

**Policy: Careers Education,
Information, Advice and
Guidance Policy**

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Careers Education, Information, Advice and Guidance Policy

1. Purpose

The Careers Policy is committed to and guided by the principles of excellence in impartial careers information and guidance.

Franklin Sixth Form College is committed to providing Careers Education, Information, Advice and Guidance (CEIAG) to all students both through the curriculum and a comprehensive range of organised activities. Students are provided with differentiated, current, accurate and relevant information to help them plan and develop their Progression Plans and increase their self-awareness. Franklin Sixth Form College offers a high-quality careers provision which contributes to raising aspirations and improving motivation enabling our students to achieve their full potential in an inclusive and supportive environment.

High-quality careers provision contributes to raising aspirations and improving motivation.

2. Scope and legal definitions

Our Careers Education, Information, Advice & Guidance Policy fulfils the requirements of the National Framework in regard to careers guidance for young people and is reviewed annually. In 2019 Franklin Sixth Form College was awarded the Quality in Careers Standard, a national standard that recognises the robust and impartial careers provision and is one of the highest accolades an organisation can receive for excellence in this area of work. This standard is aligned with the eight Gatsby Benchmarks for Good Careers Guidance ensuring positive encounters with business are a significant part of the delivery mechanism. This standard will be reviewed in three years' time and Franklin are committed in ensuring that we will continue to offer a quality CEIAG provision and maintain this award.

The government's Careers Strategy, published in 2017, and Guidance for Further Education Colleges and Sixth Form Colleges, published in 2018, set out the plan for building a high-quality careers system that will help young people have the best start to their working lives and there is now a clear blueprint of what good careers provision looks like. The eight Gatsby Benchmarks are based on national and international research and help to define the elements of an excellent careers programme. The Gatsby Benchmarks have now been put at the heart of the Careers Strategy, with an expectation that all colleges will work towards the benchmarks. Franklin Sixth Form College are committed to achieving all 8 benchmarks and these are embedded within our careers programme.

Our careers programme offers a structured timetable of events and activities, designed to give every student the opportunity to reach their full potential. Our Ofsted inspection in 2018 highlighted that students participate in a wide range of interesting and worthwhile enrichment activities that give them the opportunity to broaden their education and help

them to develop good social, personal and employability skills. Students on 16 to 19 study programmes receive a broad range of good support and guidance to prepare them for progression to higher education or to alternative routes of further study, apprenticeships or employment. Our careers programme has a clearly set of defined outcomes that are evaluated annually and updated to meet our students needs so they are able to make informed choices about their future education and employment plans. The impact of the careers programme is measured using feedback from students, key stakeholders, parents, staff and Governors and by using the Careers and Enterprise Company Compass evaluation tool to map against the Gatsby benchmarks.

Franklin Sixth Form College are part of the Careers and Enterprise Careers Hub, which is a group of schools and colleges working together with universities, training providers, employers and career professionals to improve careers education. These are a central part of the government's Careers Strategy, published in December 2017.

Franklin Sixth Form College has a dedicated Careers and Employability Team each with specific roles. Overall responsibility for CEIAG is managed by the CLT Associate for Careers and Employability. The careers provision is supported fully by the College Leadership Team and a dedicated Careers Lead Governor, who has responsibility for overseeing the quality of careers guidance and supporting employer engagement. Franklin Sixth Form College are also supported at a strategic level by an Enterprise Advisor who is employed by a local professional practice, and a fully operational Local Advisory Board chaired by an Officer of North East Lincolnshire Council.

3. Policy Statement

3.1 Careers Programme

3.1.1 Statement of Intent and purpose

Franklin Sixth Form College is committed to providing all students with a comprehensive programme of careers education, information, advice and guidance and our careers programme reflects this. We aim:

- I. To deliver guidance in an impartial manner whereby students are informed of all available options
- II. To inspire and raise the aspirations of students at Franklin Sixth Form College and in turn enable them to make well informed choices developing their skills and experiences to support and prepare them for their chosen pathway
- III. To promote career exploration through a wide range of accessible resources: web sites, books, leaflets, posters, news articles, newsletters and local Labour Market Information.
- IV. To equally promote all transitional pathways including higher education, further education, apprenticeships or employment

- V. To offer 1-to-1 guidance interviews via individual appointments with qualified Level 6 Careers Advisers.

3.1.2 Core aims and objectives

The College's careers programme offers a structured timetable of events and activities, designed to give every student the opportunity to reach their full potential. Students on 16 to 19 study programmes receive a broad range of support and guidance to prepare them for progression to higher education or to alternative routes of further study, apprenticeships or employment. The College aims:

- I. To ensure an awareness of and the need for employability skills and to ensure all staff promote these and these are recorded in student notes and on Grofar
- II. To provide opportunities to work in partnership with employers, training providers, local colleges and others to provide opportunities to develop enterprise and employability skills including skills for self-employment
- III. To inspire students through real-life contact with the world of work
- IV. To support inclusion, challenge stereotypical thinking and promote equality of opportunity
- V. To communicate with parents/carers so that together we can support our young people to reach their full potential
- VI. To promote a culture of high expectation and rigorously monitor achievements and destinations of students on all courses to ensure that they make good progress from their starting points.

3.1.3 Implementation

In addition to offering one to one appointments students can access the Centre for Professional Development outside of their lesson time to utilise resources and speak to staff. Guidance interviews take place in a designated room. Careers information is disseminated in the following ways:

- I. In addition to one to one guidance, group work is undertaken on topics such as action planning, finance and CV workshops and external specialists are invited to support this work during tutorial
- II. Annually the College organises a large-scale Careers and Progression Fair for students, parents and carers and invitations are extended to local schools. In addition to stands representing local and national employers, training providers and universities there are in excess of 20 specialist talks throughout the evening on a number of different careers, student finance, applying to university, including an Oxbridge session, and apprenticeship routes
- III. Annually there is a STEM conference for our students and local school children in Year 10-11, whereby 25+ workshops are available giving students an insight into the vast range of careers available. These are delivered by a number of organisations, universities and apprenticeship providers
- IV. Throughout the year a wide range of visits are planned for students to attend taster days and university open days.

- V. Access to local Job and Careers Fairs including Women into Manufacturing, Engineering and Health conferences.
- VI. Advice and guidance on apprenticeships and supported employment options from both national and local organisations (e.g. through organisations such as HETA, ASK Apprenticeships and the Department of Work and Pensions).
- VII. Participation in a dedicated Careers and Employability Week in which students can attend a number of interactive workshops, take part in mock interviews and visit a UCAS convention.
- VIII. Weekly working lunches whereby a number of industry professionals attend an informal session talking about their role, organisation and what it is really like to work in that profession. These are varied, scheduled in each week and available for all to access.
- IX. Support for students wanting to work within the healthcare profession including MMI's and help with UCAT as part of our Future Medics Programme run in partnership with HYMS and Lincoln Medical School.
- X. Students are encouraged to join our numerous enrichment clubs and societies including our National Award-winning Career Ready programme, which focuses on key sectors of skills need across the Humber including Health, STEM, logistics, business and law. Those interested in teaching are encouraged to participate in our Teaching Academy run in partnership with Bishop Grosseteste University.
- XI. The opportunity to access quality work experience or internships within a variety of local businesses and organisations. Work placements are designed to be purposeful and challenging and support students with their career and transition aspirations.
- XII. Students who achieved high GCSE scores are encouraged to join our High Flyers programme that is designed to stretch and challenge their critical thinking and equip them with the skills that are needed to succeed at Oxbridge, Russell Group Universities and Higher Degree Apprenticeships.
- XIII. Students are all given access to Grofar, an award-winning careers and work experience platform, to build up their own career passport.

3.2 Gatsby Benchmarks

Franklin Sixth Form College embraces the Gatsby Charitable Foundation's benchmarks and whole-College approach to careers, education, information and guidance.

3.2.1 The Gatsby benchmarks defined are:

- I. A stable careers programme.
- II. Learning from career and labour market information.
- III. Addressing the needs of each student.
- IV. Linking curriculum learning to careers.

- V. Encounters with employers and employees.
- VI. Experiences of workplaces.
- VII. Encounters with further and higher education.
- VIII. Personal guidance.

3.2.2 Evaluating the benchmarks

The Careers and Enterprise Compass Tool will be used to assess ongoing progress and is conducted every term. Results are shared with link Careers Governor.

3.3 Student entitlement

Franklin Six Form College students are all entitled to;

- I. Access individual careers guidance delivered by professionally qualified Careers Advisers. These can be booked via the College student management system, by email or by calling in to the Centre for Professional Development available throughout the academic year.
- II. Access well informed, impartial information and guidance free from bias and stereotyping.
- III. Access opportunities to engage with university staff, employers and training providers both in College and via visits to external events.
- IV. Access work experience placements via the Centre for Professional Development.
- V. Have access to a weekly Career's Newsletter highlighting local and national career and higher education related events, apprenticeship opportunities and online webinars.
- VI. A structured tutorial programme including careers and employability content tailored to the needs of the different student groups within the College and focused on the individual and their specific needs.
- VII. Teaching staff, as part of a whole-College approach to preparing students for positive progression beyond college, discussing careers related to their subject and relevant local labour market information.

4.0 Policy References

4.1 Access to the policy

The policy will be available via Microsoft Teams and the website.

4.2 Quality and Assurance Monitoring

Franklin Sixth Form College have a dedicated Careers and Employability Team each with specific roles. Overall responsibility for CEIAG is managed by Associate CLT Member-Careers and Employability. The careers provision is supported fully by the College Leadership Team and we have a dedicated Careers Lead

Governor, who has responsibility for overseeing the quality of careers guidance and supporting employer engagement. Franklin Sixth form College are also supported at a strategic level by an Enterprise Advisor from a local professional practice and a fully operational Local Advisory Board chaired by an Officer of North East Lincolnshire Council.

The College Leadership Team and the College's Governing Body will review the policy every three years.