



Harrison College Ltd

Careers, Information, Advice and Guidance Policy

Good careers guidance is distinctive to the needs of individual students so the college's overall strategy should be shaped accordingly. Colleges are expected to work in partnership with local employers and other education and training providers like colleges, universities and apprenticeship providers. This will ensure that young people can benefit from direct, motivating and exciting experience of the world of work to inform decisions about future education and training options.

1. INTRODUCTION

1.1 This policy document sets out the college's aims, principles and strategies for the delivery of Career Education Information Advice & Guidance (CEIAG). The implementation of this policy is the responsibility of all teaching and non-teaching staff.

2. THE NATURE OF CEIAG

2.1 Career Education Information Advice & Guidance (CEIAG) is specifically aimed at enabling the learner to make well informed and realistic decisions about their future opportunities. It is provided through a progressive, differentiated programme that is an integral part of the wider curriculum, and will support inclusion, challenge stereotyping and promote equality of opportunity. The career preparation of students is important not only to students themselves but also to their families, to employers, to Government, to the tax-payer and to the economic prosperity of the country. These various stakeholders are entitled to expect that the provision of CEG is quality assured with the same rigour as other aspects of academic provision.

Harrison College believes that good quality, objective Careers Education and Guidance can help young people to develop a sense of purpose, raise their aspirations and assist them to progress through learning into and through their adult lives. Careers Education and Guidance is viewed as an integral part of college life and students have access to a named careers advisor (IAG), that are in college on a weekly basis for bespoke 1:1 discussions prior to the students Annual Review. Teachers and teaching support staff are all expected to play a role in helping students to make well informed realistic decisions about future study and employment.

2.2 Career Education Information Advice & Guidance (CEIAG) aims to provide students with a variety of opportunities and experiences in a range of activities. Harrison College aim to provide a range of learning possibilities and specialist visits in order to give students opportunities that they may not otherwise experience.

3. ENTITLEMENT

3.1 The Colleges White Paper 2010, updated April 2012 and changes made by the Education and Skills Act 2008 require colleges, in the delivery of their statutory duty to provide careers education to ensure that information about learning options and careers is presented independently, impartially and that advice promotes the best interest of students.

Harrison College is committed to a planned programme of careers education within the curriculum for ages 16 to 25 that addresses the requirements of the National Quality Standards for Information, Advice and Guidance (IAG). The college's vision is that all learners will continue to access some form of future learning, and where appropriate, to achieve gainful employment. Independence will be facilitated for those who could achieve this and planned participatory dependence for those who would not. The college recognises the importance of every student receiving appropriate and impartial information and guidance. Young people receive information and guidance from many different sources including Parents, Teachers, Learning Support staff, Specialist guidance providers and others.

3.2 Through Careers Education and Guidance, our students will:

- Develop a positive self-image, in relation to future learning and work roles, based on an accurate assessment and recording of their abilities and aptitudes.
- Acquire aspirations for their future based on a sound understanding of the range of immediate and lifelong opportunities available through learning and work, and of career progression structures.
- Develop skills to form and implement effective decisions and a reflective approach to learning from experience.

4. IMPLEMENTATION

4.1 The Career Education Information Advice & Guidance entitlement at Harrison College consists of a range of elements which when combined together, provide a coherent and progressive programme for all students at each stage of their development.

- Academic and personal targets
- Work Related Learning
- Internships
- Information
- Guidance
- Action Planning & review (Assessment and development of personal knowledge, skills and abilities)

4.2 Delivery of Career Education Information Advice & Guidance Entitlement:

Every child should leave college prepared for life in modern Britain. This means ensuring academic rigour supported by excellent teaching, and developing in every young person the values, skills and behaviours they need to get on in life. All children should receive a rich provision of classroom and extra-curricular activities that develop a range of character attributes, such as resilience and grit, which underpin success in education and employment. High quality, independent careers guidance is also crucial in helping students emerge from college more fully rounded and ready for the world of work. Young people want and need to be well-informed when making subject and career decisions

The duty on colleges from the Government's careers strategy, published on 4 December 2017, sets out a long term plan to build a world class careers system that will help young people and adults choose the career that is right for them. The aim set out in the strategy to make sure that all young people in secondary college get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience.

Therefore, the careers strategy sets out that every college and academy providing secondary education should use the Gatsby Charitable Foundation's Benchmarks to develop and improve their careers provision. This statutory guidance has been restructured around the Benchmarks with information on what colleges need to do to meet each one. The Gatsby Benchmarks are not a statutory framework but by adopting them, colleges can be confident that they are fulfilling their legal duties: the existing duty to secure independent careers guidance and the new duty to provide opportunities to a range of providers of technical education and apprenticeships to access students to inform them about technical education qualifications or apprenticeships.

The Benchmarks go further by defining all of the elements of an excellent careers programme, based on the best national and international research. The careers strategy explains that both

co-ordinated external support and an appropriately skilled and experienced leader in college are important to help colleges meet the Benchmarks.

The careers strategy sets out that every college needs a Careers Leader who has the energy and commitment, and backing from their senior leadership team, to deliver the careers programme across all eight Gatsby Benchmarks. Every college will be asked to name this Careers Leader.

A successful careers guidance programme will also be reflected in higher numbers of students progressing to positive destinations such as apprenticeships, technical routes, sixth form colleges, further education colleges, universities or employment. Destination measures provide clear and comparable information on the success of colleges in helping all of their students take qualifications that offer them the best opportunity to continue in education or training.

Colleges should have a strategy for the careers guidance they provide to young people. The strategy should be embedded within a clear framework linked to outcomes for students.

This should reflect the College's ethos and meet the needs of all students. Colleges should consider the following principles as depicted below, for good practice when developing their strategy:

The Gatsby Benchmarks

1. A stable careers programme

Every college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and published on the college's website in a way that enables students, parents, teachers and employers to access and understand it. It should be regularly evaluated with feedback from students, parents, teachers and employers as part of the evaluation process

Every college should have a stable, structured careers programme that has the explicit backing of the senior management team, and has an identified and appropriately trained person responsible for it.

2. Learning from career and labour market information

Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information

By the age of 14, all students should have accessed and used information about career paths and the labour market to inform their own decisions on study options. Parents should be encouraged to access and use information about labour markets and future study options to inform their support to their children.

3.Addressing the needs of each student	Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A college’s careers programme should embed equality and diversity considerations throughout	A college’s careers programme should actively seek to challenge stereotypical thinking and raise aspirations. of the individual advice given to each student, and subsequent agreed decisions. s to these records to support their career development. accurate data for each student on their education, training or employment destinations.
4.Linking curriculum learning to careers	All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths	By the age of 14, every student should have had the opportunity to learn how the different STEM subjects help people to gain entry to, and be more effective workers within, a wide range of careers.
5.Encounters with employers and employees	Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes	Every year, from the age of 11, students should participate in at least one meaningful encounter* with an employer. *A ‘meaningful encounter’ is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace
6. Experiences of workplaces	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.	By the age of 16, every student should have had at least one experience of a workplace, additional to any part-time jobs they may have. • By the age of 18, every student should have had one further such experience, additional to any part-time jobs they may have.
7.Encounters with further and higher education	All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in colleges, colleges, universities and in the workplace	By the age of 16, every student should have had a meaningful encounter* with providers of the full range of learning opportunities, including Sixth Forms, colleges, universities and apprenticeship providers. This should include the opportunity to meet both staff and students. considering applying for

university should have had at least two visits to universities to meet staff and students.

*A 'meaningful encounter' is one in which the student has an opportunity to explore what it is like to learn in that environment.

8. Personal guidance

Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of college staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.

Every student should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18.

Careers advisers working with young people with special educational needs or disabilities should use the outcome and aspirations in the Education, Health and Care plan, where they have one, to focus the discussion. Similarly, when working with looked after children or care leavers, their Personal Education Plan or pathway plan should be used to help focus the discussion. It is good practice for these young people to have a named adviser who can build a relationship with them and better understand their individual needs

Responsibilities of colleges

The careers strategy explains that good careers guidance connects learning to the future. It motivates young people by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding. Good careers guidance widens students' horizons, challenges stereotypes and raises aspirations. It provides students with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

The Government has set a clear expectation that the quality of careers education and guidance should be raised in all colleges. The statutory framework requires every college to secure independent careers guidance for all year 8 to 13 students. This makes sure that all students have access to external sources of information on the full range of education and training options. Colleges should help every student develop high aspirations and consider a broad and ambitious range of careers. Inspiring every student through more real-life contacts with the world of work can help them understand where different choices can take them in the future.

The Gatsby Foundation and The Careers & Enterprise Company have launched Compass, an online self-evaluation tool for colleges. Compass works by asking colleges to answer a series of questions about what careers provision they offer. On completing the questions, the college will receive a confidential report showing how they compare to the Gatsby Benchmarks. Over time a college can return to the tool, see their previous results and repeat the assessment as provision develops. The Compass report is confidential, but colleges may choose to share it with governors, parents/carers, colleagues, and Ofsted. Using the Gatsby Benchmarks to develop and improve careers provision and putting in place a clear plan that is based around meeting them, will also help colleges to ensure they are complying with their legal duties.

The Government's expectation is that all colleges begin working towards the Benchmarks now and meet them all by the end of 2020.

The statutory duty requires colleges & governing bodies to ensure that all registered students at the college are provided with independent careers guidance from age 12, therefore the college will continue to provide guidance from age 16 – 25.

In order to achieve this outcome colleges must meet the Gatsby Benchmarks

Benchmark 1: A stable careers programme

Benchmark 2: Learning from career and labour market information

Benchmark 3: Addressing the needs of each student

Benchmark 4: Linking curriculum learning to careers

Benchmark 5: Encounters with employers and employees

Benchmark 6: Experiences of workplaces

Benchmark 7: Encounters with further and higher education

Benchmark 8: Personal guidance

(See previous table with the summary of each Benchmark)

The college & governing body must ensure that the independent careers guidance provided:

- Is presented in an impartial manner
- Includes information on the range of education or training options, including apprenticeships and other vocational pathways
- Is guidance that the person giving it considers will promote the best interests of the students to whom it is given.

All students have discreet Information Advice and Guidance/Citizenship/PSHE as well as access to Career Education Information Advice and Guidance through other areas including academic qualifications, Work Placements, Work Experience

Work Related Learning:

(2011) Wolf described “the unique role that work experience can have in helping young people develop employability skills and the value that employers place on this when they are assessing young people for employment” and the fact that “this is a critical stage for every young person because they are close to entering the labour market. Many young people appreciate the importance of improving their work-related skills in order to pursue their career aspirations” A main element of work-related learning is: work experience. Work Experience for all students takes place throughout their time at Harrison College. On work placement students take part in routines normally carried out by employees. The college provides a level of support in relation to individual

student needs to ensure access to opportunities on an equitable basis. All work placements are checked for Health and Safety.

Experience of work is a key component of **16 to 19 study programmes** and all students are expected to undertake work experience or some form of work-related training as part of their study programme 'non-qualification activity'. This applies to academic, vocational and mixed pathways. The time spent by colleges, colleges and training providers in planning, organising and supervising work experience for students is funded at the same level as qualifications taught in the classroom. This provides colleges and colleges with the flexibility to assign staff to engage employers and secure high quality work experience placements for their students. (Post-16 work experience as a part of 16 to 19 study programmes and traineeships -Departmental advice for post-16 education and training providers - March 2015)

Study programme principles

All students should be given the opportunity to follow a study programme that:

- provides progression to a level higher than that of their prior attainment.
- includes qualification(s) that are of sufficient size and rigour to stretch the student and that are clearly linked to suitable progression opportunities in training, employment or higher levels of education.
- requires students who do not already have GCSE A*-C in maths and English to work towards them (or other approved stepping-stone qualifications) that will help the student in question to progress towards achievement of these qualifications.
- includes work experience - this may relate to the student's study programme, develop employability skills and/or create potential employment options for those who cannot do substantial vocational qualifications.
- includes other activities unrelated to qualifications which develop the character, skills, attitudes and confidence that support progression.
- students who are not yet ready to study for a substantial qualification can undertake a program focused on work experience and the development of employability skills.

Ensuring adequate support for students with special educational needs or disabilities

The overwhelming majority of young people with special educational needs (SEN) and disabilities are capable of sustainable paid employment, with the right preparation and support. All professionals working with them should share that presumption and should help young people to develop the skills and experience, and achieve the qualifications they need, to succeed in their careers.

Independent and impartial advice for young people with SEN and disabilities should include all of the education, training and employment opportunities on offer, and signpost them onto study programmes that will support their transition into paid employment. This includes supported internships for young people with Education, Health and Care (EHC) plans, traineeships and apprenticeships; and qualifications that will enable young people to study in higher education, where appropriate.

When a child is very young, or SEN is first identified, families need to know that the great majority of children and young people with SEN or disabilities, with the right support, can find paid work, be supported to live independently, and participate in the community. Colleges should seek to understand the interests, strengths and motivations of children and young people and use this as a basis for planning support around them from an early age.

Colleges should seek partnerships with employment services, businesses, housing agencies, disability organisations and arts and sports groups, to help children understand what is available to them as they get older, and what it is possible for them to achieve. For children with Education, Health and Care plans, Personal Budgets can be used to help children and young people with SEN to access activities that promote greater independence and learn important life skills.

For teenagers, preparation for adult life needs to be a more explicit element of their planning and support. Where a student has an EHC plan or a 'Statement', all reviews of that Plan or Statement from year 9 at the latest, and onwards, must include a focus on preparing for adulthood, including employment, independent living and participation in society. All colleges should consider how to link employers with young people from year 9 onwards, as a critical part of helping young people with SEN raise their aspirations and develop their own career plans.

Colleges should make use of the local offer published by the local authority which must set out details of SEN provisions in their area - including the full range of post-16 options. Colleges must co-operate with local authorities, who have an important role to play, in particular through the provision of SEN support services and EHC plans. Statutory guidance on the SEN duties is provided in the new 0-25 Special Educational Needs Code of Practice. (Careers guidance and inspiration in colleges - Statutory guidance for governing bodies, college leaders and college staff - Jan 2018).

Careers Information:

The Careers Library is situated in the college and is accessible to students throughout the college day. As part of their Career Education Information Advice and Guidance programme students are given a full introduction to the library which allows them to use career software and paper-based materials to research jobs and option choices.

Guidance:

Guidance is provided through a partnership between the Careers Adviser (IAG) and Transition Mentor. A partnership agreement is drawn up in collaboration.

Action Planning:

Students learn to action plan through Transition plans, programmes of study, completion of Independent Learning Logs and by attending Annual Review meetings to ensure they have opportunities to express their views and ideas. Students meet professionals and some take part in the discussions using personal and differentiated methods of communication. Staff (Transition Learning Mentor) keeps records of student's achievements throughout their time at college.

- 4.3 Throughout the whole curriculum opportunities exist to extend and promote CEIAG. Teachers seek to take advantage of all opportunities are encouraged to incorporate activities across their teaching and learning program. Students attend out of college events to build knowledge through experience. (College visits, LA career events).
- 4.4 No particular commercial scheme is used as core material; however a wide variety of commercial resources are available to use as teacher reference and as student material where appropriate to activities that have been planned.
- 4.5 Students are taught in mixed class groupings with appropriate adult support as required.
- 4.6 Activities are planned in such a way as to encourage full and active participation by all students irrespective of ability. Additional support staff are available to support groups or individual students and they work collaboratively with the class teacher.
- 4.7 All staff are encouraged to use ICT within their teaching and are required to identify this aspect within their weekly planning. To this end all teachers are in possession of a laptop and classrooms are equipped with interactive whiteboards and data projectors.
- 4.8 Activities will be planned so they meet the full range of the students' needs, regardless of race, gender or disability. All students should develop an enjoyment of learning and a positive attitude towards the subject is encouraged in both boys and girls.
- 4.9 CEIAG can make a contribution within many subjects across the curriculum and teachers seek to take advantage of all opportunities to draw experience out of a wide range of activities. This allows students to begin to use and apply skills in real contexts.
- 4.10 All activities involving students and staff will be organised within the framework and guidelines of the College Health and Safety Policy.
- 4.11 Parents & Carers are welcome to give feedback on any aspect of the Career Education Information Advice and Guidance (CEIAG) programme to teachers, the Careers Advisor and Transition Mentor at the Annual Review or Parents/Carers evenings. Parents/Carers are also asked for their comments on the work experience via a report form.
- 4.12 There are a wide range of resources available for the effective teaching of CEIAG and these are stored centrally by subject.

5. ASSESSMENT

- 5.1 The College's format for planning; monitoring and scrutiny of work will be used to review curriculum quality.
- 5.2 During Work Related Learning opportunities, students' performance is monitored and reported on by the supporting staff and by placement providers on the work experience report form.

5.3 Policy statement on provider access

Harrison College: Provider Access Policy

Introduction

This policy statement sets out the college's arrangements for managing the access of providers to students at the college for the purpose of giving them information about the provider's education or training offer. This complies with the college's legal obligations under Section 42B of the Education Act 1997.

Student entitlement

All students are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events.
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact Gemma Peebles, Principal.

Opportunities for access

A number of events, integrated into the college careers programme, will offer providers an opportunity to come into college to speak to students and/or their parents/carers.

6. BACKGROUND DOCUMENTATION

6.1 This policy was informed by the following:

Education White Paper Consultation Document May 2016

- Careers guidance and inspiration in colleges, Statutory guidance for governing bodies, college leaders and college staff – (Jan 2018)
- Post-16 work experience as a part of 16 to 19 study programmes and traineeships, Departmental advice for post-16 education and training providers (March 2015)
- 16 to 19 study programmes, Departmental advice, for senior leadership teams, curriculum planners, teachers, trainers and co-ordinators on the planning or delivery of 16 to 19 study programmes (March 2015)
- Careers Education and Guidance in England – A National Framework 11-19 (DfES, 2003)
- 14-19 Opportunity and Excellence (2003)
- Statutory Guidance: Impartial Careers Education (DCSF 2009)
- Quality, Choice and Aspiration – A strategy for young people, Information, Advice and Guidance – (DCSF, 2009)
- Quality Standards for Young People's Information, Advice and Guidance (IAG) (DCSF 2007)
- PSHE Education – Economic Wellbeing and Financial Capability programmes of study for Key Stage's 3 and 4 (QCA 2008)

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- The Work Related Learning Guide, second edition (DCSF 2009)
- Work Related Learning for all at Key Stage 4 (QCA 2004)
- Careers, Work Related Learning and Enterprise 11-19 – A framework to support Economic Wellbeing (QCA 2008)
- National guidelines for work experience.
- DCSF 14-19 Reform (DCSF 2009)
- DCSF 14 -19 Education and Skills White paper chapter 3.12
- Every Child Matters Agenda.

Careers guidance and aspiration in colleges

Statutory guidance for governing bodies, college leaders and college staff

March 2015