

The Careers Education, Information, Advice & Guidance (CEIAG) Policy is committed to and guided by the principles of:

Excellence in career guidance and information

PURPOSE

Franklin College is committed to providing Careers Education, Advice and Guidance to all students both through the curriculum and a comprehensive range of organised activities. Students will be provided with differentiated, current, accurate and relevant information to help students plan and develop their Progression Plans and increase their self-awareness.

This Careers Education, Information, Advice & Guidance (CEIAG) Policy fulfils the requirements of the National Framework in regard to careers guidance for young people and will be reviewed annually.

AIMS

- To deliver guidance in an impartial manner whereby students are informed of all available options
- To inspire and raise the aspirations of the learners at Franklin College and in turn enable them to make well informed choices
- To promote career exploration through a wide range of accessible resources: web sites, books, leaflets, posters, news articles and newsletters
- To equally promote options for higher education, further education, apprenticeships or employment
- Students are able to individually book face to face guidance interviews via individual appointments with the careers adviser through Student FIS
- To ensure an awareness of and the need for employability skills and ensure all staff promote these
- Sensitively challenge the realism of ideas and ensure an awareness of any barriers and how best they may be overcome.

DELIVERY

In addition to offering one to one appointments students can also access the Destination Centre outside of their lesson time to utilise resources and speak to staff which is centrally located in college. Guidance interviews also take place in the Destination Centre.

Careers information is disseminated in the following ways:

- Weekly careers news (email to all students and staff)
- The Twitter feed @careersfranklin aims to extend the reach of information and

- provide current links to topical and current information locally and nationally
- Through the Deputy Directors of Student Services and Progress Coaches, group and individual tutorials
- Extensive resources are available on the MOODLE platform which has links to external sites

In addition to one to one guidance group work is undertaken on topics such as action planning and CV workshops and external specialists are invited to support this work

The College liaises with external groups including local employers, training providers and universities and staff represent The College on a number of local groups where good practice is shared and links are developed.

Professionals are invited into college to speak to students and parents throughout the year on a wide range of topics to help students refine their Progression Plans.

The college organises a large scale Progression Evening/Careers Fair annually and in addition to stands in the careers fair inspirational speakers from various vocational areas are invited in to talk to students.

Regular talks and workshops on student finance and applying to university including Oxbridge are hosted for students and their parents/carers.

A range of visits are planned for students to attend presentations and university open days.

Parents are engaged in Progression Planning at Consultation Evening by teaching staff and Progress Coaches and are invited to contact the Careers Officer if they would like information or to arrange a meeting.

The College is a member of the National Career Ready programme and runs a series of 5 Career Academies. The college also runs its own “teaching academy” for those looking to enter the teaching profession.

OUTCOMES

Throughout the completion of their studies, students will:

- Enhance their self-awareness, career management and employability skills
- Use resources to investigate and explore Progression Plans
- Receive access to employers, colleges and training providers
- Receive guidance from College staff and invited professionals about a wide range of career pathways
- Be provided with support to complete application procedures, develop CVs, write personal statements and prepare for interviews
- Have the support to develop a well-informed, challenging but realistic Progression Plan which takes into consideration their abilities, attributes, achievements and career goals.

QUALITY ASSURANCE

- Feedback is sought from students
- Peer observations are organised with career professionals at a local FE provider
- Internal audit – the provision was recently (March 2014) audited and awarded substantial assurance