



Careers Education and Guidance Policy

Policy content

1. ***POLICY STATEMENT***
2. ***ROLES AND RESPONSIBILITIES***
3. ***MONITORING AND REVIEW***
4. ***PROCEDURES***

1. POLICY STATEMENT

1.1 The College is **committed** to equip learners with the knowledge, skills and opportunities to enhance their employability profile and prepare them for their next steps. Through a broad and exciting programme, students will be able to embed key employability skills and make them an outstanding prospect for universities and employers. Students will be ably supported by staff across the College to allow them to follow their individual paths and secure their progression to Higher Education and/or employment/training.

1.2 The College will ensure that each student is offered the opportunity to develop the necessary skills through their own career aspirations and that there will be equality of access to all teaching and learning strategies irrespective of gender, race, creed and ability. This will be achieved through consultation with the Governing Body, staff, students, parents/carers and the statutory independent and impartial careers advice commissioned by the College.

2. ROLES AND RESPONSIBILITIES

2.1 It is the responsibility of the **Governing Body** to establish a policy and procedure for Careers Guidance and to monitor the effects of the procedure through the Careers Link Governor.

2.2 It is the responsibility of **Senior Leaders and** named **Careers Leader** to ensure that all students have equality of access to a Careers Guidance and a Careers Programme that provides them with the skills, knowledge, support and experience of the world of work to enable them to make informed career choices and raise the aspirations of the young people. **Senior Leaders** will also ensure that the individual commissioned to deliver the independent and impartial careers advice is qualified at least to Level 6 as stated in the statutory guidance (Department for Education, 2018).

- 2.3 It is the responsibility of **staff** to familiarise themselves and comply with this policy and procedure in accordance with relevant professional standards. All teaching staff will be involved in monitoring and evaluating the delivery of Careers Guidance. All subject teachers are expected to know the pathways their learners can take if they wish to study their subject further. This will include routes to Further/Higher Education, Apprenticeships, Volunteering, work-related/employment with training

Key Staff (accurate 29 September 2020):

Dominic Chapman (Assistant Principal - Learners)
Steve Jenkin (Admissions and Progression Manager)
Alistair Lambon (Careers Leader/Advisor)
Jacquie Maguire (Employability Development Officer)
Georgia Cooke (SUN Progression Mentor)
Steve Welch (Enterprise Advisor)
Jade Fuller (Enterprise Advisor - SEND)

3. MONITORING AND REVIEW

- 3.1 The review of procedures will be undertaken by the named **Careers Leader, Admissions and Progression Manager and Assistant Principal (Learners)**. Staff, students, parents/carers and employers will be provided with the opportunity to evaluate the College's provision.
- 3.2 The Careers Leader and Admissions and Progression Manager will review the careers provision on a formal basis, annually. The College will continue to be proactive and reactive with its provision as external opportunities arise. The College Careers Programme will be reviewed on an annual basis and is visible to all stakeholders on the College website.
- 3.3 The named **Careers Leader, Admissions and Progression Manager and Assistant Principal (Learners)** will report on the policy to the **Principal** as appropriate. Quarterly reviews with the Principal provide the opportunity for strategic discussion and direct accountability.
- 3.4 The **Principal/Senior Leaders** will provide the opportunity to/report to the **Governing Body** on any relevant aspects of the working of the policy as necessary and appropriate.
- 3.5 The **Governing Body** will review the policy every two years following the initial review from the Planning and Advisory Board (PAB).

4. PROCEDURES

- 4.1 To ensure that all students have equality of access to Careers Guidance, it will be

delivered and embedded through:

- 4.1.1 Curriculum delivery, teaching and learning and staff expertise
- 4.1.2 A range of learning opportunities within and outside of the curriculum. Many vocational courses require work placements as part of the specification and qualification requirements. All learners are encouraged to enhance their employability profile and secure work related experience.
- 4.1.3 Highlighted opportunities through the tutorial programme
- 4.1.4 Enrichment and wider college events outlined in the annual Careers Programme on the website
- 4.1.5 Appropriately trained staff, industry experienced personnel, key stakeholders and external partners. Annually, staff will seek to stay up-to-date with industry changes through designated opportunities in the College calendar.
- 4.1.6 The Gatsby Benchmarks. The College Careers Programme clearly indicates the benchmarks that its provision meets. The College reports to the Local Enterprise Partnership (LEP) on a termly basis on its progress against each benchmark

4.2 Provision will be further enhanced through:

- 4.2.1 Curriculum enrichment, visits, guest speakers and the 'Next Steps' programme
- 4.2.2 Progression Day and National Careers Week allow students to obtain a forensic insight into local, national and international opportunities within industry. The College will provide students with the opportunity to have meaningful encounters with employers and Higher Education providers. Apprenticeship information, providers and opportunities contribute to this.
- 4.2.3 Work experience/industry placement opportunities. Students will be ably supported by curriculum teams and the Employability Development Officer (EDO). Brockenhurst Industrial Placement System (BIPS) allows students to search and apply for placements. BIPS is regularly reviewed by the EDO.
- 4.2.4 Meaningful encounters with industry, businesses and institutions of Higher Education. Heads of/Curriculum areas will continue to proactively seek links with local employers and businesses.
- 4.2.5 Strategic direction and guidance from the SEND/Enterprise Advisor
- 4.2.6 Information from national and local labour markets. The Careers Leader will keep the College, learners and parents up-to-date with the latest labour market information (LMI) through appropriate channels of communication. LMI is also available through hyperlinks on the College careers information webpage.
- 4.2.7 The College will report to the LEP through the 'Compass Evaluation Tool' on a termly basis regarding its current provision. This also allows the College to regularly self-evaluate its provision to drive further improvement. Curriculum areas contribute towards the reporting to enable an accurate and robust reflection of the College's whole provision.
- 4.2.8 External validation of the provision and offer at Brockenhurst College. The College will work towards the Quality and Careers Award (September 2020) with the intent to secure formal and successful validation by the end of the academic year 2020-21.

4.4 As a result, all learners will:

- 4.4.1 Be educated in an environment that values and enhances their knowledge and

- understanding of the world of work suited to their individual needs;
- 4.4.2 Have access to advice and guidance that is independent, impartial, easily accessible and tailored to reach their own aspirational careers;
 - 4.4.3 Have a Careers Programme that provides them with the opportunity to develop the skills, knowledge and experiences required to enable them to make informed career choices and prepared for employment;
 - 4.4.5 Have a Careers Programme that promotes equality and self-esteem;
 - 4.4.6 Be able to take individual responsibility to develop their own employability skillset and profile through the opportunities provided to them by the College;
 - 4.4.7 Be able to develop their employability skills through the Curriculum and wider opportunities that are provided by the College and external partners;
 - 4.4.8 Have an individual record of their employability skills, experiences and careers guidance over time to aid their progression beyond Brockenhurst College;
 - 4.4.9 Be provided with opportunity to engage in meaningful encounters with employers through the Curriculum and wider opportunities provided by the College.
 - 4.4.10 Have high quality advice and guidance. The College values its high quality information, advice and guidance (IAG) and holds Matrix accreditation (external validation for high quality IAG). The award is formally assessed every three years and has annual 'continuous improvement checks'.