

## The Henley College

### CAREERS POLICY

#### Background

Careers Education, Information, Advice and Guidance makes a major contribution to preparing young people for the opportunities, responsibilities and experiences they will encounter in higher education and in working life. It aims to help all students make a successful transition to adulthood by:

- Supporting them to achieve their full potential
- Empowering them to plan and manage their own futures
- Providing comprehensive information on all options
- Raising aspirations
- Supporting inclusion by promoting equality, diversity, social mobility and challenge stereotypes
- Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives
- Promoting participation in learning

The CEIAG programme at The Henley College follows the principals of the Gatsby benchmarks which set out a framework of good practice:

- A stable and embedded programme of careers education and guidance
- Good quality information about future study options, jobs and the labour market
- Opportunities for advice and support tailored to young people's needs
- Subject teaching linked to careers
- Opportunities to learn from employers and employees
- Experiences of workplaces
- Opportunities to hear from representatives of HE and apprenticeship providers
- Guidance from a professionally qualified careers adviser, at the right time.

The Henley College is committed to career, employability and enterprise learning and development and fulfils its statutory obligations by providing a best practice careers service to all students. Governors and senior leaders have a key role in developing and approving this policy and the strategic plan for CEIAG, thus ensuring it has a high profile and secure place within the college curriculum.

#### **Commitment to CEIAG**

Use of the Gatsby framework is recommended in the Dept of Education 'Careers Guidance and Access for Education and Training Providers – Statutory guidance' Jan 2018.

<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

A further guidance document gives more detail for FE and sixth-form colleges (Feb 2018):

<https://www.gov.uk/government/publications/careers-guidance-for-colleges--2>

The Henley College is committed to providing a planned programme of careers education activities to the students, including the opportunity for all students to access impartial information and expert independent advice and careers guidance. The college is also committed to maximise the benefits for all students by adopting a whole college approach involving Student Services, teaching staff, the middle and senior leadership team, parents, carers, employers and other local agencies, the wider community and HE establishments.

The college will provide the necessary resources required for the successful implementation of this policy.

In compliance with the 2017 government careers strategy, the college will:

- Ensure that students are aware of the full range of career opportunities available
- Provide opportunities for students to learn from employers about valued workplace skills and experience the workplace
- Provide the information and guidance needed to understand job and career opportunities
- Give a range of providers of trainee roles and apprenticeships the opportunity to access all students
- Publish details of student career programmes via the parent newsletter
- Ensure students have at least 1 meaningful encounter with employers per year
- Publish the policy on the website
- Publish regular career notices and opportunities in the college weekly student newsletter and on the college LearnZone area
- Hold a number of events, integrated into the College Career Journey, which will offer companies and universities the opportunity to come into college to speak to students
- Run regular talks about careers and employability
- Deliver a planned tutorial programme and enrichment opportunities which will include CEIAG – the ‘Careers Journey’ for Years 1 and 2.

The Enrichment offer includes:

- Aim High
- Medsoc (medics)
- Career Mentors
- Student Leadership
- Uniloc (Enterprise)
- Duke of Edinburgh Award

Activities are aligned with the aims highlighted in the Framework for Careers, Employability and Enterprise (Career Development Institute):

- Self Development - Develop themselves through career and work-related education
- Career Exploration - Learn about careers and the world of work
- Career Management - Develop career management and employability skills

## **Management, Monitoring and Evaluation**

Author KCAU July 2018

A member of the SLT, Kathryn Caulfield, has strategic responsibility for CEIAG (Careers Lead). The careers provision and strategy is further supported by a link governor and a qualified Careers Advisor. To ensure that the careers provision remains effective and fully meets the needs of all students, this team will conduct an annual review of CEIAG, taking account of destination outcome data and feedback from a range of stakeholders. Key Destinations Data is to be abstracted by the Careers Lead, once destinations data is published. Analysis to be completed with actions taken to address issues during the year.

### **Training and Development**

To maintain and continuously develop CEIAG provision at the college, the college will ensure the continual professional training and development of relevant staff and link governors. These will include:

Careers Lead and Careers Advisor: The professional development plan of these individuals will include attendance at external careers event(s) and/or skills training programs each year.

Teaching staff: All staff will receive an annual presentation on their role in providing Careers IAG and on other relevant issues and/or areas of good practice e.g. encouraging faculties to make links between their subjects and employability skills and related careers.

This policy will be updated annually following the annual review in discussion with staff and external partners. Key priorities for action will be identified and included in the college quality plans.