

Careers and Personal Development Strategy

Background

The Government's careers strategy, published on 4 December 2017, sets out a long-term plan to build a world-class careers system that will help young people and adults choose the career that is right for them. Following this, statutory guidance for colleges was published in October 2018, which outlined the Gatsby Benchmarks.

In line with the Government's careers strategy, Cirencester College is committed to improving the life chances of all of their learners by continuing to offer, and continuously improving, a high quality careers programmes to meet their requirements.

Cirencester College will ensure that:

- All 16 to 19 study programmes will be focussed on progression to learning at the next level or to employment.
- Learners will have access to high-quality support to make decisions about the next step that is right for them and to aspire to achieve their full potential.
- Learners in college will have access to independent careers guidance.
- All young people will get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience.

Scope

The Gatsby Benchmarks apply to all learners in colleges up to and including the age of 18; and those 19- to 25-year-olds with a current Education, Health and Care (EHC) Plan in place under section 37 of the Children and Families Act 2014.

In addition, it is the College's policy to provide this service to all of its learners, outside of this scope, where practicable.

Pre-entry CIAG

Cirencester College will work with feeder schools to provide information, advice and support about all options available to a young person post 16. It will support schools to raise the aspirations of young people, providing mentors and transition support as appropriate.

The College will hold a series of open days and evenings to give young people the opportunity to explore their options in greater detail. A key part of these events will be the careers hub where young people can talk to appropriately qualified careers professionals to help them, where necessary, to identify a career goal and a pathway to achieving their goal.

The admissions process will facilitate and ensure recruitment with integrity. Young people will be supported to make the best decision for them as an individual and their career goals. This may be

that the young person needs to take an extra step to their destination or it may be that they choose something other than the college environment. To help young people to make this decision, the College will offer a series of opportunities, such as admissions days, choices events and tasters, for them to understand and experience college life and their subject choices before making their decision.

For those young people who are disappointed by their GCSE results and are put in a position of needing to re-evaluate their path to their career aim, the College will ensure appropriate time for exploration of options and subsequent reflection, by means of an extended careers led induction programme, to support the young person in making an informed decision about their progression pathway.

The college website and prospectus outline progression routes for each of our courses illustrating actual destinations of our students, the potential career opportunities associated with that subject and the labour market information relating to the respective sector including average salary information.

On programme careers education and support

Cirencester College will provide a comprehensive and tailored progression programme as follows:

- Full-time students are supported in a tutor group which is tailored to their career aim. These tutor groups are allocated at enrolment of their first year and will have elements of career and industry specific information including visiting speakers. Tutees have the opportunity to change tutor groups if they subsequently change their career aim.
- Opportunities for linking curriculum learning to careers is embedded into classroom delivery; during National Careers Week a tailored focus on careers which supports the student visit to the HE and Employer Convention. STEM subjects promote a wide range of career options in this field and students participate in competitions to enhance their knowledge of related industries.
- Young people will undertake a skills audit as part of their induction, this will help to direct their personal development, giving them more confidence in employability and life skills.
- The tutorial taught programme will include information, advice and skills development which will prepare young people for adult life. It will be tailored by ambition aim and level where appropriate and support young people on their chosen career pathway.
- High achieving young people aiming for University will be given a tutor group which develops their skills towards the Oxbridge entrance exams, Russell Group and Medicine/Veterinary applications.
- The Career Ready programme is in place to develop young people's skills and confidence to help them find work in a relevant sector. Learners could be matched with a mentor and will undertake work experience. The programme facilitates supported reflection and ongoing skills development. It is primarily designed for, but not exclusive to, those who are not planning to go to university but would like to develop employability skills for employment or an apprenticeship once they finish their studies at Cirencester College.
- Careers education is integrated into the tutor programme and one-to-one support is available from Level 6 qualified careers professionals for those who need a more in-depth intervention. The College makes use of tools such as Morrisby, Career Pilot, iCould and Kudos to support students in making the right choices for them.
- Apprenticeships, what they are, how they work and how to apply, is integrated into the tutorial programme. All students get an overview of apprenticeships and those who express an interest are given the opportunity to develop their understanding further and are

supported to develop skills in finding an appropriate opportunity, through the application process and with interview and employability skills.

- Work preparation in the form of work experience is an integral element of all vocational programmes and many A-level courses. In addition, where a student following an A-level only programme with an intended destination of an apprenticeship or employment, they will have a minimum of one week placement during the first year of their course. For those students undertaking a T-level qualification, there is a minimum of 45 days work placement as an integral part of their programme.
- Through the curriculum, learners meet and hear about the lived experiences of relevant workplaces through a tailored programme of visiting employer speakers.
- All first year students attend the college run HE and Employers Convention which give students and parents the opportunity to talk to many universities and employers about progression options. Students are prepared in their tutor groups to ensure they get the most out of this event.
- All students have the opportunity to attend a series of progression events such as the college run Apprenticeship Fair and HE and Employers Convention as well as visit the UCAS convention at a local University to help with their progression decision.
- For students wishing to go to university, open day dates are promoted and travel support is available for those who need it.
- For students looking for an apprenticeship, employment or a part-time job, the College operates an online jobshop promoting work placements, job and apprenticeship vacancies
- All students have the opportunity to participate in a wide range of enrichment activities which enhance their academic, employability and life skills.

Parents support

Information and guidance for parents is provided all through the learners' journey. Labour market information relating to potential careers is published on the website and in the prospectus. Details of the pastoral and careers support is given at new parents' evenings, the HE and Employers Convention and Apprenticeship Fair is open to parents as well as young people. The College offers a series of information evenings for parents covering UCAS, Student Finance and Apprenticeships. Parents are also able to liaise directly with their young person's tutor and progression tutor.

Leavers support

Post exam results, leavers are supported into university, through clearing if necessary, or the workplace as appropriate. Destinations are tracked and reported, and leavers are offered support where needed. For those learners taking a gap year, the College supports their later application to University or into an apprenticeship.

Success measures

Success will be reflected in higher numbers of learners progressing to positive destinations. This is reported in the destinations report and will be highlighted in publicity material for each course in the prospectus and on the website.

The College's Commitment

Cirencester College's Careers and Personal Development Strategy is owned by the Vice Principal Student Experience and External Relations, it is approved by Senior Leadership and is delivered by a strong Pastoral team which includes four QCG level 6 qualified careers professionals.

The Baker Clause

This document sets out the college's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Student entitlement

All Students are entitled:

- ☒ to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- ☒ to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through curriculum learning, at the HE and Employer Convention and any other appropriate points in the student journey
- ☒ to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact Kirsten Murphy Careers Adviser or Charlotte Vaughan Careers Leader

Email: careers@cirencester.ac.uk

Opportunities for access

The college offers a comprehensive Careers and Personal Development program.

Please speak to our Careers Advisor to identify the most suitable opportunity for you to engage with us.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Advisor so that they can be displayed in the most appropriate place.

CAREERS

