

Havering
Sixth
Form
College



@havering6thform



havering-sixth-form-college



Careers Strategy

2018-19





Strategy for Careers Education, Information, Advice and Guidance (CEIAG)

This strategy will be reviewed annually by The CUBE Manager in conjunction with the Assistant Principal Marketing, Recruitment, Admissions & Alumni

Date of Strategy: May 2018

Date of review: May 2019

College Mission Statement

The College aims to be the first choice outstanding provider of full-time education for 16-19 year olds in the area embracing diversity and creating excellent opportunities for all. Staff and students will participate fully in the process of education to reach our collective potential and promote individual achievement at the highest level.

The CEIAG strategy has been designed to reflect the College Mission statement but specifically falls within the scope of Personal, Development, Behaviour and Welfare (PDBW)

Statutory Duty to provide CEIAG

The Education Act 2011 inserted a duty, section 42A, into Part VII of the Education Act 1997, requiring schools to secure access to independent careers guidance for pupils in years 9-11. From September 2013 this was extended to years 8-13. Careers guidance must be presented in an impartial manner and promote the best interests of the pupils to whom it is given. Careers guidance for those under compulsory school age must also include information on all options available in respect of 16-18 education or training, including Apprenticeships. For those over compulsory school age, information should include higher education and employment options post-18, including Apprenticeships. Schools will be held to account for the destinations of their leavers through the annual publication of Destination Measures. The statutory duties have been further strengthened by the DOE's publication Careers strategy: Making the most of everyone's skills and talents (December 2017).

Commitment

Havering Sixth Form College recognises that it has a responsibility to provide careers education in Years 12 & 13 and a duty to provide these learners with access to impartial careers information, advice and guidance. It is committed to providing a planned programme of impartial careers education by a dedicated internal team of Careers staff working with external agencies as necessary. The CUBE (Careers, University, Business and Employment) is staffed by the Careers team including the World of Work officer, Work Experience Officer, Industry Placement Officer. The area has a wide range of resources: careers literature, HE prospectuses and 7 computers for student use. It is located in a central area, easily accessible to students and is open Monday -Thursday 8.30am -5.00pm and Friday 8.30am- 3.30pm. Students are able to book appointments to discuss their careers options or drop-in for advice.

The College is committed to promoting the value of careers education within the college ethos in order to raise student attainment and successful progression to employment, further or higher education. The College aims to effectively support learners in their choices in order for them to achieve personal and economic wellbeing throughout their lives. This commitment has the full support of the Governors, the Principal and the Senior management team. We are currently seeking to appoint a designated Link Governor.

Development

This strategy has been developed by the Assistant Principal, Marketing, Recruitment, Admissions & Alumni, The CUBE Manager, who is the Careers Leader at Havering Sixth Form College and the World of Work Officer in consultation with the Prospects CEIAG Manager for London Ambitions. It will be reviewed annually and updated to reflect any key changes in college policies and current aims and objectives.

Links with other policies

The strategy for CEIAG supports national and regional policy initiatives and frameworks as well as a number of internal College policies which directly affect the student experience. See Appendix 1

Aims

The Careers programme at Havering Sixth Form College is updated annually to ensure that it is meeting the needs of our learners and is in line with statutory guidance & best practice. The Gatsby model provides a clear framework to work towards:

1. The College should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers and employers
2. Every student and their parents should have access to good quality information about future study options and labour market information opportunities.
3. Opportunities for advice and support need to be tailored to the needs of each student. Our programme should embed equality and diversity considerations throughout.
4. Our programme should support teachers in linking careers with curriculum learning and in particular, STEM subjects should be highlighted for a wide range of future careers
5. Every student should have multiple opportunities to learn from employers about the world of work and the skills valued in the work place.
6. Students should be Inspired through real life contacts with the world of work to help them understand where different choices can take them in the future
7. All students should understand the full range of opportunities that are available to them and pathways to their future careers. This includes FE, HE and apprenticeships.
8. Students should have the opportunity for IAG with a professionally trained Careers Adviser.

Objectives for 2018-2019

- All students are provided with a CEIAG Entitlement statement and careers education calendar which clearly states the activities that are scheduled throughout the year. These are accessible from the College & the CUBE (internal) website so that students, parents, teachers and employers are aware.
- Parents are informed about work experience opportunities, HE & employment events, talks and other career related activities that are taking place throughout the year via the Principal's messages on our website. Parents are informed about important deadlines that may affect their son or daughter and given greater understanding about the career choices open to them.
- To promote equality of opportunity, all students have access to a range of activities and IAG that inspire them to consider the widest possible range of career choices irrespective of their gender or ethnic backgrounds.
- The Careers programme links with the curriculum and activities are designed to promote the value of the employability skills gained from different academic or vocational subjects particularly STEM subjects. Teaching resources such as What's the point are being used to raise self- awareness, identify skills and increase motivation and attainment. We aim to provide further CPD training for staff and to develop centralised resource area to support Gatsby benchmark 4 Linking Careers with the Curriculum
- Prospects to provide independent, impartial advice and guidance through the delivery of a wider range of IAG services, to include 30 days 1-1 personal guidance, CPD for staff, Parents' evenings, employability group sessions, industry days and STEM sessions
- Careers advice considers current trends in the labour market to ensure that students are able to make realistic and informed choices thereby improving their prospects of success and economic wellbeing. This contributes to positive destinations for students, better outcomes in the labour market and they are less likely to become NEET.
- Students benefit from a range of work experience opportunities, insight days, motivational talks, employer visits, as well as regular in-house sessions and resources on employability skills, which will inform their decision-making so that they can emerge from the College prepared for the world of work.
- Students are given resources and receive information about FE, HE and Apprenticeships through multiple channels, through coaching groups, email, the CUBE website, bulletins and directly from HE providers and employers. Students will be able to book an appointment to discuss any of their FE, HE or employment options and receive specialist careers advice.
- An Employability week is scheduled for 14th January- 18th January
- All students should be encouraged to visit the CUBE for information and advice about their career options either through drop-in enquires or for a face-to face interview with a Careers Adviser. As part of the induction programme for new students, Coaches should bring students to the CUBE and the Careers team can brief them on the services available to them.

- Coaches should also utilise the space & desktops in the CUBE to carry out group work either for general careers research on National Careers service, KUDOS, UCAS, National Apprenticeship service or any other careers websites.
- Promote more student engagement in careers related learning by asking Coaches to gather data on student involvement in HE or employment activities e.g. number of University Open days visited, employer visits/work experience carried out or in-house careers presentations.
- Implement effective methods of advertising in-house career opportunities to students through email, the CUBE website, bulletins, posters & the totem.
- Increase student engagement in activities that will enhance their career success.
- Gather feedback from students and parents on the quality of the CEIAG programme

Entitlement

Students are entitled to impartial and confidential CEIAG which is person-centred, delivered by professionally trained staff and meets the professional standards of practice.

The College publishes a CEIAG Entitlement statement which is displayed at the entrance to the CUBE, advertised on the college website, the CUBE website and incorporated into the student handbook.

See Appendix 2.

The CUBE- Careers, University, Business Links & Employment

Roles & Responsibilities

- Nikki Phelps, **The CUBE Manager** is responsible for managing the Careers service and coordinating the careers programme.
- Lindsey Dacosta, **The HE & employment Advisor** provides IAG to students progressing to FE, HE or into employment. Lindsey provides specialist support to those students applying to University
- Kay Williamson, **the CUBE World of Work Officer** provides IAG to students progressing into FE, HE or into employment. Kay provides specialist support on apprenticeships and organises work experience opportunities, insights and encounters with the world of work.
- Janice Spriggs, **The CUBE Industry Placement Officer** organises extended work placements for students. This is a newly created post (April 2018) to build capacity for the delivery of industry placements in preparation for the T levels in 2020.
- Sam Hennessey-Lowther **The CUBE Procurement & Implementation Officer** works with the CUBE Work placement officer to assist in the delivery of substantive industry placements in preparation for the T levels in 2020
- Carla Leonard, **The CUBE Work Experience Officer** organises work experience placements for students on vocational courses where work experience is an integral part of the curriculum.
- Coral Green, **The CUBE Administrator** provides administrative support to the team, is the initial point of contact for students visiting coming to the CUBE, books 1-1 appointments and supports students with drop-in enquiries.

In addition, the College is currently working with Linking London on a NCOP project which has been tasked with increasing the number of learners who progress on to higher level learning who reside within target wards within the borough. To facilitate this work, Linking London are recruiting an engagement officer to support the development of activities, working closely with Havering Sixth Form College, participating universities, student ambassadors and the Linking London NCOP team. The engagement officer will split their time between Havering Sixth Form College and the Linking London office. The post holder will be line managed by Linking London.

Delivery

The Careers programme includes a wide range of activities throughout key points of the academic year. Some of these activities are delivered by Teachers through the Curriculum as well as Coaches in coaching groups.

Monitoring & Evaluation

- Careers Guidance is monitored and evaluated annually through discussion with Governors & Senior managers. The CUBE Manager meets weekly with the Assistant Principal, Marketing, Recruitment & Admissions.
- The CUBE Manager is responsible for gathering destination data and produces an annual destinations report which is approved by Governors. This report contains detailed analysis of student destinations to HE, FE or employment.
- Student Surveys are carried out at various times of the year by the CUBE team to assess student satisfaction of the quality of the careers provision.
- Stakeholders including students, parents, Universities, and employers complete feedback forms on careers events they have participated in.
- UEL Reports 2015 & 2016: The higher education journey of young Havering residents and the higher education journey of Havering Sixth Form College graduates provided valuable information about the success of our students gaining a 1st or 2.1 degree at University (76% & 74% respectively). This College is the best forming College in East London for student progression to positive destinations and in the top 10% of all schools and sixth form colleges in the UK.
- The Ofsted inspection in January 2017 noted that "students are kept on track, develop good skills to prepare them for employment and receive high quality careers guidance resulting in particularly good progression to higher education"
- The Prospects SLA termly reviews contain details of activities delivered by the Prospects Careers Adviser and feedback from students.
- Risk & Assurance Report on Careers Advice and Guidance Careers by Scruttonbland (January 2017). The objective of the audit was to ensure that the College offers high quality, impartial careers advice and guidance that meets the needs and best interests of young people and complies with statutory legislation. The report concluded that the processes surrounding careers advice and guidance were robust and effective steps have been taken to increase this profile throughout the College.

Appendix 1

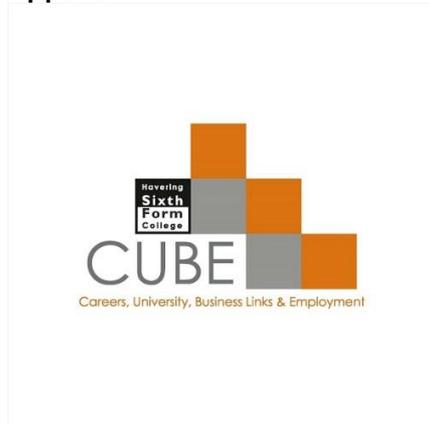
Statutory and inspection frameworks that inform our CEIAG delivery:

- Education Act 2011 – statutory duties on schools to include Yr 8-13;
- Careers guidance and inspiration: Guidance for general FE colleges and sixth form colleges August 2014 (DfE)
- Post-16 work experience as a part of 16 to 19 study programmes and traineeships: Departmental advice for post-16 education and training providers. March 2015 (DfE)
- The Gatsby Charitable Foundation: Good Career Guidance, Holman, J. (2014)
- London Ambitions – London Councils vision of careers education for young people in London July 2015 (London Councils)
- Ofsted changes to education inspections from September 2015
- DfE Careers Strategy: making the most of everyone's skills and talents (Dec 2017)

Internal Policies

- Single Equality Scheme- the College holds an Investor in Diversity Award
- Safeguarding
- Teaching & learning
- Strategic Plan

Appendix 2



'High quality, and impartial, careers guidance supports students well in making informed choices. The College's CUBE (Careers, University, Business Links and Employment) centre has become a good focus for careers and progression advice. Student progression to higher education and employment, following their studies, is particularly good. The College is the best performing college in East London for student progression to positive destinations, and is in the top 10% of all schools, sixth forms and colleges in the UK' – OFSTED 2017

CEIAG Entitlement Statement 2018

All learners in the College will take part in a careers education programme that will help them understand their career options and encourage them to reach their full potential in the progression to FE, Higher Education or employment. The programme will enable students to:

- Develop the skills they need to plan and manage their own personal development
- Experience the world of work through a work placement, insight event or employer talk
- Be given direct access to employers, training providers and Higher Education institutions
- Identify their transferable skills required for the world of work and HE
- Receive high quality face-to-face information, advice and guidance
- Receive high quality resources that will help their career decision-making & planning
- Be given personal support with their applications to HE or Employment
- To feedback their views on the quality of the careers programme

Students will have access to a dedicated careers office, the CUBE (Careers, University, Business links and Employment) which is open during college hours and is located in an easily accessible area of the College. Students can expect to receive careers guidance that is:

- Impartial
- Confidential
- Personalised to suit the needs of the student
- Supportive of equal opportunities and free from stereotyping
- Up-to-date and accurate
- Provided by professionally trained Careers Advisers

Parents or Carers can expect:

- To be able to make an appointment to discuss their son or daughter's career options
- To receive invitations to take part in careers related events
- To be informed about opportunities that their son or daughter can access
- To receive important information about UCAS and student finance
- To have the opportunity to feedback their views on the quality of the careers programme

The College was awarded a LOOP Award for Excellence in Careers Guidance in November 2016

Appendix 3

UCAS

Students receive a Careers calendar of activities at the start of the academic year detailing the full range of IAG activities that are scheduled, some of which are delivered by coaches in their group sessions. All the resources that are designed for the careers programme are available on the CUBE website. Examples of the activities/opportunities included in the programme are as follows:

- How to prepare for their Career booklet
- Sessions on Researching HE, the cost of going to University, how to apply through UCAS & writing a personal statement
- Visiting HEI speakers throughout the year
- Talks by alumni
- Annual HE & Careers event
- Student Finance evening for Parents
- Group visits to Universities
- Opportunities to attend taster courses, summer schools and master classes
- 1-2-1 advice and guidance on the UCAS application process, student finance, course and university research and personal statements
- Applying to Universities outside of the UK, support with the Common Application for US Universities
- Applications to Oxford, Cambridge and Russell Group Universities
- Applications to medical school
- Mock interviews
- HE related opportunities are advertised through the CUBE Bulletin, CUBE website and the Totem
- Widening participation opportunities, SEO programme, Kings +, Windsor Fellowship Youth Dialogue programme, Social Mobility programme

World of Work & Work experience

Students receive the following programme of activities:

- Employer led and in-house sessions on apprenticeships, employability skills, interview technique, online applications and selection tests
- Bulletin advertising apprenticeships and college leaver schemes
- 1-2-1 advice and guidance on seeking & applying for apprenticeships
- Work experience placements & work shadowing
- Advice on CVs
- Mock interviews
- Group visits to employers
- Employer talks
- Careers Cluster pilot activities
- Annual HE & Careers event Work related opportunities are advertised through the CUBE Bulletin, CUBE website and the Totem

Work Experience

At Havering Sixth Form College we actively promote work experience. The skills gained from work related settings are highly recognised as key to learners' successful progression. We believe the work experience is challenging preparation for learners in their journey towards their career aim and becoming independent professionals. Work experience should stretch the learners allowing them the opportunity to grow and adapt to a professional setting which develops their skills for their future success.

Industry Placements

Havering Sixth Form College has been awarded Government funding to build capacity to deliver industry placements of a minimum of 45 days (315 hours) for a number of students on wholly or mainly vocational courses this is part of the Government initiative to introduce T Levels (Technical Qualifications) in 2020. Selected students are offered these placements designed to enhance the career aspirations of these students and prepare them fully for the world of work.