

**Southwark College**  
**Careers Policy**  
**2020 – 2021**

<b>Careers Leader Post Holder</b>	<b>Abida Umarji</b>
<b>Approved by</b>	<b>Abida Umarji</b>
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## Careers Information, Advice and Guidance Policy

### Introduction

The purpose of the Careers Strategy is to outline the provision and direction of Careers Education Information Advice and Guidance (CEIAG) in Southwark College. The demands of the changing workplace, and radical changes in funding, mean that high quality CEIAG is imperative as people adapt to new challenges in education, employment and training. Southwark College is committed to providing high quality CEIAG on education, training and employment opportunities to prospective, current and former students. We believe that high quality careers guidance raises aspirations and attainment, supports students to achieve their potential, and meets the demands of a changing labour market.

The College's 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) 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.

Our aim is to raise students' aspirations, broaden their horizons and empower them to make informed realistic decisions at all key transition points in learning and work. Southwark College will provide careers guidance to all students in the college. We will support individuals gain the ability to make informed decisions about vocational and educational pathways and aspirations. CEIAG will be embedded in the Tutorial Programme and in vocational and academic courses for full cross-college delivery. We will support Curriculum in achieving positive outcomes for students through an extensive tutorial support programme within their existing Study Programme and provide ongoing high-quality support to all Curriculum areas. The College will increase and improve the promotion of the Careers Programme by providing more information to parents and carers to enable learners and stakeholders to understand our offer.

### **THE GATSBY BENCHMARKS:**

The Careers Strategy is underpinned by the eight Gatsby Benchmarks listed in the 2014 Gatsby Foundation Report, 'Good Career Guidance', as the required standard for good CEIAG within colleges. The eight Benchmarks are:

- 1 A Stable Careers Programme**
- 2 Learning from career and labour market information**
- 3 Addressing the needs of each student**
- 4 Linking curriculum to careers**
- 5 Encounters with employers and employees**
- 6 Experiences of workplaces**
- 7 Encounters with Further and Higher Education**
- 8 Personal Guidance**

The Gatsby Benchmarks set world-class standards and support colleges to develop and improve their careers and employability provision. By adopting the Benchmarks, we will put employers at the heart of our careers programme. Every learner will have the opportunity to have meaningful encounters with employers and learn about work, employment and the skills that are valued in the workplace and what it takes to be successful and explore potential career paths.

Our support will be tailored to address the needs of all students, especially disadvantaged students, and we will use data and technology to drive improvements.

## **STUDENT ENTITLEMENT**

Every student is entitled to a high-quality careers programme as part of their overall education from pre-entry through to progression students preparing for life after College.

We put emphasis on the fact that the student journey at Southwark College consists of both a qualification and preparation for the work environment.

We aim to raise the aspirations of the students and to give them the information and the strength of character to aim higher.

We will ensure all students have:

- Access to independent and impartial career guidance delivered by a Level 6 qualified career development professional who upholds the professional standards of the Career Development Institute.
- Access to an inspirational Careers Programme that challenges stereotypes and promotes equality of opportunity
- Access to information and advice about all progression pathways including, Higher Education courses, Apprenticeships, work-based qualifications and progression into employment.
- Encounters with Higher Education Institutions
- A programme of events to allow students the opportunity to explore a variety of progression options
- Knowledge of the relevance of STEM subjects for a wide range of future career paths
- An increase in support and activities to engage and aid progression for SEND students
- Access to IAG to assist with destination decisions and advice
- Access to up to date relevant LMI
- Multiple meaningful opportunities to interact with employers and learn about the skills they need to develop to be successful
- Access to live job opportunities
- Specific progression/ employability which embed employability and LMI information holistically within their programme
- Extensive employer links and curriculum staff who are keen to encourage as much employer led content as possible both onsite and out in the workplace

We recognise the important role that parents/guardians have in their child's career development. The College has a programme of events to allow students and their parents the opportunity to explore a variety of progression options including Open Events, Progression Evenings, Apprenticeship and Job Fairs, and Open Events.

Southwark College is committed to creating new and developing existing links with employers, HE, local learning providers and apprenticeship providers which inform decisions on future courses and content, giving the students access to up to date vocational content to enhance and inform their future decisions.

### **USING LABOUR MARKET INFORMATION TO SUPPORT STUDENTS:**

A key priority of the Careers Strategy is to promote and develop Gatsby Benchmark 2, the use of Labour Market Information (LMI) across all sectors, and to promote and develop employment opportunities within the college.

LMI will be shared at open events, parents' evenings, interview evenings. The information will be updated yearly to ensure that the LMI is current and accurate. LMI will be disseminated to a wider audience parents and guardians. The Career adviser will work in collaboration with Curriculum links to ensure LMI data is relevant to their Study Programme and to ensure that resources inspire students.

### **STUDENT OUTCOMES**

Students will be able to:

- Investigate careers and opportunities in learning, work, and apprenticeships and how these meet local and national priorities
- Access appropriate information, resources, help and guidance
- Understand changes in education pathways and the impact these have on future progression
- Analyse opportunities in work, training and further and higher education
- Understand the full range of options available to them from various sources of information
- Develop their character strengths to be able to show employers and universities that they have the strength of character to stand out from the rest and live as independent thinkers, confident in their own choices and actions
- Through meaningful encounters with employers, gain an understanding of the workplace to further raise their aspirations
- Through work experience and workplace visits, develop their exploration or career opportunities and expand their networks

### **STUDENTS PROGRESSION**

Students will be able to:

- Make and implement Progression Plans
- 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, Further or Higher Education through written application and selection at interview

### **MANAGEMENT**

Southwark College recognises the importance of putting in place effective arrangements for the management, delivery and implementation of the Careers programme.

#### **Careers Lead is responsible for**

- Providing leadership and coordination of a high-quality careers programme
- To provide quality assurance and ensure continuous improvement

- To track and monitor the above through a variety of mediums, such as Compass, feedback, Matrix, Quality in Careers Standard

### **STAFF DEVELOPMENT**

All staff are expected to contribute to the career learning and development of students in their different roles. To meet the training needs that arise from this, we will ensure that personal development opportunities are discussed on a termly basis and appropriate training is identified and offered.

### **IMPACT AND EVALUATION OF SERVICE**

Southwark College will evaluate the impact and success of the careers guidance provision by a range of performance measures:

- Ongoing analysis of impact of the service provided through robust statistical information and range of feedback methods and data collection from all stakeholders
- Custom-built Action Planning System and analysis of progression data
- Student feedback 1:1 and student feedback in tutorials
- Matrix accreditation and annual Continuous Improvement Checks
- Regular self-evaluation using Compass Evaluation Tool to monitor achievement of Gatsby Benchmarks, with Careers Enterprise Council
- Self-Assessment Report - Collaborative and rigorous approach to self-assessment ☑ Quality Improvement Plan
- Annual Appraisal and review process
- A robust Quality Assurance System

The College will develop digital platforms to engage students and provide information in an accessible way, to support students achieve their future career plans.

The Careers adviser will build on links with Curriculum to increase employability activities by engaging with employers, improving links with a range of organisations and planning careers fairs and employability events across College. These advancements will enhance the provision of CEIAG within the college and enable us to implement the DfE Careers Strategy and maximise student opportunities.

This strategy will be reviewed annually.