

DOCUMENT DETAILS

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Contents

1. INTRODUCTION.....	3
2. OBJECTIVE.....	3
3. AIMS.....	3
4. LEGISLATION AND WIDER STRATEGY WHICH UNDERPINS THIS POLICY	3
5. OFSTED.....	3
6. GATSBY BENCHMARKS.....	4
7. RESPONSIBILITIES.....	5
8. MONITORING AND QUALITY ASSURANCE	10
9. PUBLICATIONS WHICH ARE RECOMMENDED TO BE READ IN CONJUNCTION WITH THIS POLICY	10

1. INTRODUCTION

- 1.1 Nottingham College's vision is to enable independent lives by providing outstanding opportunities through education into employment. The college is committed to providing opportunities to develop personal effectiveness skills, such as confidence and resilience, and developing career management knowledge which will support progression and decision making.

2. OBJECTIVE

- 2.1 The objective of this policy is to ensure that Nottingham College delivers a high quality, personalised, professional Careers Education, Information, Advice and Guidance (CEIAG) service, which helps students and prospective students to make informed choices about their next steps. This policy will provide a framework which will ensure all of its practices support students to be prepared for the next stage of their education, employment, self-employment or training.

3. AIMS

- 3.1 The Nottingham College CEIAG Policy will ensure that all students and potential students, their parents / carers and stakeholders have access to impartial information, advice and guidance with specific reference to progression opportunities, careers, specific training programmes and courses and opportunities to develop a range of employability skills. The eight Gatsby Benchmarks together with statutory guidance will underpin the Nottingham College CEIAG policy.

4. LEGISLATION AND WIDER STRATEGY WHICH UNDERPINS THIS POLICY

- 4.1 The Baker Clause, introduced as an amendment to the Technical and Further Education Act 2017, stipulates that schools must allow colleges and training providers access to every student in years 8-13 to discuss non-academic routes that are available to them. It is expected that doing so will help address the UK's productivity challenges and skills shortages across several sectors of the economy. This regulation has applied since 2nd January 2018.
- 4.2 The refreshed D2N2 strategic plan 2019 details its eight priorities, which include delivering careers inspiration for our current and future workforce, supporting inclusion and progression in the labour market and developing skills and leadership for productivity growth.

5. OFSTED

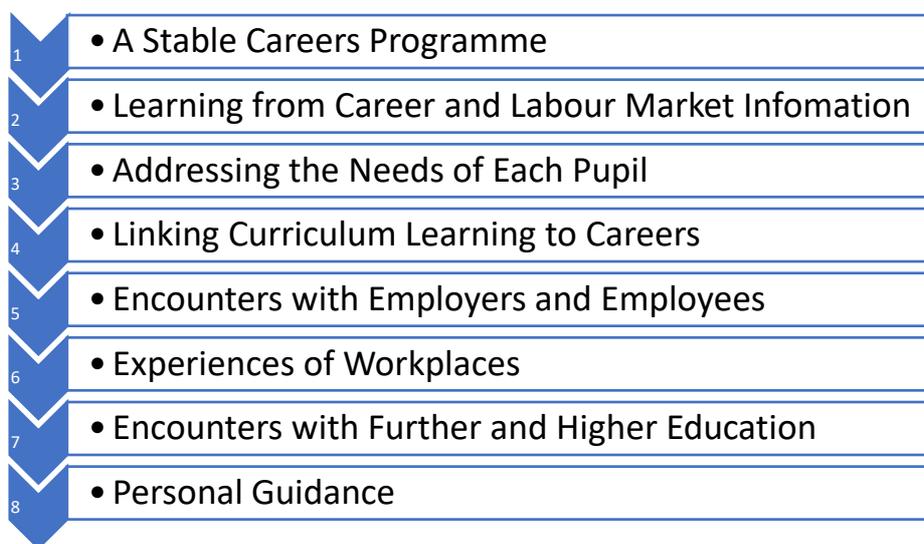
- 5.1 Ofsted's Education Inspection Framework, May 2019, outlines that inspectors will consider if the curriculum design of the college is ambitious and whether it provides the knowledge and cultural capital learners need to succeed in life. It also evaluates whether teachers create an environment that is ambitious for its learners. Its impact should be that learners are ready for their next stage of education, employment or training. In particular, the curriculum should extend beyond the technical, academic or vocational, allowing individuals to develop more broadly, including their character and in particular their resilience, confidence and

independence. This policy provides the framework for delivering outstanding careers guidance provision at Nottingham College.

6. GATSBY BENCHMARKS

6.1 Colleges should follow the Gatsby Benchmarks and have been meeting them in since the end of 2020. The benchmarks are not a statutory framework but by adopting them, colleges can be confident that they are complying with the careers guidance requirements set out in their funding agreement. No provider would have funding withdrawn if it was taking reasonable steps to comply with the guidance.

The 8 Gatsby Benchmarks:



To achieve the eight Gatsby Benchmarks Nottingham College will:

1	Embed a coherent programme of careers education and guidance throughout the student journey, which will be published internally and externally so that students, parents, teachers, employers, governors and partners understand it.
2	Provide access to good quality, up to date information about career paths and the labour market to inform decisions about progression opportunities which is supported by easily accessible, well trained and highly qualified staff.
3	Provide opportunities for advice and support which are tailored to the individual needs of students and a college careers programme which raises aspirations and challenges stereotypical thinking, embedding equality and diversity considerations throughout.
4	Ensure that all curriculum learning links to careers, even when it is a non specific occupation-led course. For example, in STEM subjects, staff should highlight the relevance of STEM for a wide range of future career paths. This will help students understand that they are taking the course to progress their careers and eventually enter employment and should detail progression routes and pathways to employment.

5	Ensure that all employer encounters will be logged on students' individual learning plans and that the college supports students to learn from employers about work, the workplace and the skills that are valued by employers, through a range of enrichment activities, visiting speakers or enterprise activities.
6	Ensure a structured programme of experience of the workplace is offered across all faculty areas, which provides insights into employability skills, technical skills and, where appropriate, links to current career plans. Every student should have the opportunity to undertake at least one experience of a workplace by the end of their programme of study.
7	Provide opportunities for students to explore a range of progression options which may form the next stage of their career. These will include further and higher education and apprenticeship options. The college will provide opportunities to discuss the pros and cons of different pathways to allow students to make informed decisions about their next steps.
8	Every Nottingham College student will have the opportunity to access a personalised guidance interview with a qualified careers professional at a point that is relevant to their individual needs. It will support individuals to develop realistic aspirations and support them to take ownership for the skills and knowledge they need to manage their own career transitions.

7. RESPONSIBILITIES

7.1 Careers Leader

The college has a named Careers Leader who is responsible and accountable for the policy, strategy and resources for careers education at Nottingham College and who reports to a member of the senior leadership team: the Director of Communications, Marketing and Customer Operations.

The College Careers Leader leads the delivery of the vision and direction of the careers provision with the senior leadership team and the governing body. They should be suitably qualified and experienced having undertaken and achieved the careers leader training ideally to level 7.

The College Careers Leader sits on various working groups linked with curriculum to promote the delivery of quality careers guidance and education throughout the college and embed the Gatsby Benchmarks.

They will ensure that the provision of CEIAG at Nottingham College provided by the team of careers advisers is of high quality and meets all external requirements, including the college's funding agreement, to provide impartial careers guidance which is externally quality assured (Matrix quality standard).

7.2 Operational Management of Careers Guidance

The Head of Customer Operations will ensure that the programme of activities in career guidance, provided throughout the student journey, is in place and that an appropriate operational team exists to lead and manage this activity. The operational team will plan the programme of activities and ensure this is promoted widely across curriculum areas.

The Head of Customer Operations oversees the relationship between different departments such as customer operations, careers advisers, pastoral and tutorial support, the work experience team and curriculum to ensure that careers guidance is delivered effectively across Nottingham College. They assign a faculty team(s) to each careers adviser who will provide careers expertise and knowledge to ensure that the students in that faculty can access the best possible careers experiences/ advice for their needs.

The Head of Customer Operations ensures that appropriate training and development is in place to support the delivery of the careers programme including supporting teaching and pastoral staff who are involved in the delivery of the careers programme.

They lead a team of careers guidance specialists and evaluate the quality and reach of the delivery. They also signal to all college staff the importance of careers guidance and inform all career guidance activities, ensuring that they all meet the needs of the college's diverse range of learners.

7.3 Work Experience (WE) Team

- The WE team will source and provide opportunities for relevant, meaningful work experience for students to access as part of their programme of study.
- The WE team will provide initial advice and guidance around the benefits of securing work experience to future progression.
- The WE team will explore the range of employability skills that can be gained from taking part in work experience linking this to future careers.
- The WE team will support students to prepare and access these work experience activities and support them to reflect on these experiences and record them onto their eILP and their CV.

7.4 Delivery teams

7.4.1 Curriculum and Achievement Coaches – Teaching, learning and assessing

- Staff will provide course advice and guidance at meet the team events, interviews, taster events, open days and at enrolment which will enable prospective students to make informed choices pre-entry and at induction.
- Staff will contribute to the delivery of tutorials which will include equality & diversity, employability skills and careers planning.
- Students are supported to complete the passport to study at induction which outlines their long term goals in terms of progression to further study or employment and commits to the college's promise which outlines:

- Its commitment to having realistic and challenging plans to achieve their goals and future career.
- its commitment to seek guidance to help progress to their next steps.
- Its commitment to developing their personal and employability skills.

7.4.2 Appropriate to learners' needs, curriculum will:

- Identify and embed employability skills within the main vocational qualifications and also deliver these within tutorial sessions.
- Conduct regular one-to-one reviews with students.
- Ensure that maths and English are linked to careers and embedded throughout the vocational programme and make them relevant to the skills employers need (where applicable).
- Provide opportunities for students to access a range of enrichment, employability and pastoral activities to enhance their student journey experience, which are relevant to the student's programme of study and increase their personal and career development.
- Ensure that students have opportunities to engage with the world of work through work experience / placement opportunities or to connect with guest speakers at careers events or industry days and that these activities are logged and reflected upon, on the student's individual learning plan.
- Support students who wish to progress to higher education to prepare a high quality personal statement and provide timely references through UCAS.

7.5 Careers Advice Team

- All careers advisers will be qualified to at least level 6 in careers guidance and provide personalised, confidential, impartial and client centred one-to-one careers interviews with students and prospective students of all ages, which will help them interpret a range of information available to them around careers and progression.
- Provide group workshops on a variety of careers related subjects including employability skills, such as interview skills and CV writing; careers learning activities, which help students understand themselves, their needs and potential barriers and to develop skills around making successful decisions; apprenticeships as a progression option, including higher apprenticeship opportunities; volunteering and work experience; gap years; progression into higher education including the UCAS application process and student finance.
- Provide extensive support to students who are applying to higher education, involving researching universities, applying through UCAS and supporting students to submit a high quality personal statement.

- Provide up to date accurate and impartial information to students, which includes local market information around employment opportunities to assist in making appropriate choices for their future.
- Provide a range of appointments to suit individual needs, at the point that a student requires the support, and ensure that this support is tailored to the needs of students, especially those with SEND.
- Provide drop-in facilities around key points in the year, such as enrolment, when a more flexible reactive service is required such as “swap don’t drop”, progression, personal statement support and CV writing.
- Provide an individual detailed action plan which references steps to be taken to achieve individual progression aspirations.
- Work with external partners, such as universities, employers and employees and Futures, to ensure that as wide a group of students as possible across the college benefit from appropriate support.
- Ensure that the service is accessible and meets the needs of every individual learner and that it embeds equality and diversity throughout its delivery.
- Provide a range of online resources to both students and staff to enhance careers education and employability including a dedicated careers page on StudentNet, resources in INTERACT and access to virtual sessions via Teams.
- Act as a business partner between specialist careers teams and external networks, such as employers, universities, Futures, outreach teams and the curriculum.
- Support the provision of progression and careers events with interactive and informative stands for students.

7.6 Customer Operations Team

- Triage enquiries made to Nottingham College and provide initial advice and information around courses that the college offers, signposting to specialist careers staff as required.
- Discuss entry requirements for courses and offer information about routes and pathways available to applicants.
- Provide support to access application processes across the college and careers guidance appointments, where required.

- Provide advice and information about Nottingham College student financial support available and support students and parents to apply for funding, where applicable, to support informed choices.
- Provide information and advice around course fee payment and the Nottingham College fees policy, including fee remission or payment methods e.g. loans or instalment plans and refunds to support decision making.

7.7 Schools Liaison Team (Marketing)

- Provide a number of initiatives across local schools via workshops, presentations to groups or one-to-one sessions, which will provide information on college pathways and course options. This includes broader themes around pathways Post-16, applying to college, understanding apprenticeships, interview skills and understanding further and higher education.
- Offer a number of opportunities for school students to attend the college to gain an insight into career pathways. This includes tours of the college campuses and areas of study and taster sessions and open events throughout the year.
- Deliver apprenticeship and employability fairs involving local employers which provides college students and prospective students the opportunity to find out key information on what an apprenticeship is and how to apply.
- Promote initiatives such as Industry Insights, providing students with an opportunity to meet an industry expert in their chosen field and WISE (women into science and engineering) where girls are encouraged to consider STEM careers; examples of this have been to invite in women role models from industry. Marketing resources seek to reflect a diverse workforce with all public facing materials i.e. course guides, posters, flyers etc that visually promote equality and diversity.

7.8 Derbyshire and Nottinghamshire Collaborative Outreach Programme (DANCOP)

- Offers a broad range of workshop programmes which provide transferrable skills such as motivation, resilience and finance workshops, as well as careers Information and careers management techniques which focus on progression into higher education.
- Works closely with students that live in specific wards of Nottingham where progression to higher education is low, to inspire and inform them about higher education opportunities.
- Works closely with specific curriculum areas at the college to develop tailored projects to encourage consideration of routes into STEM higher education courses and careers.

8. MONITORING AND QUALITY ASSURANCE

8.1 The college will use a variety of quality assurance mechanisms to evaluate the impact of its provision of CEIAG:

- Student feedback will be gathered through Student Voice boards, Students' Union, student surveys and learning walks.
- The impact of the service provided during individual interventions will be measured using a distance travelled online survey.
- Students can provide feedback on the service via the careers area on StudentNet.
- The service will be reviewed as part of the self-assessment and performance review process.
- Group session quality will be monitored by the use of questionnaires and through learning walks and peer to peer observation.
- The external Matrix Quality Assurance process will be used to measure effectiveness of the service overall.
- Destinations data.

9. PUBLICATIONS WHICH ARE RECOMMENDED TO BE READ IN CONJUNCTION WITH THIS POLICY

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/749151/Careers_guidance-Guide_for_colleges.pdf

<http://www.gatsby.org.uk/education/latest/good-career-guidance-benchmarks-for-colleges-booklet-published>

(https://www.careersandenterprise.co.uk/sites/default/files/uploaded/1073_gatsby_toolkit_for_colleges_final.pdf)

(<https://www.legislation.gov.uk/ukpga/2017/19/section/36>) (Technical and FE Act, 2017)