

Title: **Careers Education, Information, Advice and Guidance Policy**

Owner: Director – Quality, Performance and Progression
Careers Lead

Mission and Purpose; To provide innovative training to develop skills, inspire individuals, enrich the wider community and encourage all to achieve and progress.

To work with new and emerging talent to prepare them to excel and to meet the needs of current or future employers. We will actively contribute to developing the careers of individuals through the provision of education and training. We will work with people from across our communities to develop their skills, to improve their life chances and to give them a passion for learning new things or mastering existing skills

Introduction

The Careers programme at Bath college is designed to prepare students for life beyond further education, helping them explore options, make informed decisions about their next steps and developing employability and career readiness skills.

The college's impartial careers information advice and guidance staff is based at both campuses and offer 1:1 online or face-to-face support to full and part-time students at any point of their journey. Students are supported with guidance, applications, and statements and future options are explored. The college also hosts a range of resources online for students to access as and when they need.

The program is supported by various stakeholders including tutors, lecturers, external providers, local employers, universities, and local authorities such as the West of England Careers hub. The college also works with a wide range of local and national employers.

The Careers team work with lecturing staff to deliver a programme so students have access to a range of activities, events, workshops, and themed weeks to enable students to make informed decisions about their own career paths. Lecturers embed careers into the curriculum by signposting labour market information, technical and vocation language and use up to date methods, techniques, and tools to ensure the students are ready for either work, apprenticeships or Higher education.

Strategic Careers Objectives

1. Improve Careers offer and service visibility
2. Ensuring students have career related learning throughout their program
3. Ensuring all students are supported and can seek advice and guidance to inform them of their next steps

Careers and Employability offer

This states the activities that are offered throughout the year to different levels, these activities include 1:1 Careers guidance, Careers and Apprenticeships fairs, Careers workshops and activities.

Please see Appendix 1 for detail on the college's offer.

The Careers team

Careers Lead
x2 Careers Advisers

Roles and responsibilities

Careers leader:

- Managing the provision of careers education and information.
- Liaising with Heads of departments, Senior management, and board of Governors to
- Liaising with Heads of department to ensure Careers in the curriculum is covered in the classroom.
- Liaising with SEND departments and SENCOS to identify need and ensure every need is met
- Maintaining and establishing new links with
- Organising careers related events and opportunities for staff and students
- Monitoring teaching and learning in careers education, identifying staff CPD and supporting teaching staff to imbed careers in the curriculum.
- Working with Senior leadership to on producing and evaluating strategy, policy, and recourses for CEIAG
- Using the Gatsby benchmarks and completing the Compass reports to improve the colleges provision.
- Working in line with Government policy, Ofsted framework and the Matrix standards.
- Working with CEC, CID and West of England's careers hub, staying up to date with relevant policy and CEIAG changes and developments
- Publishing career strategy and policy on the College website, as well as information for parents, carers, and guardians.

Careers Advisors:

- Supporting students on a 1:1 basis with Careers information, advice, and guidance.
- Liaising with staff on student developments
- Recording meetings on Pro suite and sharing this with appropriate staff.
- Staying up to date with relevant policy and CEIAG changes and developments
- Organizing and running the HE offers which includes talks and workshops in the following: UCAS talks, help with UCAS applications and personal statements, student finance talks and building skill set
- Checking and supporting students with application deadlines.
- Managing bookings with students using the bookings system
- Keeping online portal up to date with relevant CEIAG
- Producing relevant materials and resources to support teaching staff.
- Attending Open days and other events to offer Information, advice, and Guidance
- Supporting Apprentices with CEIAG

Business Development team. Work experience (WEX):

- To use student data to match and assist students in finding placements with the appropriate employers.
- To help monitor the progress of work placement throughout the college in liaison with the other Business Development Consultants.
- Build a pipeline of new business and contacts to promote the College offer. Including all provision types in line with agreed new business plan and targets
- Coordinating work placement opportunities for students across a variety of provisions.
- Use CRM System to monitor student progress (Grofar).

School liaison:

- To help significantly increase applications for Bath College FE and HE programmes from school-based students.
- Responsible for identifying and developing strong links and working relationships with local schools and partner organisations to maximize student recruitment and progression opportunities
- Ensuring the smooth transition of students from local schools to Bath College, including working with Student Services.
- Providing initial information, advice and guidance to prospective students during event activity.

Lecturing staff:

- Ensuring Careers is an integrated topic in subjects' areas and skills are signposted to technical and industry standards.
- Information Services to support and track applications and conversions.
- Play a key role alongside Additional Learning Support (ALS) in supporting the transition of certain student groups.
- Working with all college curriculum leads to promoting and delivering projects/activities which raise the profile of their area that promote opportunities within Bath College, increasing applications and progression.
- Attend careers exhibitions, school career events, parents' evenings and options evenings as required.
- To provide an effective and responsive, good quality careers information, advice and guidance service.
- To highlight in the classroom and during 1:1 session careers and progression/next steps are discussed and documented.
- To highlight Labour market information in used to inform students choices and next steps
- To work with/spend time with industry, technical bodies, and employers to ensure the correct terminology, resources and kit are being used, discussed, or highlighted in the classroom.
- To liaise with the Careers, lead and inform lead of any
- Keep up to date with CPD hours
- Run taster days for perspective students

Careers Development Institute – Careers Development Framework

The Careers Development Institute published the Careers Development framework April 2021, this framework is used to build and support the college's Careers, employability, and enterprise education. The six learning areas are:

- **Grow through learning:** Grow throughout life by learning and reflecting on yourself, your background, and your strengths.
- **Explore possibilities:** Explore the full range of possibilities open to you and learn about recruitment processes and the culture of different workplaces.
- **Manage Career:** Manage your career actively, make the most of opportunities and learn from setbacks.
- **Create Opportunities:** Create opportunities by being proactive and building positive relationships with others.
- **Balance Life and work:** Balance your life as a worker and/or entrepreneur with your wellbeing, other interests and your involvement with your family and community.
- **See the big picture:** Explore the full range of possibilities open to you and learn about recruitment processes and the culture of different workplaces.

The Gatsby Benchmarks

The 8 Gatsby Benchmarks were created to set out a framework of what good career guidance should look like. The careers service at the college alongside the curriculum and business development team will offer a Careers program which is structured and use the Benchmarks.

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Work experience, volunteering and work-related enrichment

All full-time students are expected, and supported, to undertake a range of work experience, volunteering and work-related enrichment placements. This is to help students gain valuable work experience, make contacts, experience the workplace and make informed choices about their career journey. The college recognises the importance of work-related learning outside the classroom, which is supported by an experienced business development team, these staff members work with each curriculum area to find meaningful and suitable work placements which students can engage with throughout the year.

Careers Education, Information, Advice and Guidance - Student journey

Start of journey

- Year 10 students visit Bath College to experience a taster day.
- School liaison officer visits school and delivers talks and guidance on courses and applications.
- Bath College Open days/evenings. Perspective students meet the tutors and have a tour of departments.
- An impartial Careers Advisor is onsite if guidance is needed at all Open events.

Application stage

- Application stations are available at all open events to support students with online application forms.
- Course application forms are accessible on the website.
- Interviews are conducted by subject specialist staff and students are invited to VIP sessions where an interview will take place.
- Offers are made once the student has attended an interview or VIP session.
- Some students, where appropriate, are invited into college to have a tour and meet staff, as part of a smooth transition phase.

Enrolment period

- Bath College is open on Level 2 and Level 3 results days. Subject staff and impartial careers advisors are onsite if guidance is needed.
- Students come on site to meet the tutor and lectures. Students' grades are checked and enrolled onto appropriate course/level.
- Students are given a timetable, start date, time and location for their first day.
- Students meet the work experience team and the welfare team.
- Planned engagement with sector specific employers is built into the different enrolment days.

Induction period

- Students complete baseline assessments in the first 4 weeks of study, to identify any change in course or level.
- Students have a 1:1 tutorial session to discuss expectations.
- Students are invited to Freshers' week where they can take part in fun activities and meet careers, welfare and work experience teams.

Careers in the curriculum.

- Personal development curriculum sessions run throughout the year. These focus on a range of subjects including welfare, prevent, healthy eating, progression, careers investigation and planning for next steps.
- Subject specific Labour Market information is used in the classroom to show qualifications for progression, real salaries and growth areas in industry.
- Subject specific visiting and guest speakers are invited into the classroom.
- Students undertake mandatory work experience, voluntary work and enrichment hours throughout the year.

Progression

- HE Offer for L3 Year 1 students includes: HE parents evening, to inform students and parents about personal statements, finance and the University UCAS application process.
- UCAS registration sessions.
- Personal statement workshops and drop ins, delivered by internal Careers Advisers and HE outreach staff.
- Progression offer for all levels includes:
- Trips to universities and local industries and site visits.
- 1:1 tutorial discussing progression routes and opportunities.
- HE fair, Raising aspirations. Universities, colleges, employers and local stakeholders are invited into college and students are encouraged to find out about future opportunities and pathways.
- Bath College Progression and Careers weeks include workshops, sessions, visiting speakers and drop-ins. As well as on hand impartial careers advisors to offer information, advice and guidance.
- In-house college open evening events - existing students have the opportunity to chat with the tutors and plan next steps.
- Tutors run sessions to support students with the application process for the following academic year.

Destinations

- Students are surveyed in late October to identify their status.
- Students not in Education, employment or training (NEET) are contacted by Bath College Careers advisors and the local authority to offer support and guidance.

3. The Careers team

1x Careers lead

Joint campus

X2 Careers Advisors

Joint Campus

1. Careers and Employability offer.

Activities. Events. Enrichment. Themed Weeks.	Entry level and Level 1	Level 2	Level 3. Year 1	Level 3 Year 2.	Level 4/5	Gatsby Benchmark
1:1 Careers, Advice and Guidance available throughout the year face to face or online. All students have access to a Careers Adviser to discuss options, pathways and seek help with applications.	✓	✓	✓	✓	✓	Benchmark/s <ul style="list-style-type: none"> • 3 • 8
Careers and work experience welcome students to the Freshers fair. The Teams deliver fun, engaging activities to promote the services.	✓	✓	✓	✓	✓	Benchmark/s <ul style="list-style-type: none"> • 1 • 3
Students are introduction to the work experience and Careers team at the start of the year.	✓	✓	✓	✓	✓	Benchmark/s <ul style="list-style-type: none"> • 5 • 6 • 8
Linking Careers to the curriculum. Lecturers will link	✓	✓	✓	✓	✓	Benchmark/s <ul style="list-style-type: none"> • 2 • 4

subject areas to future careers and opportunities in the classroom. Students investigate Labor market information.						
HE parents evening. This event will provide parents/carers with a greater understanding of HE studies, its benefits and the process.				✓	✓	Benchmark/s • 3 • 7
Work experience volunteering and Work-related enrichment hours. Totalling 60 hours	✓	✓	✓	✓	✓	Benchmark/s • 5 • 6
HE offers. Including UCAS registration, finance talks, personal statements drop ins and support with applications. Building skills set workshops. Alternative options exploration beyond Level 3.			✓	✓	✓	Benchmark/s • 7
UCAS Exhibition: Students will be taken to the UCAS Convention, which will provide them with the			✓	✓	✓	Benchmark/s • 7

opportunity to ask questions to a wide range of universities.						
Specific curriculum area students' groups will visit Universities throughout the year.			✓	✓	✓	Benchmark/s • 7
Careers educational workshops which include: Kudos psychometric tests to discover skills and motivations. Exploring Career pathways. Labour market information. CV builder workshops. Ace the Interview Mock Interviews Job Searches and where to start.	✓	✓	✓	✓	✓	Benchmark/s • 1 • 2 • 3 • 4 • 5
Apprenticeships and Careers fair. Students are invited to speak with local and national employers to gain InSite to apprenticeships on offer.	✓	✓	✓	✓	✓	Benchmark/s • 5
Green Careers week. Lecturers promote Green Careers in their subject areas. Students are asked to pledge how they can lead a more	✓	✓	✓	✓	✓	Benchmark/s • 2 • 4

sustainable lifestyle						
National Careers week. Activities in the classroom include encouraging students to investigate next steps.	✓	✓	✓	✓	✓	Benchmark/s <ul style="list-style-type: none"> • 2 • 4
Raising aspirations, HE fair. Local Universities, colleges and employers are invited into college so students can ask questions and investigate progression routes.		✓	✓			Benchmark/s <ul style="list-style-type: none"> • 2 • 4 • 7
Employer talks and workshops. Local employers are invited into college to speak to students about skill sets needed for specific job roles.	✓	✓	✓	✓	✓	Benchmark/s <ul style="list-style-type: none"> • 5
Progression week. Visiting speakers, employers, internal staff offer skills and workshops, talks and activities to support students with progression.	✓	✓	✓	✓	✓	Benchmark/s <ul style="list-style-type: none"> • 3 • 5 • 7
Internal Open evening event for current students. The college is open for internal	✓	✓	✓			Benchmark/s <ul style="list-style-type: none"> • 3 • 7

<p>students for a chance to speak with lecturing staff about progression options.</p>						
<p>1:1 Destination tutorials. Students meet with tutors at the end of the academic year to discuss their plans for next year. Tutors ensure students have a plan and support with applications. Students are directed to Careers advisors if further guidance is needed</p>	✓	✓	✓	✓	✓	<p>Benchmark/s</p> <ul style="list-style-type: none"> • 3