

## Careers Education and Guidance Policy

Version No	Purpose/Change	Lead	Impact Assess	Review Date
1.0	Introduction of policy	BW		July 2015
2.0	Reviewed and Updated	BW		July 2017
3.0	Reviewed and updated	BW		Dec 2017
4.0	Reviewed and updated	BW		July 2020
5.0	Reviewed and updated	BW		April 2022

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

Learner Entitlement:

- All learners at Wilberforce College are entitled to access free and impartial careers information, advice and guidance that is specific to their individual needs. This forms part of Gatsby Benchmark 8- Personal Guidance– “Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.”
- Opportunities to find out about technical education qualifications and apprenticeship routes, 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, in alignment with the Baker Clause.
- 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 a Level 6 qualified, impartial specialist Careers Adviser, helping them to apply relevant knowledge, understanding and skills to their particular circumstances when choices have to be made.
- Impartial and personalised 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.

Our college Careers Adviser, Sarah Didsbury, is qualified in Level 6 Careers Guidance and Development, and Level 6 Careers Leadership. As a member of the Career Development Institute she adheres to the CDI Code of Conduct and ensures that all students are provided with the opportunity to benefit from a one-to-one personal guidance interview by the end of their study programme with the college. Opportunities are made available for students to book pre-scheduled appointments, and to attend by drop-in, as advertised outside the Careers Office- P112.

## **Responsibilities**

1. The Careers Manager (appointed Careers Leader) 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.
3. A member of the College Corporation acts as a link Governor for CEIAG.

## **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 Microsoft Teams, 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, including Unifrog and GroFar.
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, Microsoft Teams, 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, and student finance talks are in the Spring Term. Faculty themed careers fairs and progression fairs take place throughout the year at key transition points for students, 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](http://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.*