

<b>CEIAG Strategy</b>			
<b>Current Status</b>	Operational	<b>Last Review:</b>	September 2020
<b>Responsibility for Review:</b>	Vice Principal (students)	<b>Next Review:</b>	July 2022
<b>Internal Approval:</b>	SLT	<b>Originated:</b>	March 2016

## 1. Introduction

- 1.1. All students in Suffolk Academies Trust (SAT) are entitled to access careers education, information advice and guidance throughout their time here. This means providing a high-quality service to support current and prospective students through a reliable cross college network.
- 1.2. The Academy Trusts Careers strategy is in line with the Department for Education Careers Strategy (December 2017) and Careers Guidance for Further Education and Sixth Form Colleges (October 2018)<sup>1</sup> by ensuring students have engaging and inspirational careers education, information and guidance through access to employers and other providers. It also outlines the College's role in supporting the student's ability to progress effectively within learning and the labour market. We will ensure that students have access to a range of opportunities and that they receive an excellent Careers Programme with embedded advice and guidance delivered by appropriately skilled staff.
- 1.3. The Careers Guidance for Further Education Colleges (October 2018) sets out its expectations for Colleges. One Sixth Form College will work towards these requirements and expectations and will be guided by the Gatsby Benchmarks<sup>2</sup> to develop and enhance its Careers provision.
- 1.4. We recognise that we must continue to develop external partnerships with employers, multi-agency services and higher education providers so that students continue to receive a high-quality Careers experience.
- 1.5. The guidance provided in this strategy covers the following:
  - Our aims
  - Student entitlement
  - Student outcomes and progression
  - Responsibilities of staff.
  - Careers Programme
  - Developing Employer Engagement.
  - Parent/Carer involvement.
  - Supporting Social Mobility
  - Quality assurance
  - Our commitment to Professional Development.

<sup>1</sup> [Careers Guidance: Guidance for further education colleges and sixth form colleges – February 2018](#)

<sup>2</sup> [www.gatsby.org.uk/education/focus-areas/good-career-guidance](http://www.gatsby.org.uk/education/focus-areas/good-career-guidance)

## **2. Aims of the strategy**

2.1. The strategy is in place to ensure that all young people have opportunities to acquire and develop the skills needed for Higher Education, apprenticeships, employment and training matched with the skills required by employers. We do this by providing guidance that makes a difference to young people's lives, and including those from disadvantaged backgrounds, making sure that we do not promote a narrow view of opportunities.

## **3. For our students we will ensure that:**

- a) They should be enabled to make informed choices through a variety of experiences in tutorials and through the curriculum.
- b) They have varied opportunities for self-development as they explore a range of career options which are made available to them through a range of activities e.g. HE Day, Freshers Fair, Apprenticeship and Employment Event and student membership with the Institute of Directors.
- c) They develop an understanding of themselves so that they become self-aware, flexible and responsive as they develop skills needed for planning and managing their own career development.
- d) They have support to explore opportunities in work, training and further/higher education.
- e) Students know and understand the full range of career options available to them on completion of their course through the various sources of information and guidance, both within and beyond the college.
- f) They have access to and are made aware of relevant changes in education, training and employment.
- g) Students know where they can access appropriate information advice and guidance both at through our online resources related to Volunteering, Employment, Work Experience, Higher Education and Apprenticeships.
- h) They are supported on decisions relating to next steps and career decisions.
- i) Students can access relevant careers information and preparation for employment through bespoke tutorials.

## **4. Student progression:**

4.1. Students will be able :

- Decide on their next step in their career's development using action planning, reviewing and setting targets
- Manage transition
- Search for appropriate opportunities and develop networks
- Prepare for work, Apprenticeship or Higher Education through written application and selection at interview

## **5. Responsibilities of staff:**

### **5.1. Careers Leadership Team:**

5.1.1. The Trust recognises the importance of putting in place effective arrangements for the management, delivery and implementation of the Careers programme. Each College has a named Careers Leader who is part of the Senior Leadership Team and is responsible for providing leadership and coordination of a high-quality careers programme in line with the Gatsby Benchmarks. The Careers Programme and Gatsby Benchmarks are one of the Trust's KPI's and is monitored and reviewed to provide quality assurance and drive continuous improvement.

5.1.2. To complement the work that this group do, we also have wider staff that provide quality advice and guidance to students across the year:

### **5.2. Personal Progress Tutors (PPTs)**

5.2.1. This team have a responsibility to:

- a) Be the named point of contact for a student during their course.
- b) Offer careers advice when needed and know where to source additional advice from if needed e.g. signposting to the CEIAG adviser for specialised careers advice where appropriate.
- c) Provide opportunities to consider course options, progression routes and careers advice.
- d) Track and monitor the academic progress of students by setting and reviewing realistic but challenging targets leading to successful achievement and completion of their chosen programme.
- e) Support with UCAS (Personal Statement Writing and References) and/or CV writing through Tutorials and 1:1s.
- f) Liaise with parents as and when required in support of a students' chosen career path.
- g) Offer guidance in relation to next steps and related career decisions in liaison with other agencies.

### **5.3. Teaching Staff**

5.3.1. This team have a responsibility to:

- a) Give students careers advice which links to their subject area.
- b) Develop and/or sustain further links with HEIs and/or employers which are linked to their subject.
- c) Maintain current working knowledge about the employment pathways that are open to their subject.
- d) Write references for students applying to University through UCAS.

## 6. Careers programme:

6.1. All students will have the opportunity for:

- support through 1:1's
- Career Planning
- UCAS application support
- Oxbridge support
- University Summer schools/Nuffield Research Scholarships
- Programme of talks by university professionals
- UCKAT and BMAT aptitude tests
- Mock interviews
- EPQ
- Labour market information
- Employer/Apprenticeship engagement
- Specialist careers guidance

## 7. Developing Employer Engagement:

7.1. It is the responsibility of leaders in the curriculum to encourage all teaching staff to enhance their understanding and knowledge associated with opportunities for students post sixth form college in the areas of Higher Education, Apprenticeships and employment with training, in so doing they should endeavour to make as many external links with organisations who will support the development and independence of our students.

## 8. Parent/Carer involvement:

8.1. We continue to provide a range of high quality CEIAG events for parents of prospective and current students such as: Post 16 – the parental journey; Student Finance; Annual Higher Education Day; Annual Apprenticeship and Employment Event; Applying to UCAS for the first time; UCAS refreshers to support in developing their understanding of this phase of their child's education and what their options could be moving forward.

## 9. Supporting Social Mobility:

9.1. We ensure that **all** students across the Trust are well informed and supported in order to help them achieve and progress to their chosen destination be that in Higher Education, Training or Employment, we will ensure that those students who are classed as disadvantaged are targeted and offered support to ensure that they gain access to opportunities that otherwise might have been denied to them. They receive clear progression advice and where appropriate we establish contacts/links with employers and meaningful work experience to further support their chances of success.

## 10. Our commitment to Professional Development:

10.1. To ensure that our students receive the best possible careers education, information, advice and guidance we are dedicated to sourcing (as required) high quality continuing professional development for all who have responsibility for delivering CEIAG to our students.

## 11. Quality Assurance:

11.1. The Colleges in the Trust will evaluate the impact and success of the career's strategy through a range of performance measures:

- Analysis of intended and actual destination data
- Student feedback 1:1 and feedback in group sessions
- Regular self-evaluation using Compass Evaluation Tool to monitor achievement of Gatsby Benchmarks, with the Careers Enterprise Company
- Self-Assessment Report
- Quality Improvement Plan
- Annual review process

### Revision History

Revision date	Reason for revision	Section number	Changes made
10/7	Annual Review	Start of document	MHU details changed to GCN – Vice Principal (students)
10/7		Start of document	Dates changed in light of 2 year review cycle.
11/9/2020	SAT Review	All	Reference to One changed to Suffolk Academies trust (SAT) or The college
		Section 1.2	Reworded
		Section 1.3	New paragraph
		Section 1.4	Previously paragraph 1.3
		Section 5	Table of responsibilities removed
		Section 5.2	Itemised duties list removed
		Section 11	New section