

Policy Reference Number	<b>T16</b>
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### 1 Introduction

1.1 Rationale: The College provides excellent careers information, guidance, advice to young people from the first point of contact with us when they explore their post 16 study options right through to the completion of their studies, and their future career paths are explored. We are proud to have achieved the Career Mark accreditation – the national award recognising quality careers advice and guidance and we are committed to maintaining this accreditation.

1.2 Commitment: The College acknowledges that careers guidance enables individuals to become effective managers and planners of their own careers in a rapidly changing world of learning and work. The college is committed to the achievement of the [Gatsby Benchmarks](#) by the end of 2020.

1.3 This policy will be reviewed on a bi-annual basis by the Senior Leadership Team.

### 2 Objectives

2.1 The careers programme is designed to meet the needs of all students at the College. Developing students' career management skills, especially those associated with career adaptability, resilience, enterprise and employability. The planned programme of careers education is delivered through the coaching pastoral programme, specific events, work experience, internships, individual guidance interviews and, where appropriate, the curriculum. The programme is linked to key transition points in order to strengthen students' motivation, aspirations and attainment at the College, ensuring positive destinations.

2.2 Students are entitled to careers education, information, advice and guidance which meets professional standards of practice, is delivered by trained staff, and which is student-centred, impartial and confidential. Parents/carers are entitled to receive information and support advice in their capacity of supporting students to make well-informed realistic decisions. The careers education, information, advice and guidance available to students will raise aspirations, challenge stereotyping and promote equality and diversity.

### 3 Implementation

3.1 Management and Staffing: The College is committed to providing the resources required to deliver on the Gatsby Benchmarks and has in place a specialist Careers Guidance team who work closely with key internal and external stakeholders such as 'Life Ready Solihull', the Local Chambers of Commerce and a range of local and other Higher Education Institutions.

The specialist Careers Guidance team includes

- A careers leader with strategic leadership and is a member of the Senior Leadership Team
- A careers adviser qualified to Level 6 and holder of the Level 7 Careers Leader Award and registered on the Careers Development Institute Professional Practice Register
- An employability adviser qualified to Level 4
- A seconded teacher leading on linking curriculum learning to careers
- An Enterprise Coordinator organized by 'Life Ready Solihull'
- A linked Careers Governor

3.2 Curriculum: Academic Coaches also deliver careers work through the Coaching Programme and work with students on a one-to-one basis. Following the VESPA mindset approach with students, Coaches work closely with the Careers Guidance Team to ensure that all students have access to specialist support whenever significant study, progression or careers choices are being made.

Within the curriculum, all teams have a 'Careers Champion' who promote careers learning within the team. All teams have planned opportunities within schemes of work, which focus on developing students' employability skills within subject lessons and through enrichment activities. The progress teams are making on linking careers to curriculum is evaluated through the ASPIRE quality processes and may feature within individual curriculum development plans.

Any student can access support on securing a work placement from the Careers Team. All BTEC students benefit from a dedicated work placement in year 12 and 13, and they receive training and support from the employability adviser on how to find a suitable and meaningful placement. Many BTEC courses link the learning from the placement to individual assignments.

3.3 Partnerships: Links exist between schools/academies local further education colleges and universities; for example, the A2B Scheme, University of Sheffield STEM projects; Social Mobility Foundation Aspiring Professionals programme; University of Cambridge Girton College access team. Also, employability and apprenticeship links with local and national companies such as the ASK Apprenticeship programme and Life Ready Solihull Careers Hub, Atkins, WSP and Future First.

3.4 Resources: funding is allocated as part of the annual budget planning process, in the context of College-wide priorities and taking into account the particular needs of the careers education, information, advice and guidance programme.

3.5 Staff Development: staff training needs are identified via the annual self-assessment process and annual staff appraisals.

3.6 Monitoring, Review and Evaluation: The Careers Leader will produce an annual action plan. The quality and impact of careers information, advice and guidance will be evaluated annually by key stakeholders via the College's Student Attitude and Parent/Carers Surveys. The Careers team will systematically evaluate the main careers events and activities (including guidance and employability interviews), seeking feedback also from Higher Education Institutions and Employers (as appropriate) to help inform future planning. The Senior Leadership Team will evaluate progress towards the achievement of the Gatsby Benchmarks on a termly basis.