

Careers Education Strategy 2023/2024

Further Education Better Careers Begin Here

Policy Details			
Policy Owner	Senior Careers Adviser and Careers Leader		
CE Sponsor	Vice Principal – Student and Information Services		
Date created this year	19 October 2023		
Version:	Approved by:	Date approved:	To be reviewed:
1	College Executive	24 October 2023	August 2024

Version Control	
Version Number	Changes from previous 12 months policy
1	Inclusion of reference to Industry or other placements
1	Updated Careers Education Strategy Group
Changes to policy in year	

Equality Impact Assessment Tool

		Yes/No	Comments
1	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	Race or ethnicity	No	
	Disability	No	
	Gender	No	
	Religion or belief	No	
	Sexual orientation	No	
	Age	No	
	Marriage and Civil Partnership	No	
	Maternity and Pregnancy	No	
	Gender Reassignment	No	
2	Is there any evidence that some groups are affected differently?	No	
3	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	N/A	
4	Is the impact of the policy/guidance likely to be negative?	No	
5	If so, can the impact be avoided?	N/A	
6	What alternatives are there to achieving the policy/guidance without the impact?	N/A	
7	Can we reduce the impact by taking different action?	N/A	

1. Introduction

The Vision of the College is by 2024 to be celebrated as an outstanding provider of education and training in the Eastern Region, recognised for its significant contribution to the social and economic recovery of individuals and organisations.

The College is committed to providing the highest quality Careers education, information, advice and guidance (CEIAG) to enrolled and prospective students, supporting students to ultimately achieve their intended destinations, which could include employment, self-employment, further or higher education.

We recognise that the College has an important role, the opportunity and potential to change lives. We strive to support all our students to achieve their destinations, contribute significantly to the productivity of the economy and have happy and purposeful lives.

Supporting students through a 'whole college approach' to CEIAG is embedded within the College and students receive high quality CEIAG during their time studying at Colchester Institute from a wide range of experienced staff in a variety of contexts. This is enhanced by embedding Careers Education, Information and employability skills into the curriculum and drawing upon the experience of our industry expert teaching staff to prepare our students for the world of work.

The Strategic Plan 2021-2024 of the College exemplifies our values, goals, and commitment to CEIAG and is entitled [Better Careers Begin Here](#).

2. Our Commitment

- 2.1. The College is committed to promoting the value of careers education to raise student attainment and their successful progression to their destinations, including employment, further or higher education. The College understands one team cannot lead on CEIAG in isolation, as it touches every aspect of the student journey and College life. The whole college approach aims to effectively support students in their choices, for them to achieve personal and economic wellbeing throughout their lives.
- 2.2. The College recognises that it has a duty to provide all further education students, including apprentices, with access to impartial Careers guidance from qualified guidance advisers. Personal careers guidance enables students to explore and consider their intended destinations and know and understand the options open to them, so that they can make informed decisions about future careers, training, and progression.
- 2.3. The College is committed to a whole organisational approach to providing a high-quality planned careers programme which runs through all study programmes and apprenticeships.
- 2.4. This commitment has the full support of the Governors, the Principal and the College Executive Team.

3. Key Objectives

3.1 To meet our statutory duty and good practice as defined by the Department for Education publication [Careers guidance and access for education and training providers](#) our objectives are:

- All students are able to access high quality CEIAG before applying for a course and during their time studying with us.
- Every student will receive advice and support tailored to their needs.
- Enable 16-18 year olds and 19-25 year olds with an Education Health and Care Plan (EHCP) to have access to personal careers guidance from qualified Information, Advice and Guidance professionals (Student Services IAG Team).
- Students will benefit from a curriculum designed with input from stakeholders including employers, employability professionals, further and higher education specialists.
- Students will be able to access guidance materials and a wide range of up-to-date reference materials relating to careers education and career opportunities.
- Students will experience meaningful encounters with employers and stakeholders during their time at the College, both virtual and in person to learn how to develop for their chosen careers.
- Students will be expected to undertake industry placements or work experience as part of their study programme.
- That there is a named Careers Leader who has the skills and commitment for the role.
- Careers Leader has backing from the senior leadership team, including protected time that enables the Careers Leader to carry out the role effectively.
- Contact details of the named careers leader to be published on the website.
- Careers programme to be published on the website and made accessible to students and parents.
- A member of the Governing Body is identified as the Link Governor for careers who meets with the Careers Leader at least once a term.
- Accurate data is collected and maintained for each pupil on their education, training or employment destination.
- The College continues to work towards the 8 Gatsby Benchmarks to develop our careers programme to continually improve CEIAG provision.

4. Whole Organisational Approach to CEIAG

The College offers a comprehensive Careers Programme delivered through three main strands:

1) Curriculum

Individual course curriculum plans are designed and developed with input and review by stakeholders including employers, employability professionals, further and higher education specialists to ensure that careers education, information and advice is intrinsically embedded into teaching and learning in both theory and practical sessions, progression, and destinations. Curriculum specialists continue to work with industry leads and employers beyond the curriculum planning phase to provide subject specific work-related activity for their students which could include, for example, guest speakers, employer encounters, trips, and activities such as skills competitions, exhibitions, and trade shows. Study programme students are supported to access industry and / or placements work experience suitable to their type and level of qualification.

2) Personal Development

The College personal development programme (Career Readiness, Enrichment, and Wellbeing – CREW) further supports CEIAG through weekly sessions for study programme students. The personal development plan covers themes and awareness on a variety of topics that equip students to develop employability skills, prepare for the world of work, make good choices, stay safe and make a contribution to the community and the world. Topics include British Values, Carbon Literacy, Artificial Intelligence, online safety and staying safe topics. The spring term is dedicated to supporting students with their next steps, with the month of March hosting “Moving on Up” a month focussed on progression activities involving employers, Higher Education Institutions, and the voluntary sector to meet and talk to students about their options.

3) Student Career Journey – Pre-College to destination

The Student Services and Information team, work with the wider Curriculum specialist teams to support the student career journey in several ways:

- High quality easy to access information available on the College website and Prospectus.
- Dedicated Schools Liaison Officer working closely with local schools and providers delivering high quality information about the College, available courses, options, and career paths.
- On site experiences via tours, familiarisation visits, open events and welcome days.
- Providing an effective, supportive and inclusive admissions process.
- Comprehensive and relevant Student Induction programme.
- Universal support from curriculum specialists and Progress and Destination Tutors with individual learning plans.
- Development sessions, employer engagement, trips, visits, skills competition, employability, industry placement and or work experience.
- Access to online resources including the Job explore database.
- Sharing employer links, vacancies, resources, and opportunities with curriculum teams.

- Specialist support from the Information, Advice and Guidance Team offering impartial, information advice and guidance (IAG) service with the qualified IAG team including individual employability support, personal advice and guidance tailored to the student's individual needs and plans on destinations into further and higher education, employment or apprenticeships.

5. Responsibility and Resources

- 5.1 The designated member of the Senior Leadership Team responsible for CEIAG is the Vice Principal: Student and Information Services. Working closely with the Deputy Principal. They report to the Principal and Chief Executive. The Vice Principal is supported in this work by the operational Careers Leader and Head of Student Services.

Maeve Borges – Vice Principal Student and Information Services
College Executive Member with Senior and Strategic Responsibility

Jason Peters – Deputy Principal
College Executive Member with Senior and Strategic Responsibilities

Kirsty Russell
Head of Student Services

Peter Cook
Nominated Link Governor, Corporation Board

- 5.2 The Vice Principal: Student and Information Services works in collaboration with the Deputy Principal to drive forward CEIAG across the College. The Deputy Principal has responsibility for and leads for all study programme curriculum, personal development, industry and work placements.

- 5.3 There is a designated Careers Education Strategy Group responsible for overseeing the College Careers Education Programme. The team involves the following representatives:

Deputy Principal
Vice Principal: Student and Information Services
Careers Leader
Head of Student Services
Quality Manager
Director of Apprenticeships
Area Head representative x 2

- 5.4 The College provides a dedicated, specialist and professionally qualified central Information, Advice and Guidance (IAG) Team who offer a free and impartial service.

The central College IAG Team consists of 3 advisers, including the operational Careers Leader.

Louise Cantrill-Godden

Senior Careers Adviser and named Careers Leader

Jo Batch

Careers Adviser and UCAS Coordinator

Sarah Eels

Careers Adviser and UCAS Coordinator

The College also holds a National Careers Service (NCS) contract, and this service is accessible by Colchester Institute students and apprentices aged 19 and over, in addition to the support from the Careers Team.

5.5 Careers advisers are specialist, experienced, knowledgeable, and professionally qualified holding at least the Level 6 Diploma in Career Guidance and Development. All advisers with Career Leader responsibility undertake the Level 6 Careers Leader training.

5.6 To support continual professional development and maintain an up-to-date knowledge and understanding of the CEIAG landscape, all advisers are members of the Career Development Institute (CDI) and adhere to the CDI Code of Ethics.

The aspects of the Careers Programme provided by the Careers Team includes:

- Information and advice for prospective students at open events and also during advice and enrolment periods.
- Information on all courses and opportunities at “Colchester Institute”
- Individual impartial guidance interviews for enrolled students.
- A daily drop-in service for enrolled students.
- UCAS Coordinator who offers specific support on the UCAS application process.
- Workshops throughout the year for enrolled students on topics including Apprenticeships, UCAS applications and CV writing.
- ‘Moving on Up’ month long event for enrolled students to explore the pathways available upon completion of their studies. Both internal and external opportunities in higher education, apprenticeships, and employment.
- Careers consultation support for all staff including tutors and PDT’s.
- Access to an online psychometric careers programme for both prospective and enrolled students.
- Mock interviews for enrolled students.
- Vacancies from employers seeking “Colchester Institute” students.
- Referrals and signposting to relevant agencies as appropriate.

6. Quality Assurance & Evaluation CEIAG

- 6.1 Feedback on the Careers Programme can be given online by parents, students, staff, and other stakeholders via the College Website, this allows the opportunity to offer feedback, ask questions and/or get involved in further feedback methods.
- 6.2 An annual internal audit takes place across all Areas using the Careers Enterprise Company "Compass" Tool to evaluate how current CEIAG within the College performs against the **Gatsby benchmarks**. The Annual Audit provides a formal opportunity to identify areas for improvement, good practice and influence continual improvement of service delivery.
- 6.3 The College currently holds the externally accredited **matrix** international quality standard for information, advice, and guidance services. Matrix is awarded every three years and externally reviewed on an annual basis to ensure the standard is maintained.

7. Review of the Strategy

This strategy will be reviewed annually.