



AREA: | **Student Services**

TOPIC: | **Careers Strategy 2020-23**

1. Introduction and Intent

Herefordshire, Ludlow and North Shropshire College (HLNSC) is committed to providing a high-quality careers service to its students, enabling progression and fostering social mobility. The purpose of this strategy is to ensure that all students have access to careers education, information, advice and guidance that will support them in making informed, confident and realistic decisions about their next steps. Supporting students in this decision process is the responsibility of all staff involved in the student journey. The strategy is underpinned by the DfE Careers Strategy: Making the most of everyone's skills and talents (Dec 2017); Statutory Guidance for Education and Training Providers (Jan 2018); The Gatsby Benchmarks for Careers Education and Guidance (2014); and the CDI National Framework for Careers, Employability and Enterprise (2018).

All FE and sixth form colleges in England are required to secure access to independent and impartial careers guidance for all learners up to and including the age of 18, and 19-25 year-olds with an Education, Health and Care Plan. Colleges also have a legal requirement to provide all learners with a wide range of up-to date reference materials relating to careers education and career opportunities.

2. Aim

The overall aim of the career's strategy is to support individuals in gaining the knowledge, skills and attitudes they need to manage their own learning and careers in response to an ever-changing labour market. The college will provide information, opportunity and support to enable students to:

- Explore career ideas, be inspired and understand the different pathways to study, training and work
- Learn about the trends in employment and skills, the modern workplace and employer expectations
- Develop an understanding of their own skills and qualities and how these apply to the workplace
- Manage their career plans and access the information, advice and guidance they need to make informed decisions
- Get ready for the transition into the workplace in terms of sourcing opportunities and presenting themselves to their best potential to an employer.

3. Implementation: programme

In line with the Gatsby benchmarks. the College will provide:

- A planned programme of careers education and guidance activities which are appropriate to their needs.

- High quality careers information, advice and guidance (CIAG) from a level 6 qualified Careers Advisor and College staff to help clarify their aspirations for work, to understand the options open to them and to make informed decisions in terms of jobs, training and continued education pathways.
- Professional and comprehensive careers advice and education that utilises Labour Market Intelligence (LMI).
- Receive transparent information about the College careers service and course-based support at induction and at timely intervals throughout the academic year.
- Personalised IAG that provides opportunities to identify and respond to the needs of the individual and builds on previous learning and experience.
- IAG that is inclusive, recognises and promotes equality and diversity, challenges stereotypes and is sensitive to faith, culture and individual needs.

The annual careers programme is published annually on the College website. This summarises the range of activities that take place at the College.

4. Implementation - Management and delivery

The Careers Lead is the Deputy Principal with the support of the Head of Student Services. The operational lead is the Student Progression Advisor (SPA) and our careers provision is in partnership with the Student Services and curriculum teams.

a. Pre-Enrolment

The Student Services Coordinators and the SPA will work with schools to ensure their students are aware of HLNSCs curriculum and apprenticeship provision. The SPA, curriculum teams and where appropriate, Student Services staff will offer:

- School visits, events and workshops.
- Interviews with curriculum staff who are vocational specialists.
- Taster days and school taster events.
- One to one careers or progression interviews.

b. On programme

All students enrolled on a Study Programme will have access to careers education via the tutorial framework, Student Progression Advisor and resources on our VLE platforms. Resources will be available in a variety of formats including:

- Units of a study programme and the teaching of professional standards.
- Visiting speakers and industry visits.
- The KUDOS programme delivered by personal tutors.
- Workshops arranged by the student services team.
- Resources on the VLE.
- 'Meet your Futures Week'.
- Work placement, study programme students will have access to guidance to find suitable work experience to help develop the skills they need to enter the workplace, secure and maintain employment.

- Individual careers interviews.
- Personal Statement Sessions, University visits, Student Finance Workshops.
- Apprentice 16-18 CIAG delivery is supported by their industry assessor and the SPA accessing campus-based activity, visiting speakers and 1:1 interview as appropriate.

c. Student responsibilities

The careers strategy requires students to fully acknowledge and actively engage in fulfilling their responsibilities by:

- Being actively involved in and take ownership for their progression planning and career development.
- Attending punctually all planned tutorial, careers education and guidance activities.
- Working co-operatively with staff and fellow students, respecting the views of others.
- Securing work or industry placements.

Careers education and guidance for students with SEND

The College will ensure careers guidance for SEND students is differentiated, where appropriate, and based on high aspirations and a personalised approach. The college teams will work with the student's families to help them understand what progression and career options are possible, with the right support. This will include education, training and supported employment opportunities, such as traineeships, Apprenticeships and Supported Internships (for students with EHC Plans) or routes into Higher Education.

Career Guidance

The College will ensure students have access to independent personal careers guidance at key times when they are making decisions about their next step. This will include pre course and progression guidance delivered by careers professionals qualified to level 6 (CEIAG), operating in accordance with the CDI's Code of Ethics.

5. Engagement of partners

The College works in partnership with all feeder schools across Herefordshire and Shropshire, engagement via the Student Service Teams. The Careers Alliance Network support our work and deliver CIAG work across Oswestry, Walford and Ludlow campuses.

The College Lead and identified team members link with the Herefordshire and Shropshire Enterprise Coordinators and are members of the newly established Marches Careers Hub.

Curriculum teams and student services have strong partnerships with local businesses to support curriculum development, curriculum delivery, work and industry placements and effective CIAG. LMI is facilitated through the Marches LEP.

6. Impact: Quality Assurance

The quality of CIAG will be monitored through the Student Service's self-assessment process (SAR), which will inform their quality improvement plan (QIP).

The College will use student feedback via QDP surveys and focus groups to monitor the effectiveness of the Careers Strategy. In addition, progression information and positive course self-assessment will reflect the efficacy of the CIAG model.

The College will work towards maintaining 'Matrix' quality standards and utilise the Compass tool to facilitate evaluation of the service.

The effectiveness of the strategy will be reviewed by the Senior Leadership Team and reported to Governors annually.

7. Statutory Guidance

The College have considered the following guidance in producing this Careers Strategy:

- Careers Guidance for Further Education Colleges, October 2018 - DFE -00023-2018
- Guidance for Further Education Colleges and Sixth Form Colleges, February 2018 - DFE-00002-2018
- Careers Strategy – making the most of everyone's skills and talents, December 2017-DFE-00310-2017
- Good Career Guidance – Gatsby Benchmarks - January 2018
- Good Career Guidance – Perspectives from the special educational needs and disability sector. Gatsby, The Careers & Enterprise Company and Disability Rights UK (July 2019).