



Careers Guidance Policy

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Monitoring & Review	To be monitored by SSFC LGB	
Links		
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1. Introduction

- Rationale: The College provides excellent careers information, advice and guidance to young people from the first point of contact with us when they explore their post 16 study options right through to the completion of their studies. Students future career paths are explored considering the options of apprenticeships, degree apprenticeships, direct employment and university routes. We are proud to have achieved the Gold Career Mark accreditation – the national award recognising quality careers advice and guidance and we are committed to maintaining this accreditation.

1.2 Commitment: The College acknowledges that careers guidance enables individuals to become effective managers and planners of their own careers in a rapidly changing world of learning and work. The college is committed to maintaining 100% across all [Gatsby Benchmarks](#).

1.3 This policy will be reviewed at least every other year by the Senior Leadership Team.

2. Objectives

2.1 The careers programme is designed to meet the needs of all students at the College, developing students' career management skills, especially those associated with career adaptability, resilience, enterprise and employability. The planned programme of careers education is delivered through the Personal Development programme, specific events, work experience, internships, individual guidance interviews and curriculum opportunities. The programme is linked to key transition points in order to strengthen students' motivation, aspirations and attainment at the College, ensuring positive destinations.

2.2 Students are entitled to careers education, information, advice and guidance which meets professional standards of practice, is delivered by trained staff, and which is student-centred, impartial and confidential. Parents/carers are entitled to receive information and support advice in their capacity of supporting students to make well-informed realistic decisions. The careers education, information, advice and guidance available to students will raise aspirations, challenge stereotyping and promote equality and diversity.

3. Implementation

3.1 Management and Staffing: The College is committed to providing the resources required to deliver on the Gatsby Benchmarks and has in place a specialist Careers Guidance team who work closely with key internal and external stakeholders such as Solihull Careers Hub, the Local Chambers of Commerce and a range of local and other Higher Education providers, apprenticeship and employer organisations.

The specialist Careers Guidance team includes:

- A careers leader with strategic leadership and is a member of the Senior Leadership Team
- A careers Coordinator – with a Level 6 Diploma in Careers Leadership (or working towards this).
- A careers and employability advisor – with a Level 6 Diploma in Careers Leadership (or working towards this).

- A student Development officer with responsibility for the Employability Enrichment Programme
- An Enterprise Coordinator organised by Solihull Careers Hub
- A linked Careers Governor

3.2 Curriculum: Academic Coaches also deliver careers work through the Personal Development Programme and work with students on a one-to-one basis. Coaches work closely with the Careers Guidance Team to ensure that all students have access to specialist support whenever significant study, progression or careers choices are being made.

Across the curriculum, all teams have planned opportunities which focus on developing students' employability skills within subject lessons and through enrichment activities. The progress teams are making on linking careers to curriculum is evaluated through the quality processes and may feature within individual curriculum improvement plans.

Any student can access advice and support on securing a work placement from the Careers Team. All BTEC Diploma and Extended Diploma students benefit from a dedicated work placement in year 12 and 13, and they receive training and support from the careers and BTEC teams on how to find a suitable and meaningful placement. Many BTEC courses link the learning from the placement to individual assignments.

BTEC students also benefit from a bespoke Employers' Fair, where they can talk directly to employers and receive guidance from a number of guest speakers. There is a further opportunity for all students to interact with employers and representatives from higher education institutions at the Employment and Higher Education Fair in June.

3.3 Partnerships: Links exist between schools/academies and local further education colleges and universities; for example, the A2B Scheme, Newcastle Partners, Social Mobility Foundation Aspiring Professionals programme and University of Cambridge Girton College access team. Also, employability and apprenticeship links are in place with local and national companies such as the ASK Apprenticeship programme and Solihull Careers Hub.

3.4 Resources: funding is allocated as part of the annual budget planning process, in the context of College-wide priorities and taking into account the particular needs of the careers education, information, advice and guidance programme.

3.5 Staff Development: careers staff training needs are identified via the annual self-assessment process and annual staff performance management. The College will ensure that all Careers staff are fully trained and up-to-date on current issues.

3.6 Monitoring, Review and Evaluation: The Careers Leader will produce an annual action plan. The quality and impact of careers information, advice and guidance will be evaluated annually by key stakeholders via the College's Student Attitude and Parent/Carers Surveys. The Careers team will systematically evaluate the main careers events and activities (including guidance interviews), seeking feedback also from Higher Education Institutions and Employers (as appropriate) to help inform future planning. The Senior Leadership Team will evaluate progress towards the achievement of the Gatsby Benchmarks on a termly basis.