

Careers Education and Guidance Policy

| Version No | Purpose/Change | Lead | Impact Assess | Review Date | Next Review Date |
|------------|------------------------|------|---------------|-------------|------------------|
| 1.0 | Introduction of policy | BW | | July 2015 | July 2017 |
| 2.0 | Reviewed and Updated | BW | | July 2017 | July 2019 |
| 3.0 | Updated | BW | | Dec 2017 | July 2019 |

Because the college caters for learners of 16 and above, careers education, information, advice and guidance (CEIAG) is a crucial part of its provision. There are multiple aspects to CEIAG at Wilberforce College designed to lead to an impartial, co-ordinated approach linking college staff and students with employers and other organisations.

Policy

Students are entitled to:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme, which provides information on the full range of education and training options available to them after each transition point
- To hear from a range of local providers about the opportunities they offer, including; technical education and apprenticeships
- To understand how to make applications for the full range of academic and technical courses
- Careers education within the tutorial provision in the college.
- CEIAG from qualified, impartial specialist staff, helping them to apply relevant knowledge, understanding and skills to their particular circumstances when choices have to be made.
- Impartial CEIAG that reflects the Gatsby Benchmarks for Good Career Guidance, and is delivered within CDI guidelines.

Careers education is founded and operates on the principles of equal opportunity defined in the college's Single Equality Scheme.

Responsibilities

1. The Careers Manager leads on CEIAG, and has responsibility for the day-to-day implementation of the CEIAG Policy and for the co-ordination of the UCAS process.
2. A member of the Senior Management team has overall responsibility for CEIAG and the reporting of student destinations to key stakeholders.

Policy Guidelines

1. All potential applicants are signposted to impartial careers consultations by trained/experienced staff, which will include the identification of any additional needs.
2. All course counselling upon application involves building a curriculum offer around the potential applicant's career aspirations.

3. All applicants are invited to a pre-entry event (Welcome Days), when they will have an opportunity to discuss career choices and decisions.
4. All students, including alumni, have the entitlements included in this policy.
5. Personal skills assessments, learning skills, individual needs and decision making are part of the centrally coordinated tutorial programme to ensure that students have equal access to the provisions offered.
6. The Careers Manager has regular contact with employers and is the principal link between the college and the National Careers Service and the Careers and Enterprise Company. The Careers Manager also has regular contact with UCAS and with higher education institutions and related organisations.
7. Information gathered from our stakeholders will be used to inform changes and improvements to the CEIAG provision.
8. Guidance is available for students after the publication of examination results and on-going.
9. The college and the Local Authority co-operate to follow up any students who leave their course early and offer impartial CEIAG.
10. The college and the Local Authority co-operate closely over the collection and analysis of information on students' progression and destinations. The information is used by both bodies in guidance.
11. Guidance regarding career opportunities following higher education is made available to current students.

General Points

1. An annual careers plan is developed by the college.
2. Facilities are provided for individual, confidential interviews and small or large group sessions.
3. Comprehensive careers information is housed in the College Library and a centralised resource area including the college VLE, which can be accessed by students 24 hours a day.
4. All students have access to a range of specialist IT careers packages across a college-wide network.
5. Parents have access to the provision at information events, Consultation Evenings, Careers Fairs and, if requested by the student, during CEIAG interviews with the Careers Manager.
6. Careers information is disseminated to students via the tutorial system, college Careers Fairs, Moodle, social media, and through emails and the TV screens where appropriate.
7. Evaluation is carried out as part of the college performance programme and the annually agreed careers plan.

Related Documents

1. Single Equality Scheme
2. Annual Careers Plan

Management of Wilberforce Sixth Form College access requests

At Wilberforce Sixth Form College we hold several annual information events throughout the academic year which are open to parents, the local community, universities, training providers and other external visitors if appropriate.

These include: open evenings, Saturday information mornings, careers fairs, enrichment fairs, parents information evenings for parents of both prospective students and current students, student finance talks, and our summer results day.

Currently, parents' information evenings are held in the Autumn and Spring Terms for parents of new and parents of prospective students respectively. The enrichment fair occurs in October, Christmas craft fair in December and student finance talks are in the Spring Term. The main careers fair is in February, open events occur though out the academic year and our Level 3 Results Day is at the end of August.

A provider wishing to request access to an event should contact:

Sarah Didsbury (Careers Manager)
01482 711688
www.wilberforce.ac.uk

Please note: that whilst every effort will be made to follow this policy, circumstances may not always allow this or may render certain parts of the policy inappropriate. Individuals will be treated fairly and in line with legislation in all instances.