

# **GRANTHAM COLLEGE**

  

# **CAREERS GUIDANCE POLICY**

**POLICY DATE February  
2022**

**SPONSOR**  
Careers Leader

## **Equality and Diversity Statement**

Grantham College strives to treat all its members and visitors fairly and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate grounds.

# GRANTHAM COLLEGE

## CAREERS GUIDANCE POLICY

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# **GRANTHAM COLLEGE**

## **CAREERS GUIDANCE POLICY**

### **1 PURPOSE**

To put procedures in place within the College to ensure learners and clients receive and have access to a stable careers programme and up-to-date and impartial information, advice and guidance that will help them to make well informed, realistic career and employment decisions. Careers guidance includes all activities intended to assist individuals in making decisions about their future education and training; this may also be referred to as careers education, information, advice and guidance (CEIAG).

### **2 AIM**

To set out how, when, and by whom careers guidance activities will be delivered within the College.

### **3 INTRODUCTION**

For individuals to progress and achieve their potential within the labour market it is essential that they have the knowledge, experience and skills they need to do this. It is acknowledged that the average individual will change their job and/or career on a number of occasions during their working life. Managing these transitions successfully is greatly enhanced if the individuals receive accurate and up-to-date careers guidance. This is as important, therefore, for the adult learner as it is for the school leaver.

### **4 CONTEXT**

In relation to this policy the term careers guidance refers to activities that include:

- a. supporting clients/learners in their choice of programme at the College
- b. the provision of specialist 1:1 impartial careers information, advice and guidance
- c. supporting learners to gain the skills to make and implement well informed and realistic career decisions and successfully manage change and transition to further or higher education or employment.

The term “careers programme” refers to all careers guidance activities delivered by the College to learners up to and including the age of 18 (and up to the age of 25 for those with Education and Health Care Plans).

## 5 KEY RESPONSIBILITIES

The Vice principal HR & Student Support and the Careers Leader is responsible and accountable for the delivery of the College's careers & employability programme, careers guidance and IAGE, supported by the Careers Adviser Student Mentors and IAG reception team

Pre-entry support to match clients/learners to the most appropriate choice of programme at Grantham College involves a number of teams working together. This includes information on the College website, open days, welcome days, school's liaison activity, course information enquiries and careers guidance interviews. These activities will be carried out by:

- Student Mentors
- Careers Advisor
- HE Team
- Teachers/Instructors/Assessors
- IAG Reception Team

The function of providing personal careers guidance interviews to external clients, applicants and learners will be carried out the Careers Advisor who holds an IAG Level 6 qualification.

The function of providing personal careers guidance interviews to learners up to and including the age of 18 (and up to the age of 25 for those with Education and Health Care Plans) will be carried out by the following staff who hold or are working towards an IAG Level 6 qualification.

- Careers Advisor

Careers guidance activities will support learners to gain the skills to make and implement well-informed and realistic career decisions and successfully manage change and transition. For study programme learners this will include the core careers & employability programme delivered through the weekly Continuing Professional Development online sessions. Other careers education activities include encounters with employers, work experience, linking the curriculum to careers and activities such as; visiting speakers, mock interviews, University/College visits. These activities will be organised, delivered and supported by:

- Teachers/Instructors/Assessors
- Industrial Placement Team
- Heads of Curriculum
- HE Engagement Officer
- Careers Adviser

## 5.8 In addition:

- The Student Mentors & Curriculum Teams will be responsible for providing accurate information about courses, including entry requirements.
- The Apprenticeship Team will be responsible for providing information to prospective apprentices and employers.
- The Marketing Team will be responsible for planning and delivering open days for prospective students to enable them to meet with College staff and find out about the opportunities the College offers them.
- Student Mentors and Curriculum Teams will be responsible for providing pre-entry clients with course information, advice at open days and progression within the same subject area.
- The HE Engagement Officer will be responsible for coordinating recruitment activities for higher education.

## 6 KEY OBJECTIVES

The key objectives are:

- To provide a stable careers programme for learners up to and including the age of 18 (and up to the age of 25 for those with Education and Health Care Plans).
- To ensure that all learners and clients of the College are assisted in their decision making by the provision of careers education, information, advice and guidance that is client centred, timely, realistic, impartial, accurate and supportive.
- To ensure that all learners and clients of the College have access to appropriately qualified specialist careers guidance staff.
- To ensure all study programme learners receive careers guidance and preparation for employment activities as part of a careers programme.
- To ensure all study programme learners have meaningful encounters with employers and employees.
- To ensure all study programme learners have first-hand experience of the workplace through work visits, work shadowing and/or work experience.
- To ensure that information, advice and guidance provided to learners/clients continues to comply with the Matrix Quality Standard.
- To ensure that all learners and clients of the College have access to a range of resources which adequately assist them in their career decision making, which are up to date, relevant and accurate.
- To ensure that information, advice and guidance is delivered in a manner which is sensitive to factors such as gender, race ethnicity, SEN and disability and complies with appropriate legislation.

## 7 KEY ACTIONS

### 7.1 Pre-Entry Course Information, Advice and Guidance

- The College website will provide accurate information about courses and entry requirements for prospective students and their parents
- Information about the Careers Leader and the careers programme will be available on the College website for prospective students and their parents
- Labour Market Information for the local region will be available on the website for prospective students and their parents.
- Careers advice will be available at College Open Day events for prospective students
- All applicants will receive information and advice from an appropriately qualified member of staff on their choice of programme as part of the application process.
- Pre-application clients may book a personal guidance interview with the Careers Guidance Team.

### 7.2 Careers education, information advice and guidance for learners:

- All students aged 16-18 follow a study programme tailored to their future career aspirations of which preparation for employment forms an integral part.
- All study programme learners will participate in a core careers & Employment programme delivered through remote sessions throughout the year.
- Study programme learners will have one to one progress reviews conducted by a Progress coach which monitor learner progress along with the Lecturer.
- All study programme learners will have the opportunity to engage with employers during their programme.
- All study programme learners will participate in work experience or an industrial placement if completing a T Level qualification.
- All learners will be entitled to a personal careers' guidance interview with a qualified career professional.

### 7.3 Personal Careers Guidance Interviews

- All interviews will be conducted by an appropriately qualified person (qualified or working towards IAG Level 6).
- Learners will be entitled to an interview of a minimum 40 minutes duration.
- Interviews will be confidential, impartial and client centred.
- All learners attending a careers guidance interview will be entitled to an action plan describing what steps need to be taken to achieve their stated aim.
- Learners may receive support from a Careers Guidance Adviser on an ongoing basis if required.

- Guidance available from the Careers Guidance Advisers includes help with career planning; writing an action plan; job search skills; UCAS applications; writing a personal statement; CVs and applications; identifying skills; researching opportunities; changing direction; finding out about volunteering and work experience; higher education; taking a gap year; next steps after College and interview skills (jobs and university).
- All interviews will be conducted in accordance with the Code of Practice for Guidance within Grantham College.
- Clients are entitled to seek redress through the College Complaints and Grievance Procedure should they not be satisfied with the service they receive.
- All information pertaining to learners/clients will be kept in a manner in accordance with the College Data Protection Policy (GDPR)

## **8 QUALITY ASSURANCE**

It is important that quality assurance and evaluation methods are put in place to support the policy and to ensure that the College continues to meet the Matrix Standard.

This section sets out the methods which will be used measure the quality of personal guidance, monitor all eight Gatsby Benchmarks and ensure continuous improvement of careers guidance. The following methods will be used:

- Self-audit (Careers and Enterprise Company Compass Tool for Colleges)
- Auditing Careers Literature (e.g., careers guidance, personal guidance, employer encounters, experience of workplaces)
- Feedback from clients and key stakeholders (including parents and employers) • Surveys
- Learner views (e.g. Council, learner surveys)
- Monitoring and evaluating destination data • External review of information, advice and guidance (Matrix Standard)

## **8 REVIEW**

This policy will be reviewed on an annual basis in order to ensure its continued relevance.