

**ST DOMINIC'S SIXTH FORM COLLEGE**  
**CAREERS EDUCATION, ADVICE, INFORMATION AND GUIDANCE (CEIAG and Work-Related Learning)**

**POLICY**



*St Dominic's is a Roman Catholic Sixth Form College committed to the personal and spiritual growth of all its members based on Christian values, academic excellence and high quality pastoral care*

Ratified by Governors	Link Governor	May 2018
Review Date	Assistant Principal	May 2019
SLT Responsible	Assistant Principal	May 2018
College Principal	College Principal	May 2018

**Rationale:** Recognising the contribution that high quality CEIAG /Employability Learning makes to the personal and academic development of every individual. St Dominic's aims to help all students take their place as suitably qualified, ethical and responsible adults in society.

**Commitment:** The College is committed to providing a planned programme of impartial careers information, advice and guidance offering a full range of post-16 education, training and employment opportunities; to inspire every student whatever their background, gender, religion, ethnic origin, sexual orientation or ability.

In response to the Education Act 2011 and Statutory Guidance 2018, the College has commissioned an external provider of IAG to work alongside the College's own HE & Careers Coordinator. The College ensures that CEIAG and Employability Learning follows recommendations in National frameworks, in particular:

- Careers guidance for FE Colleges and Sixth Form Colleges (updated 2018)
- The Gatsby benchmarks of good career guidance (2016-18)
- Career Development Institute (CDI) framework for careers employability and enterprise education (March 2018)
- CDI Code of Ethics (2018)
- Ofsted inspection framework and handbook to meet and exceed their requirements
- working in partnership with an independent Matrix accredited external careers provider
- demonstrating a commitment to raising, achieving and continuously improving standards by securing Quality in Careers Standard Award through Investor in Careers

We provide a safe environment within which our students can flourish and a programme that is:

- Accessible
- Supports inclusion
- Challenges stereotypes and promotes equality and diversity
- Designed to develop responsible young adults who are able to contribute to the wider community and society
- Encourages participation in education and/or training beyond 18
- working in partnership with other educational institutes to share good practice, reflect on and improve current practice
- build long term relationships with employers and higher education institutions to support and enrich students' experiences of learning about work, through work and preparation for work

To provide students with skills, knowledge and understanding, to support:

- Developing yourself through Careers, Employability and Enterprise Skills
- Learning about careers and the world of work
- Developing your career management and employability skills

These are embedded in our entitlement (see entitlement section)

**Links with other policies:**

The policy for CEIAG supports and is underpinned by a range of key school policies including: G&T, Educational Visits and Trips, Pastoral, Ethos, Equality & Diversity, Child Protection & Safeguarding

**Student Entitlement:**

**How programme is provided** – it is included in study planners, displayed in subject areas (classrooms) and departments and public areas of the College (LRC – Library & Careers Department, Reception and Canteen)

**We will offer you:**

**A planned programme of impartial careers information, advice and guidance offering a full range of post-16 education, training and employment opportunities; to inspire every student whatever their background, gender, religion, ethnic origin or ability through:**

- Access to a qualified impartial and independent careers adviser
- Help to recognise your likes, dislikes, influences, strengths and preferences in relation to career decisions through the Year 12 Career Development Programme (CDP)
- Information about the world of work, business operations and ethics and how the labour market is changing
- Information about Higher Education, training, apprenticeships and employment
- Activities which challenge stereotyping and raise your aspirations
- Activities to develop skills and qualities to improve your employability
- Support to prepare you for different transitions and the world of work
- Help to develop personal budgeting skills and knowledge of financial aspects affecting everyday living, further study, HE, training and work
- Help to develop and strengthen your personal presentation skills for selection processes
- Sign posting to relevant up-to-date and impartial sources of careers information and advice (via weekly Student News, tutorial, opportunities & work experience portal, notice boards, events and email)
- Weekly access to a Personal Tutor
- Activities to understand the impact of how the world of work is changing and implications for your own career planning
- Opportunities to investigate career pathways and university requirements to develop knowledge of post-18 options
- Support to make decisions about your future, discuss your plans at a careers interview if you wish and set targets in an action plan
- Opportunities to develop a C.V. and other strategies to improve your success in selection processes
- Advice and support on gaining work experience
- Work experience arranged for you if studying a BTEC programme
- Opportunities to develop and apply enterprise and employability skills in your approach to learning, work and career planning.

## **Implementation:**

### **Management and Staffing**

#### **Careers Leader (in conjunction with Assistant Principal):**

- plans, coordinates and evaluates the CEIAG programme
- leads, monitors and evaluates the services provided by the commissioned independent Careers Guidance provider
- plans and monitors work experience
- Liaises with Citizenship/Personal Social and Health Education (PSHE), Assistant Principal for Pastoral to ensure appropriate coverage of careers themes in the PSHE programme
- Establishes and reviews partnerships with external businesses
- Oversees Careers Development Programme targets that link to Gatsby benchmarks across all subjects and Year 12 & 13 Cohorts
- Plans, coordinates, delivers and evaluates the Careers Development Programme and reports to the Assistant Principal
- provides impartial IAG and 1:1 Careers Interviews to support the programme and Student Entitlement
- Is the UCAS Centre-Coordinator
- Carries out other roles and responsibilities in line with job description

The link to the Governor for HE & Careers is through the Principal and Assistant Principal.

**Work Experience** is coordinated and implemented by the Work Experience Coordinator where possible. Students are offered work experience when opportunities arise and through the College Opportunities and Work Experience portal. This is accomplished through College links with local employers and local and regional organisations.

Specific work experience relating to healthcare, teaching and other professions is organised by the Work Experience Coordinator and offered to the students at various times. The Careers Programme includes employability learning for BTEC courses. All BTEC students carry out work experience.

**Senior and Personal Tutors** are assigned to tutor groups and meet once a week to support students with their pastoral needs, including career development (information and advice). The PSHE programme provides opportunity to research and apply learning to career planning.

**The College Pastoral team** also includes the Chaplain, Student Support Coordinator, Assistant Principal for Pastoral and the Assistant Principal for Development all of which support careers education and guidance programme to provide effective support, development and progression to HE, apprenticeships, training and employment.

**All staff** contribute to CEIAG through their role as a Personal Tutor or Subject Tutor. A range of activities is offered to all students to enhance both academic study and career planning.

#### **Curriculum Delivery:**

We have designed a Career Development Programme (CDP) to:

- To ensure students are well-informed of the options available to them
- Develop awareness of self and career opportunities

- Develop informed career decision making skills
- Manage change with an attitude of self-reliance and responsibility

The CDP programme is provided to students through a calendar of events during Year 12 from January to June. The Careers Leader presents tutorials to each tutor group relating to successful transition and progression from St Dominic's. This is also complemented by the College HE & Careers Day in January, where students are given the opportunity to attend subject/career talks by professional speakers (including alumni) and attend the career exhibition where university representatives and local employers visit the College and promote all areas of HE, apprenticeships, training and employment. Ongoing tutorials support the programme during the year and through to Year 13 when students apply to HE, FE, apprenticeships, training and employment.

The Chaplaincy department also support the programme through personal development and skills by providing opportunities to raise funds for charities, take part in charity events, pilgrimages and peer support to fellow students and other local schools. There is also a College Community Volunteering Programme where students can provide recognised voluntary service to the community which lends itself to developing the individual.

Our inclusive approach ensures all students with SEN access the programme and are supported by qualified specialist staff. Inclusion is also supported by initial assessment of need, provision of specialist support and equipment and any specific exam arrangements. The Careers Leader is integrated into the EHCP process to promote impartial careers information and guidance throughout the year.

We emphasise the opportunity to record students' own strengths and development with clear targets and personal qualities as well as their career plans. To support the development of personal and social skills through the Careers development time line planned 1:1 meetings with the Careers Leader and Personal tutors/subject tutors; planning sheets and action sheets.

Other activities and opportunities also support the programme during Year 12 & 13:

- Oxbridge activities, Healthcare workshop and student committee, work experience opportunities, student finance events, cross-curricular workshops and events and employer trips and visits, tutorials, enterprise education and alumni events and presentations.
- The opportunity to visit university or college open days is available to students either by allowing up to two days out of College during the year or group visits through cross-curricular events.
- Opportunities for meaningful and purposeful work experience or employability learning. To acknowledge, evaluate and record any experience of work together with employer feedback or reference; providing the student with a valuable experience of the working environment and develop their employability and enterprise skills.

Work experience takes place at various times and through a variety of arrangements throughout the College year. The priority of each experience is to development employability and enterprise skills and experience the world of work.

#### **Access to Information:**

Access to a full range of Information about A Level and Vocational qualifications, education, apprenticeships and training options and employment; incorporating (LMI) Labour Market Information (locally and nationally), the world of work and the organisation of the work place is

available. Careers information is available in the LLC – Library/ Careers area and the College subscribes to Career Companion and other career related software which can be accessed by all students and staff in College and externally. Career Companion is a reliable, unbiased and up to date resource often used by Personal Tutors during tutorials to support the Career Development Programme for information and advice on careers, apprenticeships, training, employment, finance and other areas of wellbeing.

IT resources are widely available in the Library/Careers area, Classrooms and the use of Netbooks and iPads in the LLC with Wifi connection that allows the availability of all the software to be accessed when required.

#### **Access to Guidance:**

Individual, high quality and impartial (IAG) Information Advice and Guidance; provided by fully qualified practitioners (minimum Level 6 in CEIAG) Careers Leader and EDT practitioners is available. It provides clear opportunities for transition and future progression. Guidance leads to the development of students' action plans for their future and regular opportunity to review their plans at timely intervals.

#### **Partnerships:**

A range of partnerships exists between HE, FE, employers and specialist providers. These include:

- Local employers
- Trips to universities and companies linked to subject areas
- HE & Careers Day (external speakers, local providers and university reps from local and Russell Group)
- Education Development Trust (EDT) – IAG external provider
- Other partnerships, such as a qualified external counsellor.
- Community Volunteering Programme
- Pastoral Team, Student Support Coordinator and Work Experience Coordinator

#### **Resources:**

**Accommodation** – the Careers Department is situated in the College Library (LLC) with a Careers Office for 1:1 interviews and small group work activities of up to six students. The Careers areas are accessible every day during College hours and during events such as HE & Careers Day, Alumni events, Open Day and other Career related activities during the year.

**IT facilities** - are available in the LLC throughout the College day and in the Careers Room when working with a Careers Advisor. There are other facilities such as Netbooks and classrooms.

**Finance** – the Careers finance budget is provided annually by the College Finance Department for the provision of careers information resources, IT software and other services bought in such as EDT, Harrow.

**Recording and Use of Resources** – All paper based careers information and resources are recorded on the Library Heritage System where students or staff can borrow items using their College ID to record the items. The Heritage system provides termly and annual reports on usage of items and the audit of them to assist in ensuring they are up to date and relevant.

#### **Staff Development:**

The role of the Careers Leader is to identify the Careers and Work-Related Education training needs for Personal Tutors, Teachers & SLT and, where possible, arrange or provide appropriate CPD.

Staff training is identified by a needs analysis and planned for by the relevant Assistant Principal. Staff identify needs through Performance Management and are supported when feasible according to priorities and need.

CPD for staff is determined through evaluating the programme and services provided.

#### **Monitoring/ Review and Evaluation:**

We ensure continual improvement in the quality of CEIAG provision through regular review and evaluation of its programmes in accordance with Statutory Guidance for Schools and Colleges, Gatsby Benchmarks and formal accreditation (CoLRiC – Council for Learning Resources in Colleges).

The HE & Careers Coordinator is a member of the Career Development Institute (CDI) and adheres to its professional Code of Ethics, including independence and impartiality. The College is committed to sustaining the Investor in Careers Accreditation, Quality in Careers Standard.

The College is committed to carrying out a cross curricular audit of Careers and Work-Related learning to be reviewed annually.

Major elements of the Career and work-related programme are evaluated to capture feedback from students and staff and record learning and impact from these activities.

Feedback on effectiveness is used each year to review and develop the College programme for the following year.

An Annual Review of the partnership with EDT provides the opportunity to review and evaluate the services and discuss areas that went well and any areas for improvement or change. An Impact Report is produced by EDT Harrow, which confirms the number of 'bought in' days provided by the Careers Advisor and the participation of any events such as HE & Careers Day and 1:1 interviews. It also provides feedback on what went well and the impact the service had during the year.

Suggestions, development and improvement are also reported and discussed with the College during the Partnership meeting with the Careers Department and Assistant Principal.

The Careers Department evaluates the service from student evaluation forms that are completed after 1:1 interviews and any comments recorded for evaluation to review the service.

The College also carries out their own annual student survey in May for Year 12 & 13. There is also a Year 13 leaver's survey. Information is collated for all cross-curricular areas including the Careers Department. The information is evaluated and reviewed in departments and by SLT for the Quality Improvement Plan.

**Assistant Principal**

**November 2018**