



## Careers Education, Information and Guidance Policy

### Mission Statement

We are a Catholic College dedicated to the education and development of the whole person and supporting all students to realise their full potential. As an outstanding learning organisation SJR will have a strong sense of purpose and a commitment to shared values within a Christian community. We will establish a unique, safe and challenging environment where every individual is valued, talents are recognised and nurtured, achievements are celebrated and dedication is rewarded. To achieve this as a community we will:

- Welcome all students who are happy to be educated within a Christian environment
- Value the uniqueness and dignity of each individual
- Deliver the highest standards of teaching and learning
- All show a commitment to our work, to the Christian values of the College and to the safety of all in our community
- Provide equality of opportunity, with mutual respect and positive encouragement
- Build and further develop local, national and international partnerships

Core values in daily life at St John Rigby College are expressed as:

- Genuine concern for others
- Support for and challenge of one another
- High standards and expectations
- Consistency and perseverance
- Recognition of talents, progress and achievements.

### Policy Statement

The College recognises Careers Education, Advice and Guidance as an essential part of the student experience. We aim to provide a focussed approach to careers education and employability that enables all students to develop transferable skills so that they can succeed in a competitive job and/or Higher Education market. By working closely with partners and employers, we will endeavour to ensure students leave ready for the world of work, or higher education.

This policy has been developed to incorporate recent developments:

- The February 2018 Department for Education (DfE) publication of Careers guidance for further education colleges and sixth form colleges.
- The Gatsby Foundation 'Good Careers Guidance' report. Eight benchmarks of excellent careers advice and guidance.
- The MATRIX self-assessment standards
- Statutory Guidance for Governing Bodies, School Leavers and School staff. DfE, January 2018

This document includes the following topics:

- Support for applicants and enrolled students
- Parental Involvement
- Links with Employers
- Evaluation and monitoring of advice and guidance.

### **Support for applicants and enrolled students**

The College will support all students and prospective students to access and make use of information about educational options, career choices, and labour market information. The aim of this is to raise the aspirations of all young people with advice and guidance tailored to individual need.

We will provide individual consultations for prospective students with access to experts who can advise on career options and advise on the best course combinations to lead to their career ambitions.

Support for students is inclusive, it recognises and promotes equality and diversity, challenges stereotypes and is sensitive to faith, culture and background. College's careers programme actively seeks to challenge stereotypical thinking and raise aspirations.

We will work with Universities, Colleges, Employers and Apprenticeship providers to enable our enrolled students to make informed choices about their progression into education and employment opportunities. This will include visiting speakers, trips to Universities and workplaces, careers fairs and networking events, and access to online resources and labour market information. Many students on vocational courses complete a programme of work experience. We also offer a comprehensive 'Electives' programme for gifted and talented students which is an additional course linked to career aspirations.

Visits to universities and consultations with employers help our students' access information to make informed decisions. The College will ensure students have information about a range of options by a range of means – Vice Principal – Students, Assistant Principal – Student Progression, Senior Tutors, Progress Tutors, Teachers, the Careers Advisers, and use of the Intranet, website and social media.

We will provide our students with the opportunity for guidance interviews with a professionally trained Careers Adviser. All students have the opportunity to book a personal careers guidance interview at their request, and students are also referred by Progress Tutors and Teaching staff.

### **Parent/Carer Involvement**

College understands that parents/carers have a vital role in helping and supporting students with their career decisions. With this in mind, we invite parents/carers to participate in consultations as part of the admissions procedures, internal progression decisions of students on one-year courses and course change consultations. We invite parents/carers to a range of information presentations around course choices, HE processes and apprenticeship options. For students with SEND and EHC plans there is a statutory review process, which incorporates careers, information, advice and guidance. Parents/carers of SEND students are offered additional information forums specifically addressing SEND. Carers of Looked after children (LAC) are also included in statutory reviews and Personal Education Planning (PEPs) incorporating careers, information, advice and guidance.

### **Links with Employers**

The College wants to ensure students make informed choices about their career plans by accessing up to date labour market information. Close links are made with employers within subject departments and by careers staff. Employers inform about opportunities available, the changing nature of recruitment and skills and competencies required for professions.

We are committed to raising awareness of all potential pathways, including degree apprenticeships and sponsored degrees.

Examples of this include:

- Employer presentations in College
- All students having access to Uni Frog
- Working towards every student at the end of their study programme having had some form of work experience

- Visits to University Open Days (including invites to Virtual Open Days)
- Careers events – freshers’ fair, careers fair, parental talks
- Work related events such as employment related competitions within departments
- Support with CVs, job applications and interviews
- Inviting Alumni into College to inspire and motivate students
- Careers information available via the College’s website, emails, SJR Weekly and social media platforms
- The Internship Programme that runs with support of the Local Authority and local employers for those students who have met their academic potential and would benefit from employability and life skills.
- Promoting Greater Manchester Aim Higher opportunities such as HE mentoring, the Brilliant Club etc.

### **Linking Curriculum Learning to Careers**

The College ensures that curriculum planning and delivery have a strong influence on relevant careers and industry requirements. This will be evidenced through subject teachers identifying key employability skills and embedding them within lessons.

In addition to this there are visual prompts in department areas such as posters that highlight specific career paths that are linked to their area of study. Heads of Departments are liaising with the College Careers Advisor and holding virtual ‘Q and As’ with employers during their lesson time with students. Students are prepared for the Q and A session and then asked to reflect on what they have learnt from the session by completing a proforma.

The College is working with a representative from the Bridge GM who are connecting us to employers in the region and trusted national resource and helping us to embed key employability skills across our curriculum as a whole.

### **Evaluation and Monitoring of Advice and Guidance**

The College will seek the opinions from students on the quality of the Careers Advice and Guidance provision. We are working towards the 8 benchmarks of excellence as outlined in the Gatsby benchmarks. Feedback from students is collected both formally and informally through the Careers information feedback form.

The quality of the tutorial and guidance programme is surveyed twice during each academic year via the ‘Student Perception of Tutorial’ (SPOT) surveys.

The College collects data on the destinations of its students to determine who has entered apprenticeships, employment and sponsored degree programmes, as well as the destination data from UCAS on those entering higher education. This information helps inform the careers programme in College.

Use is also made of a network of alumni to inspire and inform current students and contribute to Labour market information.

### **Key Personnel:**

Vice Principal – Students/Careers Leader  
 Careers Advisor  
 Senior Tutors  
 Progress Tutors

### **Related Policies:**

Equality and Diversity Policy  
 Learning Support Handbook  
 Safeguarding and Child Protection Policy  
 Teaching, Learning and Assessment Policy  
 Student Charter  
 Student Disability Policy