



SOUTH
LEICESTERSHIRE
COLLEGE



North Warwickshire
& Hinckley College

Part of North Warwickshire and South Leicestershire College

Advice, Guidance & Careers Education Policy 2018

North Warwickshire & South Leicestershire College

Director Student Services

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Advice, Guidance & Careers Education Policy 2018

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Advice Guidance and Careers Education Policy 2018

1. Introduction

- 1.1 The Advice, Guidance and Careers Education Policy is informed by the *Education Act 1997* and the statutory requirement to secure access to independent guidance for students from year 8 to year 13 and 19-25 year olds with a current Learning Difficulty Assessment or Education Health and Care Plan in place (DfE 2013)
- 1.2 The Policy is further informed by *Careers Guidance: for further education colleges and sixth-form colleges* published in revised form by the government in February 2018. This document outlines the need for colleges to meet the 8 Gatsby Benchmarks for high quality careers guidance by 2020. North Warwickshire and Hinckley College is committed to meeting the 8 Gatsby Benchmarks by 2020.
- 1.3 Careers Education and Guidance Services are available for all students and potential students at North Warwickshire and South Leicestershire College regardless of age.
- 1.4 The service will:
 - i. be impartial;
 - ii. inform individuals about the full range of education, training and employment options available;
 - iii. promote the best interests of those to whom it is given.

2. Definition

- 2.1 For the purpose of this policy, careers education and guidance is taken to include informing, advising, counselling, assessing, advocating and giving feedback.

3. Related Policies and Documents

- 3.1 Equality Scheme;
- 3.2 Careers Education & Guidance Entitlement Statement;
- 3.3 Careers Education & Guidance Statement of Service;
- 3.4 Initial Assessment Policy;
- 3.5 Safeguarding and Protection of Children and Vulnerable Adults Policy;
- 3.6 Recruitment Policy;
- 3.7 Learning Support Policy;
- 3.8 Other policies may be identified from time to time as circumstances change and may be added to this list.

4. Rationale

- 4.1 North Warwickshire and South Leicestershire College is committed to providing careers education and guidance services that benefit both students and potential students of the College, and are central to improving rates of participation, completion, achievement and progression to education, training and employment. Services are designed to inspire, inform and support individuals to develop the skills and confidence to make well informed, timely and realistic decisions about their future.
- 4.2 Benefits to students will include:

- i. learning about one's own abilities;
 - ii. raised awareness of the opportunities available, supporting raised aspirations and ambitions;
 - iii. developing decision making skills;
 - iv. investigating and taking advantage of new opportunities in learning and work;
 - v. identifying appropriate learning programmes;
 - vi. increasing prospects of successful completion and achievement;
 - vii. being able to make well informed and timely decisions about training and work options and adjust plans to manage change and transition;
 - viii. encountering and learning from a wide range of employers.
- 4.3 Benefits to the College will include:
- i. better motivated students;
 - ii. more independent students;
 - iii. increased recruitment;
 - iv. higher retention rates;
 - v. better success rates;
 - vi. increased positive progressions;
 - vii. connections to the wider business community.

5. Core Principles

- 5.1 All students will be able to access careers education and/or guidance which could include careers information, use of the careers library, individual careers guidance, access to careers software, discrete education programmes, group sessions, College careers and Higher Education fairs, talks and presentations, work experience, volunteering opportunities, competitions, taster events, employability curriculum events and employer career talks
- 5.2 The College will ensure that it provides high quality careers education and guidance exploring a full range of options including:
 - i. vocational and academic options;
 - ii. mentoring and coaching;
 - iii. traineeships and apprenticeships;
 - iv. further, higher and post graduate study;
 - v. work and study abroad;
 - vi. volunteering;
 - vii. sustainable employment and supported internships;
- 5.3 The Guidance Service will be available throughout the year at all four campuses during day time hours. Provision is available for evening service when requested.
- 5.4 The College will work to clear quality standards and characteristics for both specialist guidance services and for tutorial support.
- 5.5 The College will ensure that within available resources, staffing and equipment will be available and effectively deployed to deliver guidance services to the standards agreed within this policy framework.

- 5.6 The College will ensure that information about its careers education and guidance is available to all staff, students and prospective students. All information will be reviewed and updated at least annually.

6. Equality Analysis

- 6.1 By virtue of the provision of the Equality Act 2010, the College has a duty to have due regard to the need to:
- i. eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct;
 - ii. advance equality or opportunity between people of different groups;
 - iii. foster good relations between people from different groups.
- 6.2 In implementing this Policy and associated procedures, the College will actively take these aims into account as part of its decision making process and will demonstrate how this has been undertaken.
- 6.3 Where necessary a full impact assessment will be undertaken.
- 6.4 The College will ensure that those who are disadvantaged in obtaining employment or access to Higher Education will be identified by the Guidance Service and invited to attend an annual guidance interview.

7. Implementation, Monitoring and Review

- 7.1 The College will ensure that this policy is effective in terms of outcomes as well as intent. The Director Student Experience will be accountable to the Executive Team for the development and delivery of the service. Consultation with College members will form an integral part of the process.
- 7.2 The implementation of a coherent guidance service will depend upon an effective partnership between the specialist guidance team, progress coaches, lecturers and third party agencies as and when required.
- 7.3 The quality of careers education and guidance will be monitored through the review of the partnership agreements with relevant third party organisations, by student's questionnaire, Student Voice activities, tutorial observations and the monitoring and tracking of destinations.
- 7.4 The College will maintain the quality standard award obtained through the Matrix Award for Information, Advice and Guidance which is a requirement of ESFA funding.
- 7.5 The quality standards and characteristics will be reviewed annually and where appropriate modified.
- 7.6 The College will regularly evaluate progress against the 8 Gatsby Benchmarks in line with meeting them by 2020.
- 7.7 This Policy will be reviewed every three years and updated, as applicable, to ensure that it remains appropriate in the light of any relevant changes to the law, organisational policies or contractual obligations.

Appendix 1

Gatsby Charitable Foundation's Benchmarks

The Gatsby Benchmarks

1. **A stable careers programme.** Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.
2. **Learning from career and labour market information.** Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. **Addressing the needs of each student.** Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.
4. **Linking curriculum learning to careers.** All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. **Encounters with employers and employees.** Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. **Experiences of workplaces.** Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
7. **Encounters with further and higher education.** All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8. **Personal guidance.** Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.