

The Isle of Wight College

# Careers Programme

2018-19

Ratified: October 2018  
Review: September 2019

## 1. Policy context

- 1.1 The Isle of Wight of College is committed to providing high quality, independent, professional careers education, information, advice and guidance, which enables learners and potential learners to make informed decisions and plan and manage their progression through learning and work. The College will help all learners achieve their potential and work towards achieving their career aspirations by making successful choices.
  
- 1.2 This policy is mindful of the guidance document 'Careers guidance, guidance for further education colleges and sixth form colleges' produced by the Department of Education in October 2018 to provide colleges with guidance on the requirement to secure access to independent careers guidance. The college careers strategy has been based around these guidelines and the broader Gatsby Charitable Foundation's Benchmarks. The Isle of Wight College will ensure that all learners are provided with information on the full range of post-16 education, training and employment options, including apprenticeships, presented and promoted in an impartial manner. The College will ensure all learners can access careers information from a variety of sources, including face to face guidance where required, to help learners make informed decisions. Every learner will have opportunities for guidance interviews with a qualified careers adviser. The College will endeavour to ensure the best interests of students are central to this policy and its implementation. The delivery of careers education, information, advice and guidance (CEIAG) also underpins the achievement of the college strategic objectives:

**Strategic Aim 1:**

To provide excellent education and training

In order to achieve this aim The Isle of Wight College will ensure that students make informed decisions and plan and manage their progression through learning and work. This requires a high level of understanding of the opportunities available to achieve their career aims and achieve their potential, through provision of up-to-date careers education and independent and impartial careers guidance that puts students first. This will ensure that students are motivated and enthused and strive to achieve the best possible results.

**Strategic Aim 2:**

To offer a wide range of learning opportunities, which are responsive to student, apprentice and employers needs and which enable sustainable institutional growth.

In order to achieve this aim the College will develop a close partnership with local and national employers, training providers and other educational establishments, to ensure that provision reflects the requirements and needs of the local, national and European labour market so that learners are equipped to make the most of opportunities to progress in their careers and achieve their potential. The Isle of Wight College will build a close relationship with local employers, utilising services like the National Careers Service and the National Apprenticeship Service to ensure learners have access to up-to-date information on opportunities in different sectors.

**Strategic Aim 3:**

To provide first class resources and ensure their efficient and effective use to support learning

The Isle of Wight College will provide the careers education resources, specialist training and the access to independent and impartial advice, information and guidance required to support first class teaching and learning.

**Strategic Aim 4:**

To recruit, develop and retain a highly skilled and motivated staff and governing body

The Isle of Wight College will employ professional careers guidance staff with a level 6 qualification in careers guidance and a qualification in careers education who abide by the professional and ethical standards set out by the Careers Development Institute, to ensure course tutors and managers have access to the specialist support and advice they require to provide learners with the best possible learning experience.

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

Equality and Diversity Policy

Safeguarding Policy

## **2. Programme delivery**

This document describes how careers education and guidance is delivered at The Isle of Wight College (this encompasses the careers strategy, policy and programme).

2.1 The Isle of Wight College commits to providing an excellent careers service that will enable students to understand the range of opportunities available to them in today's economy and acquire the employability skills and qualifications they need to succeed in the workplaces of the future. This strategy sets out the ambitions and plans to expand the quality of the College's careers provision. A supplementary document sets out in detail how this strategy will be implemented.

2.2 The Isle of Wight College is committed to offering a careers service that is accessible to all college students. This will help ensure that all students are fully equipped with the knowledge and skills that will enable them to operate confidently, effectively and independently in life and work.

2.3 The Isle of Wight College firmly believes by providing high quality, impartial careers information, advice and guidance students will be confident about their future success. This will result in:

- ☑ All students understanding the full range of opportunities available to them, the skills that are valued in the workplace and to have first-hand experience in the workplace
- ☑ All students receiving access to an excellent programme of advice and guidance delivered by individuals with the rights skills and experience
- ☑ All students having access to careers advice and guidance that is tailored to their individual circumstances

## **3. Entitlement**

The Isle of Wight College will offer a programme of high quality impartial careers information, advice and guidance that is stable, structured and delivered by College staff equipped with the right skills and experience. The College has adopted the Gatsby Careers Benchmarks model (See Appendix A) to measure the results and impact of the measures below listed:

3.1 All students access high quality, impartial careers information, advice and guidance from appropriately qualified staff to help clarify their aspirations for work, to understand the options open to them and to take control of and make informed decisions in terms of job and career change, training and promotion.

3.2 All students will receive support to develop their skills and knowledge to enter the employment market, and to have confidence of the journey to take their place there.

3.3 Students will receive support to find suitable work placements or work experience to help develop the skills they need to enter the workplace and secure and sustain meaningful employment.

3.4 All students will have the platform to receive tailored support, especially disadvantaged students. Data and technology will be used to drive continuous improvements in careers delivery.

## 4. Mechanisms of Delivery

### 4.1 Careers Leaders

The College has appointed Lynne Christopher, the Deputy Principal and Roland White, the Assistant Principal as Careers Leaders to lead on the delivery of The Isle of Wight College's Careers Education, Information, Advice and Guidance Policy. The Careers Leaders are responsible for ensuring the delivery of a structured Careers & Enterprise programme that meets the requirements of the Gatsby Benchmarks and the guidance issued by the Department of Education in October 2018. Their contact details are displayed on the college website.

#### **Role and Responsibilities:**

The College Careers Leaders are responsible for ensuring that:

- Ensuring that the college has an embedded, stable, structured programme of careers education and guidance that is known and understood by learners, parents, teachers, employers and other agencies
- Managing CEIAG activities which are planned developed and delivered by professional, specialist careers advisors, progression advisers and course tutors in the College.
- Ensuring the careers programme is regularly evaluated with feedback from learners, parents, college staff and employers as part of the evaluation process

Learners:

- To be actively involved in and take ownership of their progression planning and career development;
- To attend punctually all planned teaching and learning activities, tutorial, careers education and guidance activities;
- To work co-operatively with staff and fellow learners, respecting the views of others and the principles of equality and diversity

College Management is responsible for ensuring that:

- Relevant staff are aware of this policy;
- There are sufficient qualified, experienced staff and up to date resources;
- All staff have access to training, support and resources which are appropriate to their role

Specialist Careers staff are responsible for:

- Providing training for college staff on pre-entry interview skills, UCAS procedures, UCAS reference writing and other topics on request;
- Linking with a curriculum area to plan and develop suitable careers education activities for learners;
- Maintaining an up-to-date IAG website with links to relevant resources
- Providing face to face guidance and support

- Ensuring all learners have the opportunity of a guidance interview at an appropriate time during their programme of study.
- Providing group sessions for students on careers education and guidance
- Liaising with appropriate external agencies to meet the requirements of this policy
- Liaising with Learning Support to ensure that 16-to-18 year-olds and 19-to-25 year olds with an EHC Plan are provided with independent careers guidance at appropriate points during their programme of study

Curriculum staff contribute to CEIAG through their roles as academic tutors, and are responsible for:

- Providing sufficient course information and advice to enable prospective learners to make well-informed choices pre-entry and during induction activities;
- Ensuring that they are aware of specialist services, maintaining effective working links and making referrals for pre-entry, on course and progression careers guidance when required;
- Ensuring that learners are aware of specialist services, tutorial and course based support;
- Ensuring that there is an appropriate combination of careers education, information, advice and guidance opportunities which are appropriate to their learners' needs;
- Linking curriculum learning with careers, even on courses that are not specifically occupation-led
- Ensuring that learners are aware of the importance of Maths and English as a key expectation from employers
- Being aware of confidentiality issues and dealing sensitively with information disclosed by learners.
- Positively promoting equality and diversity and challenging gender stereotypes in accordance with college policies

#### **4.2 Partnerships**

The Isle of Wight College is committed to securing access to independent careers guidance for learners. This includes both external sources of careers support as well as internal personal guidance from qualified careers advisers. The Isle of Wight College is committed to a partnership with the National Careers Service (NCS) and provides information on its careers website giving learners access to website, telephone and helpline advice from the National Careers Service. An adviser from the National Careers Service visits the college on a regular basis to offer careers appointments. The National Careers Service also participates in progression events at college aimed at giving learners information on the full range of education and training options, including apprenticeships. The Isle of Wight College is also committed to a partnership with the Careers & Enterprise Company (CEC) to support employer engagement, giving young people the opportunity to connect with employers of all sizes, and from all sectors. The Isle of Wight College is committed to a partnership with local employers and works closely with employers to ensure our curriculum meets the needs of the local economy. An Enterprise Adviser has been recently appointed from a major local firm who will work to improve links between college staff, students and industry.

#### **4.3 Access to Advice and Guidance**

Students will be able to access high quality, impartial careers information, advice and guidance through individual interviews with a qualified Careers Adviser. Careers Advisers employed by the college will be

qualified to Level 6 and be Registered Careers guidance professionals registered on the Career Development Institute (CDI) Register. All full-time students will have the opportunity of a guidance interview before the completion of their programme. Guidance interviews will include reference to up-to-date labour market information, to ensure learners make informed choices.

College Careers Advisers will record a summary of the careers interviews received by learners on the eTrackr system. This will include suggestions for future actions by learners. This can be accessed by individual learners. Progression Advisers use these records with learners to support future progression. The Lead College Careers Adviser will liaise with the Head of Learning Support and learners to ensure students with an EHCP are seen at appropriate points in their studies to ensure they receive any IAG they may require. Students aged over 19 years completing Supporting Internships and planning to leave college will be referred to a Careers Adviser from the National Careers Service to help them make a successful transition to employment or voluntary work.

#### **4.4 Work Experience**

Learners will receive support to find suitable work placements or work experience to help develop the skills they need to enter the workplace and secure and sustain meaningful employment. By the end of their programme at college every full-time learner will have had one experience of the workplace, additional to any part-time work they may have secured outside college.

#### **4.5 Pre-Enrolment Information, Advice and Guidance**

The College has a website which provides accurate and up-to-date information on courses, entry qualifications and progression routes. The Admission team will organise admission interviews for applicants. These interviews will be with experienced and qualified curriculum staff who are vocational specialists. These staff will help learners explore the course they are interested in and possible progression routes from this.

Students who are unsure about their options will be offered a careers interview with a qualified Level 6 Careers Adviser.

The Isle of Wight College also works closely with local secondary schools to support Year 11 learners by offering visits to college and 'tasters' in specific vocational areas, to help potential applicants gain an insight into one or more of our courses.

#### **4.6 Events and Workshops**

College Careers Advisers, Progression Advisers, Learning Resources Centre and curriculum staff will organise a range of events, workshops and activities to support students in understanding their options, take control and make informed decisions in terms of their career goals and aspirations.

The Learning Resources centre offers individual students and groups of students support with CV preparation, job applications and interview preparation.

Curriculum areas will ensure that alongside their study programme learners participate in at least two meaningful encounters with employers or professionals working in their curriculum area.

In relation to students on Level 3 courses curriculum areas will support students in either a group visit to a local higher education institution or a meeting with staff from local universities at college.

Curriculum staff, with support from the Lead College Careers Adviser, will ensure that by the end of their programme each learner has a meaningful encounter with a range of providers of learning or training that may form the next step in their career. According to the individual needs of the learner this might include apprenticeship providers, universities, employers or vocational specialists working in their curriculum

area. Equality and diversity will be embedded in all aspects of careers education at college and will aim to challenge gender stereotypes.

The Lead College Careers Adviser will support students in preparing for higher education interviews. Progression Advisers and curriculum staff will offer support to art and design students in preparing portfolios for higher education interviews.

The Isle of Wight College supports the annual Careers and Job Fair held at college each year, in partnership with the Isle of Wight Council, local employers, training providers and universities. The aim of this event is to give learners information on the full range of education, training and employment options that are available to them.

#### **4.7 Careers website**

The Isle of Wight College has a careers website that provides links to the full range of education and training options, including apprenticeships and labour market information. It includes links to the National Careers Service website, Unistats, UCAS, LMI for All, Student Finance, plotr, which university, find an apprenticeship and many other key websites. The Isle of Wight College also has a licence for the KUDOS computer programme which helps young people generate and explore career ideas and research the opportunities available in their region, based on up-to-date labour market information.

#### **4.8 Induction and Progression Adviser Sessions**

Careers Advisors, Progression Advisers and curriculum staff will work closely with vocational areas to fully support careers education in the curriculum and provide relevant resources to help students make informed decisions.

Progression Advisers will meet with individual learners on a termly basis to review progress and identify any support that is required, including referral to Learning Support and external agencies.

In their first termly meeting Progression Advisers will show individual learners the college Careers website and the resources available on this, including KUDOS, links to apprenticeship websites and local labour market information. Progression advisers will also support students to access bursaries and other financial support that they may require to succeed in their studies.

#### **4.9 Job Boards**

The Lead College Careers Adviser will provide up to date information on local employment opportunities (including apprenticeship opportunities from all training providers on the island) on a Job Boards in the concourse area. Links are also available on the college Careers website to apprenticeship opportunities (both locally and nationally) and to up-to-date labour market information.

#### **4.10 Parents**

The Isle of Wight College is committed to working closely with parents to assist the progression of learners. The Isle of Wight College has a parent's section of the college website which gives parents information on the support services that are available and information on progression options including higher education and apprenticeships. There is also a link to help parents explore labour market information. The college offers regular events at college aimed at giving parents information on progression opportunities.



#### **4.11 At Risk Students**

Students who are at risk of being withdrawn from their programme of study will be contacted to provide high quality, impartial careers information, advice and guidance.

#### **4.12 STEM**

The Isle of Wight College has developed a specialist Centre of Excellence for Composites, Advanced Manufacturing and Marine (CECMM) with guidance and support from local employers, to give students the skills they need for work. The new facility provides the existing and future workforce of the Isle of Wight with the skills which employers need, in order to grow and prosper in the modern economy. The new CECMM facility offers students a choice of career options together with the appropriate study programme to secure that career.

#### **4. Higher Education**

- 4.1 College Careers Advisers and curriculum staff will offer support to students at every stage of applying to University, including support with UCAS, Student Finance applications and Disabled Students' Allowances applications.
- 4.2 The Lead College Careers Advisor will assist tutors by offering support in writing UCAS references and technical issues regarding UCAS.
- 4.3 The Lead College Careers Adviser will work with higher education institutions to offer Student Finance Workshops and Personal Statement sessions for students.
- 4.4 The Lead College Careers Adviser will work with the Southern Universities Network (SUN) to support the annual Higher Education Fair on the island. This event enables college students to discuss progression opportunities with a range of Universities.
- 4.5 Student Services will work with students in receipt of a bursary to support learners with the cost of UCAS applications and travel to a higher education interview, where finances allow.
- 4.6 The Lead College Careers Adviser will support college higher education students with careers advice and support for progression including UCAS applications for 'top-up' courses. Careers Advisers with our partner institutions, University of Chichester and University of Portsmouth will also support higher education students studying franchise higher education courses at the college.
- 4.7 The Southern Universities Network has agreed to fund a Progression Mentor to be based in college who will work to advise and support students from areas of the island currently with low progression rates to higher education. The Progression Mentor will work to improve progression for students from these areas
- 4.8 Data on progression to higher education each year obtained from UCAS and destination data is analysed each year to ensure students from all groups are being given the support they require to ensure successful progression.

#### **5. Quality, Reporting and Review:**

- 5.1 Progress will be reported to the Principal and Senior Management Team on a termly basis.
- 5.2 The quality of Careers Advice and Guidance will be monitored through the Self-Assessment Report (SAR), which will inform the Quality Improvement Plan (QIP).
- 5.3 The College will use student feedback via QDP surveys and Student Voice focus groups and destination data to monitor the effectiveness of the Careers Strategy.
- 5.4 The College currently has a 'matrix award' for advice and guidance and will continue to work towards maintaining 'matrix' quality standards.
- 5.5 The strategy will be reviewed by the Senior Management Team annually.

## Appendix A: The Gatsby Benchmarks

### The Gatsby Benchmarks

1. **A stable careers programme.** Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.
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.
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 school's careers programme should embed equality and diversity considerations throughout.
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.
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.
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.
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 schools, colleges, universities and in the workplace.
8. **Personal guidance.** Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.