



Careers Guidance Strategy 2022 – 2024

Introduction

East Sussex College is committed to providing high quality, impartial careers education, information, advice, and guidance to support every student to fulfil their potential.

This strategy is inclusive and applies to all students including 16-19 study programme, adults, HE, and apprentices. However, models of CEIAG will be adapted for each group to ensure that it meets their needs.

Our vision is to empower and sustain our communities through education and skills. We work hard to ensure that our curriculum offer develops the skills, knowledge, and behaviours in our students that employers locally, regionally, and nationally tell us they need.

This strategy is underpinned by the DfE Careers Strategy: Careers guidance and access for education and training providers (Sept 2022); The Gatsby Benchmarks for Careers Education and Guidance (2014) and the CDI Careers Framework (2020).

Aims/Intent

- Our Careers Guidance programme (Tutorial & Personal Development) provides learners with opportunities to develop, demonstrate and evidence their employability skills and readiness for their next steps in employment or further study (Gatsby Benchmark 1).
- Learners are supported to understand their potential progression and career opportunities linked to their chosen curriculum/sector studies. Teachers maximise opportunities within their subject teaching to share student destination information and provide aspirational contact with individuals who have progressed into careers linked to their curriculum/sector area (Gatsby Benchmarks 3 & 4).
- Our local, national, and international links provide learners with meaningful encounters with employers and employees and opportunities to gain experiences of the workplace. Teachers regularly refer to relevant and up to date Labour Market Information (LMI) within their subject teaching (Gatsby Benchmarks 2, 5 & 6).
- Learners choosing to progress into Higher Learning, including Advanced Apprenticeships are supported to make informed decisions regarding their potential pathways. Through effective widening participation partnerships learners have equal access to their chosen Higher Learning programme (Gatsby Benchmark 7).
- Learners have access to individual careers guidance from a qualified (level 6) Careers Advisor at times when significant careers progression choices are being made (Gatsby Benchmark 8)

We recognise that the most effective way to deliver careers guidance is to embed it within core teaching and learning activities, supported by a co-curriculum programme of activities. Centrally delivered career activities will support curriculum delivery.

Employer Exchange

The College works with stakeholders and employers from a wide range of sectors to ensure that curriculum programmes are co-created and designed to ensure that they give students the breadth of skills and experiences for future success.

The College develop curriculum programmes that support the Local Skills Improvement Plans priority sectors and ensures our CEIAG programmes informs and prepare students to understand where there are particular areas of opportunity in terms of skills shortages locally, regionally, and nationally.

Careers Guidance Programme will be delivered via three main ways:

- **Career learning delivered as a subject:** Discrete careers education delivered as part of a timetabled session by teachers, careers professionals and external partners such as employers (Tutorial).
- **Career learning delivered through co-curricular activities:** Learners participate in a range of informal activities which have a strong connection to the curriculum (Personal Development & Enrichment).
- **Career learning linked to curriculum** delivered by teachers via their subjects and through a co-curriculum programme of careers education activities, will be mapped, using a standardised framework. By doing this the College will ensure that the College fulfils its statutory requirements and retains a focus on the development of learner centred careers related learning and personal outcomes

In addition, students will have access to a range of careers education activities, including:

- Access for all to the Careers Google classroom with regular updates from local business, colleges and universities shared (Gatsby Benchmarks 2, 3, 5, 7)
- Access to onsite Careers Fairs and travel to local University and Apprenticeship Fairs to fully understand the options and different pathways open to them (Gatsby Benchmarks 2, 5,7)
- Access to at least one Work Experience placement per academic year (Gatsby Benchmarks 2, 4, 5, 6)
- Access to employability workshops to ensure that all learners have a full understanding of expectations and behaviours within the workplace (Gatsby Benchmarks 2, 3, 5)
- Access to employer visits, talks, and workshops who will share their experiences, current sector skills trend and forecasts (Gatsby Benchmarks 2, 4, 5).

Careers Guidance

- The College will ensure students have access to independent personal careers guidance at key times when they are making decisions about their next step. This will include pre course, 'Right Choice' and progression guidance delivered by careers professionals who are qualified to level 6 (CEIAG) and who are also registered members of the Careers Development Institutes (CDI); and as such operate in accordance with the CDI's Code of Ethics.

Careers education and guidance for students with SEND

The college will ensure careers guidance for SEND student is differentiated, where appropriate, and based on high aspirations and a personalised approach. This will include the full range of relevant education, training, and employment opportunities, such as traineeships, apprenticeships and supported internships (for students with EHC Plans) or routes into Higher Education. This will include working with parents/carers to help them understand the full range of options that are available.

Roles & Responsibilities

College Leadership & Governance ensure the College fulfils its statutory duties regarding:

- The provision of impartial careers guidance for students at key times when career decisions are made.
- The central monitoring and evaluation of careers related student participation and outcomes.
- Ensuring all students are offered information on the full range of education and training options, including apprenticeships (Baker Clause).
- Harnessing the contribution of the careers provision to the College's effectiveness and improvement and the achievement of the related KPIs.

The College will nominate a Careers Leader, who with the support from the College's Senior Leadership Team, will ensure students receive their entitlement to a high-quality curriculum led careers education programme and independent personal careers guidance. This role is distinct from the Careers Advisor who provides personal careers guidance to students.

The careers leader will:

- Lead the development of an impartial career's education programme.
- Support curriculum teams to develop and monitor curriculum lead careers education provision.
- Develop and deliver a co-curriculum careers education programme, which adds value to the curriculum led provision.
- Collate and evaluate careers education (curriculum and co-curriculum) activity in line with the agreed KPIs for this strategy and the Gatsby Benchmarks. This includes student, employer, and parent/carer (as appropriate) participation and the impact on the students learning and progression.
- Collate and evaluate feedback relating to the Careers Policy and use this feedback to inform the development of the strategy and its related activities.

Teachers will:

- Deliver programmes of study that enable students to develop and evidence their employability skills and progress to their next level of education and into employment.
- Actively promote student engagement in employability related activities to enable direct contact with employers.
- Use opportunities to link their subject to the range of future careers paths, which are available for students to progress onto.
- Actively promote the development of English and maths within all aspects, including the careers education provision, as essential for each students' future careers opportunities.
- Support students to regularly review their progression and career options to ensure the student is enabled to progress.
- Ensure students have the opportunity to engage in and will monitor student participation in careers education activities, ensuring each student participates in at least 30hrs of related activity each academic year.

Career Advisers (Personal guidance specialists) will:

- Provide impartial personal career guidance.
- Will be registered members of the CDI and will operate in accordance with the CDI Code of Ethics.

- The College may use Career Advisers who are members of college staff or will secure the service from external agencies.

Students will be supported to:

- Take active ownership of their progression and career planning.
- Pro-actively develop and demonstrate their employability skills by engaging in the range of curriculum delivers and centrally delivered careers activities which are available to them.

Post-Programme Support

All students will have access to our CEIAG services after they have finished their programmes with us for at least a year to ensure that they continue to fulfil their potential. This aftercare will be sign posted to students prior to their courses completing. All students will be contacted to explore whether they need any further support within 6 months of leaving.

Monitoring and Evaluation

Our strategy will be reviewed via Student Representative forums and agreed annually via the college's campus-based Student Councils. Student awareness and continuous feedback will be sought via student surveys and tutorial activities.

We will underpin this strategy with a series of objectives and key performance indicators that will be reviewed by the Careers Lead and SLT on a termly basis.