

PETER SYMONDS COLLEGE



CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY FOR THE SIXTH FORM COLLEGE

Date Reviewed by SMT:

18 May 2022

Date Approved by Governors:

11 July 2022

Member of Staff Responsible:

Deputy Principal (Welfare & Progression)

Next Review Date:

June 2025



Introduction

All students at Peter Symonds Sixth Form College have access to and are entitled to impartial and unbiased one-to-one information, advice and guidance with Level 7 qualified Careers Advisers; access to tailored Careers Education as part of the tutorial programme and during Symonds Lectures, along with careers being integrated into curriculum subjects; ability to visit the well-resourced Careers Department where Careers Advisers and Assistants are based and have the opportunity to attend large cross college events, along with lunch time talks by visiting speakers from a range of organisations to enable student to be aware of all the options available to them once they leave college. Careers Education, Information, Advice and Guidance (CEIAG) is actively promoted and integrated into students' experience of the whole curriculum helping students progress onto positive destinations, making well-informed and realistic choices. The College also supports and provides information and advice to parents/carers, and to students who leave the College before the completion of their course.

Statement of Commitment

Peter Symonds College is committed to providing a planned and impartial Careers Education and Guidance (CEG) programme for all students at the Sixth Form College, along with impartial information, advice and guidance (IAG). The college is an affiliated member of the Careers Development Institute (CDI) and subscribes to the Institute's Code of Ethical Practice. The College holds the Investor in Careers Quality in Careers Standard and is committed to actively maintaining this.

A published version of the Careers Programme is accessible via the College website, along with a copy of this policy. Staff and students have access to this document via the Student/Staff Intranet.

We work in accordance with the Careers Strategy document (DfE 2018), have adopted the Gatsby Benchmarks and comply with 'Careers Guidance – for further education colleges and sixth form colleges' document (DfE 2021) and CDI Framework for Careers, Employability and Enterprise Education (2020)

Aims and Objectives

Peter Symonds College is responsive to the needs of individual students, providing student centred, impartial support to all students. The aim is to raise aspirations and awareness, empowering students to develop employability skills and make realistic and informed decisions about their future for themselves, and to manage the transitions from one stage of their education, training and work to the next.

Modes of Delivery

All students have an introductory CEIAG talk when starting at the College, explaining their entitlement, the Careers Programme and the variety and wide range of support available.

Careers Education is formally delivered by personal tutors as part of the college's tutorial & lecture programme, along with appropriate and timely visits from higher educational establishments, apprenticeship providers, employers and organisations. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. Students on Level 2 programmes are provided with a differentiated programme delivered via tutors and in subject lessons to ultimately support them in progression to Level 3 courses or employment with training.

The CEIAG programme includes practical careers education sessions, career guidance activities (group work and individual interviews), information and research activities (using the Careers Department resources and the College Intranet) and work-related learning (including opportunities for work experience for students on vocational courses). In addition, students are provided with optional opportunities to experience, sample and progressively gain knowledge of future routes through visits by employers, professionals working in the field, previous students and educational institutions in order to improve the basis on which they make decisions.

The college has a dedicated Careers Department, containing comprehensive careers literature and computer software packages to which students have easy access, so that they can appreciate and research the variety of routes available. The Careers Intranet and Google Classrooms can be accessed by students, staff and parents and includes information on all post college options, with links to additional resources and support.

Monitoring, review and evaluation

CEIAG is reviewed annually by the Head of Careers and college Careers Advisers, using a range of methods to monitor and evaluate to inform future development. Students are actively involved in the planning, delivery and evaluation of CEIAG through discussions with tutors, peers, the use of feedback forms, and through surveys including the Student Perception of Tutorial Survey.

The Careers Department has volunteer student Careers Reps, who form part of a Careers 4 U focus group, providing feedback and support to the department. All events are reviewed and evaluated using feedback forms with action points agreed, seeking student, parents, staff and visitor views. The Careers Department

participates in the college self-assessment process, producing a Development Plan each year as a result.

This policy was developed and is reviewed through discussions with Senior Management, students, tutors and governors.

Management and Staffing

The Careers Department is managed by the Head of Careers (who is the nominated Careers Leader), supported by a deputy and a team of Careers Advisers and Careers Assistants. The Head of Careers is responsible for the coordination and delivery of the CEIAG programme across the college. Directors of Curriculum & Support, Senior Tutors, Tutors, Teachers, Admissions, Study Support and Student Services are responsible for supporting the delivering of CEIAG and effectively signposting and referring students for IAG in the Careers Department.

CEIAG is planned, monitored and evaluated by the Head of Careers, who is line managed by the Deputy Principal (Welfare & Progression). Work experience is planned and implemented by the Work Experience Coordinator. A nominated Governor is linked to the Careers Department, regularly visiting the department and reporting back and promoting CEIAG at Board meetings.

Careers Advisers undertake and attend relevant regular training, along with delivering training to staff on CEIAG and arrange training from external organisations.

Linked Policies

- Course and Progression Information, Advice and Guidance Policy
- Work Experience Policy - Students
- Equality, Diversity and Inclusion Policy - Students
- Admissions Policy for Students

When this policy was reviewed, consideration was given to equality and diversity in the context of the 2010 Equality Act and any necessary updates agreed.