

Careers Policy

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Policy Statement

Barnet and Southgate College is committed to providing high quality careers information, advice and guidance to support and motivate learners to reach their full potential in a variety of occupations and roles in accordance with the college's Equality, Diversity and Inclusion Policy.

The college aims to fulfil its statutory requirement to

- Secure access to independent careers guidance
- Provide all college learners with guidance materials and a wide range of up-to-date reference materials relating to careers education and career opportunities

(Careers Guidance: Guidance for further education colleges and sixth form colleges, Feb 2018)

The college is also committed to following the recommendations of the Department for Education's Careers Strategy (December 2017) and in particular, its recommendation that schools and colleges use the eight benchmarks developed by the Gatsby Foundation to set the standards for high quality careers provision *(See appendix)*

Policy Scope

The college's legal requirements relate to all learners up to and including the age of 18 and 19-24 year olds with an Education, Health and Care Plan. However, the college will aim to provide careers education and guidance to other learners wherever possible and appropriate.

Policy Aims

1. Deliver a careers education programme that is in line with learners' needs and with key decision points and deadlines.

This programme will include:

- Information and advice about the full range of learning opportunities that are available at Barnet and Southgate College, other colleges, schools and universities
- Visits to and from education institutions that provide opportunities for further study
- Information and advice about the range of jobs and apprenticeships/traineeships that could be options for learners. These should be appropriate to their study programme area and level as well as linked to opportunities that exist in the current labour market
- First hand experiences of the workplace through work experience, work visits, taster events and voluntary work
- Encounters with employers via visiting speakers, enterprise schemes and mentoring projects
- Employability workshops to provide learners with the skills and knowledge needed to apply for and secure suitable job and apprenticeship opportunities or set up their own business where desired
- Information and advice about online resources that could be used for further research and development

2. Ensure that all learners have opportunities for guidance interviews with highly qualified, trained and competent staff.

As part of this commitment, the college will ensure that advisers are

- Qualified to a minimum of Level 6 in Careers Information, Advice and Guidance
- Provided with regular opportunities for continuing professional development to ensure that their skills and knowledge remain up-to-date
- Observed on an annual basis against an agreed framework for careers guidance. Areas of good practice and areas for improvement that are identified during observations will feed into staff training and development programmes

As part of this commitment, advisers will

- Support learners to understand their own skills, qualities and interests and how these could be used in the workplace, enable them to explore the full range of opportunities that are available to them and help them to make and implement their plans for the future
- Challenge all forms of stereotyping and negative perceptions and ensure that learners from all backgrounds, gender and diversity groups consider the widest range of choices that match with their skills, qualities and interests as well as with qualifications that they have already got or have the potential to gain
- Support learners who are at risk of dropping out of college or who wish to change course

3. Publicise the careers policy and careers education programme to learners, tutors, parents/carers, governors and employers so that everyone is clear about what learners are entitled to.

Responsibilities

Careers Education

A range of college staff have responsibility for the careers education programme for learners:

- The Careers team have responsibility for the delivery of a variety of workshops for learners at all campuses throughout the year. Some of these workshops are mandatory whilst others are optional and need to be requested by individual curriculum areas. The Careers team will also support curriculum areas by organising a range of events for learners at all campuses throughout the year
(Please see separate document 'Careers Education Calendar ' for further details of workshops and events organised/delivered by the Careers team)
- Curriculum teams have responsibility for ensuring that their learners receive sessions to help prepare them for their future choices. These will either be delivered by the Careers team, tutors, other college staff or external speakers. Curriculum teams also have responsibility for ensuring that their learners have relevant events and visits organised for them. Some of these will be organised in liaison with the Careers team
- Curriculum teams, The Enterprise and Employment team and Barnet Education and Business Partnership have responsibility for arranging work experience for learners and for helping to prepare them for any placements

Careers Guidance

The Careers Lead has overall responsibility for careers guidance across the college. This responsibility sits under the Student Services Manager and the Director of Quality and Learner Experience

Actions

Action	Responsibility
1. Publicise careers policy and careers education programme to learners, tutors, parents/carers, governors and employers	Various college staff eg Student Services team, Marketing, Curriculum teams
2. Evaluate careers policy and careers education programme on an annual basis. Take into account statistics of workshops and 1:1 interviews, destination information and feedback from learners, college staff and external partners including employers. Act on any areas for improvement and suggestions where possible	Careers team

Links to other policies

This policy is underpinned by a range of key college policies eg Equality, Diversity and Inclusion Policy, Learner Transfer and Withdrawal Policy, External Speakers' Policy

Appendix

Gatsby benchmarks

1. A stable careers programme

Every college should have an embedded programme of career education and guidance that is known and understood by learners, parents/carers, teachers, employers and other agencies

2. Learning from career and labour market information

Every learner and their parents (where appropriate) should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make the best use of available information

3. Addressing the needs of each student

Opportunities for advice and support need to be tailored to the needs of each learner. A college's careers programme should embed equality and diversity considerations throughout

4. Linking curriculum learning to careers

All subject staff should link curriculum learning with careers, even on courses that are not specifically occupation-led. For example, STEM subject staff should highlight the relevance of STEM subjects for a wide range of future career paths. Study programmes should also reflect the importance of English and Maths as a key expectation from employers

5. Encounters with employers and employees

Every year, learners should participate in at least two meaningful encounters with an employer ie opportunity to learn about what work is like or what it takes to be successful in the workplace. At least one encounter should be delivered through their curriculum area

6. Experiences of workplaces

By the end of their study programme, every learner should have had at least one experience of a workplace, additional to any part-time jobs they may have

7. Encounters with further and higher education

By the end of their study programme, every learner should have had a meaningful encounter with a range of providers of learning and training that may form the next stage of their career

8. Personal guidance

Every learner should have opportunities for guidance interviews with a careers adviser who could be internal or external provided they are trained to an appropriate level (Level 6). Every learner should have at least one such interview by the end of their study programme