and Knowsley Community College are entitled to a thorough, personalised and aspirational programme of careers events throughout their time at the school. An Entitlement Statement and Mechanisms of delivery are published within the College's Careers strategy document

### **Partnerships**

The CEIAG programme is greatly enhanced through links with several partners who ensure the students' learning is up to date and relevant. We strive constantly to expand and improve links with employers and other local groups, including the Careers and Enterprise Company's Enterprise Adviser Network.

Parental involvement is encouraged at all stages and in the first few weeks of term St Helens College and Knowsley Community College host parent welcome events. We recognise that parents/carers

remain the biggest influence on a young person's career choices and as such we offer parents help and guidance at critical stages in the students' time with us. We send out monthly newsletters to Parents and Carers informing them of various career activity due to take place or that has already taken place. Within that newsletter we also send out links to useful resources and access to the Unifrog platform. Parents also have the opportunity to speak to the Careers Coordinator by phone,

by making an appointment through the form on the college website, or can speak to a careers adviser at any of the parent evenings. We also have a dedicated section for parents on our school website on Careers, Employability and Enterprise. The school also provides signposting to the National Careers Service.

#### **Links with the Local Authority:**

The Local Authority has a duty under section 68 of the Education and Skills Act 2008 to encourage, enable and assist the participation of young people in education or training. In addition, the Education and Skills Act 2008 placed two new duties on local authorities from June 2013 for 16-18 year olds in relation to the raising of the participation age:

- To promote the effective participation in education and training of young people covered by the duty to participate
- To have in place arrangements to identify those who are not participating

St Helens College and Knowsley Community College work with the Local Authority, including sharing information, to support the above. In particular, in accordance with Section 13 of the above Act, the School will notify the Local Authority whenever a 16 or 17-year-old leaves an education or training programme before completion.

#### **Resources**

Funding is allocated in the annual budget planning. This is planned around the level of funding related to college priorities and particular needs in the CEIAG area. The Careers Coordinator along with the Academic Progress & Development Managers are responsible for the effective deployment and monitoring of resources.

#### **Staff Development**

Staff training needs are identified and make use of the Training Needs Analysis for CEIAG. The CPD programme at college make every effort to meet training needs within an agreed period of time.

#### **Approvals**

**Policy Created by:** Lisa Humphreys                   **Date:** 27/10/2021

**Date Approved by the Senior Leadership Team:**

**Date Approved by Governing Body:**

**Last amended/updated:**

**Date of Next Review by Governors:**