

Careers Education Information Advice and Guidance Strategy

2021/22

Harlow College is recognised for providing education of the highest quality to its local community. We are committed to ensuring that we change and transform the lives of young people and adults in our community. We want all of our learners to achieve their ambitions, contribute significantly to the productivity of the economy and have happy and purposeful lives. At the core of our strategy are our values:

- Students at the heart
- Be your best, be your future
- Work hard, work together
- Be innovative and enterprising

The CEIAG strategy is intended to reflect the College's wider Strategy, in particular the strategic intention of a Career-led curriculum and specifically falls within the scope of Personal Development, Behaviour and attitudes.

Statutory Duty to provide CEIAG

The Education Act 2011 inserted a duty, section 42A, into Part VII of the Education Act 1997, requiring schools to secure access to independent careers guidance for pupils in years 9-11. From September 2013 this was extended to years 8-13. Careers guidance must be presented in an impartial manner and promote the best interests of the pupils to whom it is given. Careers guidance for those under compulsory school age must also include information on all options available in respect of 16-18 education or training, including Apprenticeships. For those over compulsory school age, information should include higher education and employment options post-18, including Apprenticeships. Schools will be held to account for the destinations of their leavers through the annual publication of Destination Measures.

Our Commitment

Harlow College recognises that it has a responsibility to provide careers education in Years 12 & 13 and a duty to provide these learners with access to impartial careers information, advice and guidance. It is committed to providing a planned programme of impartial careers education by a dedicated internal team of staff working with external agencies as necessary. The STAR Agency is run by a range of qualified staff, able to provide support regarding the Student Journey, from admissions to work placements and progression into HE, Careers or Apprenticeships. It is located in the reception area, easily accessible to students and is open during College hours. Students are able to book appointments to discuss their careers options either face to face or virtually or they can drop-in for advice.

The College is committed to promoting the value of careers education within the college ethos in order to raise student attainment and successful progression to employment, further or higher education. The College aims to effectively support learners in their choices in order for them to achieve personal and economic wellbeing throughout their lives. This commitment has the full support of the Governors, the Principal and the Executive team.

Our aims and objectives

Aims	Objectives	Action points
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1. A stable careers programme	Review, publish and deliver a coherent careers statement and programme targeted at stakeholders (Students, Parents, Employers, Governors and Teachers)	1.1 complete a Plan, do & review cycle of all current careers activities to define an effective career programme to be clearly understood by all stakeholders.
		1.2 Disseminate a clear and coherent careers programme with stakeholders
		1.3 Seek feedback on all elements of the career programme from stakeholders and establish a process to review regularly
		1.4 Develop a suite of high quality resources to support the communication and delivery of this programme
		1.5 Where possible use innovation and technology to ensure resources are accessible and engaging to stakeholders
2. Learning from career and labour market information	Enable access to high quality relevant, up to date, robust information with easily accessible support from well trained staff.	2.1 Establish the Careers and Work experience Padlet walls as THE platform to access up to date careers information by creating a visible and accessible presence
		2.2 Raise awareness and grow engagement with the Padlet platform among staff and students through workshop training
		2.3 Develop training plans for front line staff aspiring to the highest levels of IAG qualifications
		2.4 Provide CPD for all delivery staff to improve the quality of IAG that they provide to their students including the sharing of their sector expertise across the college.
3. Addressing the needs of each pupil	Ensure that high quality careers guidance is readily available to all before, throughout and after their programmes	3.1 Develop resources for use in school engagement activities to further extend the reach of the 'Super 6' careers theme for each delivery area
		3.2 Re-establish and strengthen relationships with partner agencies that have been affected by the pandemic including ARU and Make Happen
		3.3 review the Tutorial programme to ensure it has a clear careers theme with access to high quality IAG material.
		3.4 Evaluate the robustness of the 'digital only' guide to ensure access to information has not been compromised
4. Linking curriculum learning to careers	Ensure curriculum planning and delivery have a strong influence on relevant careers and industry requirements	4.1 Review all curriculum activity to ensure they are relevant to industry requirements and lead students to positive destinations.
		4.2 Align curriculum content with industry need and ensure career paths are clearly defined and communicated
		4.3 Ensure feedback from employers is gathered and used to shape the curriculum
		4.4 Review the 'Super 6' careers across all delivery area to ensure they remain relevant to industry trends
5. Encounters with employers and employees	Deliver a cross college plan to engage with employers to support learners understanding of the workplace	5.1 Facilitate every student and staff member to use the Grofar and Proportal systems to record employability encounters
		5.2 Develop plans at team level to facilitate meaningful engagements with employers relevant to their study programme
		5.3 Use Grofar and ProPortal data to review current activity on employer engagement across all teams
		5.4 Use analysis to support the development of an improved system so learners are motivated to engage more with employers.

6. Experiences of workplaces	Further develop current work experience activities to increase relevant work experience and implement substantial work placements for T Levels	6.1 Increase the number of work experience opportunities available to learners
		6.2 Focus employer engagement activities on building long term well established relationships
		6.3 Build a range of Industry placement opportunities across sectors relevant to T Levels areas
		6.4 Monitor and evaluate student engagement with Grofar tools to maximise it's effectiveness
		6.5 Facilitate completion of work placement learning plans for all learners through Grofar
7. Encounters with further and higher education	Develop a programme that enables all groups to access the right support and information regarding all HE opportunities	7.1 Review all encounters with HE institutions across teams
		7.2 Identify funding opportunities through NCOP and ARU to further promote HE opportunities
		7.3 Set out a clear HE support programme including: finance talks, application process, visit etc. that is accessible and engaging
		7.4 Setup a systematic approach to recording all HE encounters
8. Personal guidance	Ensure qualified staff are available and accessible to all at key times during the academic year	8.1 Invest in training of central staff IAG qualifications
		8.2 Review the environment to ensure learners can easily access the right guidance including remote access to support
		8.3 Support delivery staff to triage CEIAG with their students through training
		8.4 Ensure Moving On process aligns with the tutorial programme and incorporates IAG for learners making career choices in a timely manner

Responsibility

There is a member of the senior management team designated as Careers Leader and responsible for CEIAG. They report to a member of the College Executive team.

Monitoring & Evaluation

Careers Guidance is monitored and evaluated annually through discussion with Governors & Senior managers, as part of the SAR process.

There is a College process for gathering destination data and annual destinations reports are included in the College SAR. This contains detailed analysis of student destinations to HE, FE or employment.

Student Surveys are carried out at various times of the year to assess student satisfaction of the quality of the careers provision and student experience.

Stakeholders including students, parents, Universities, and employers complete feedback forms on careers events they have participated in, for example, Fairs, Open events, Work placements.

An annual action plan is developed by the lead manager based on the self-assessment report.

Review and publication

This Strategy will be reviewed annually as part of the College's SAR process and published on the College's website.