



AREA: | **Student Services**

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

1. Introduction

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 policy 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.

2. Aims

The aim of the careers policy 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. To enable students to understand the range of opportunities available to them in today's economy and acquire the skills and qualifications they need to succeed in the workplaces of the future.

This policy sets out the ambitions and plans of the College's careers provision.

This will result in:

1. All young people 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
2. All young people receiving access to a suitable programme of advice and guidance delivered by individuals with the rights skills and experience

3. Careers Provision

In line with the Gatsby Benchmarks, the College will provide:

- A planned programme of careers education and guidance activities which is appropriate to students' needs. The annual careers programme is published on the College website. This summarises the range of activities that take place at the College.
- High quality careers information, advice and guidance (CIAG) from a level 6 qualified Careers Advisor and College staff to help clarify students' 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).

- 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.

4. Management and delivery

The Careers Leader 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 HLNSC's 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, Senior Tutors, 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, University application support, Student Finance Workshops.
- High Achiever's programme for Ludlow College A Level students.
- Apprentice 16-18 CIAG delivery, supported by their industry assessor and the SPA accessing campus-based activity, visiting speakers and 1:1 interview as appropriate.

Teachers will also make links to relevant careers in their delivery, promoting employability skills, local and national employers to support readiness for the next phase of education, training or employment so that students can make the transition to the next stage successfully.

c. Student responsibilities

The careers policy 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.

5. Engagement of partners

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

The College Careers Leader, Head of Student Services 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. Quality Assurance

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

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

The effectiveness and impact of the Careers Policy will be monitored through the Student Service's self-assessment process which will inform actions in their quality improvement plan. The annual self-assessment and quality improvement plan will be reviewed by the College Management Team and reported to Governors annually.

7. Statutory Guidance

The College has considered the following guidance in producing this Careers Policy:

- 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).