

The Mount Camphill Community

Careers, Education Advice and Guidance Policy

Applicability of Policy:

All staff involved in the delivery of information, advice and guidance, careers guidance, teaching, enterprise and employability and students at the Mount Camphill Community College.

Location and Access to the Policy:

The College website – www.mountcamphill.org

The community's shared drive (AA Policies)

A hard copy will be kept in the Policies File kept in Reception

Relevant statutory guidance, circulars, legislation & other sources of information:

Gatsby Benchmarks

Careers Guidance – Guidance for Further Education Colleges and Sixth Form Colleges (October 2018)

Ofsted's Further Education and Skills Inspection Framework (September 2023)

Introduction

The Mount Camphill Community's College is fully committed to ensuring that all students acquire the skills, knowledge, understanding and attitudes to manage their learning and careers progression. In order to achieve this, the College recognises the importance of implementing Ofsted's Further Education and Skills inspection Framework as well as the duties regarding career guidance and skills development and the importance of employer engagement within Careers Education, Information, Advice and Guidance (CEIAG).

The College also recognises its duty to secure access to independent careers advice for its students.

Careers Guidance will focus on the specific needs of the individual student to promote self-awareness and personal development. It will aim to provide current and relevant information to enable each student to make informed choices about their future. It will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each individual student. The Careers Leader and the Coordinator for Education will review and monitor the quality of CEIAG.

Scope

This policy applies to all staff involved in the delivery of information, advice and guidance, careers guidance, teaching, enterprise and employability. All students up to and including the age of 16-19 and 19-25 year olds with a current Education, Health and Care Plan (EHCP) in place under section 37 of the Children and Families Act 2014.

Aims and Objectives

Careers Education, Information, Advice and Guidance (CEIAG) should promote the following for all students:

Self-development by assessing their strengths and weaknesses to inform future learning and work choices. Also the development of positive self-esteem and employability skills and attitudes. Furthermore, to achieve this aim, the College will be guided by the Gatsby Benchmarks to develop and enhance its Careers provision.

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Progression planning through the provision of Information and Guidance (IAG) from careers advisors, support across the study programmes, organised progression activities, events and association with local Further Education and Skills providers and businesses.

Career exploration through the provision of a wide range of resources: computer software, books and leaflets, posters and access to impartial careers guidance.

Regular quality work experience.

Develop an understanding of the changing nature of work, learning and career, volunteering, and community participation choices, including education, training including apprenticeship options.

To ensure all students have:

- Access to high quality, professional and impartial careers guidance
- Access to an inspirational Careers Education programme that challenges career stereotypes and promotes equality of opportunity
- Opportunity to improve employability skills and understanding of awareness of entrepreneurship through employer encounters
- Access to information about work, employment, internship and apprenticeship opportunities that make students better informed of progression and employment routes
- A programme of careers events
- The opportunity of involving parents and carers (with the student's consent) in careers decision making

Student Outcomes

Student Career Exploration

Students will be able to, with appropriate support if required:

- Investigate careers and opportunities in learning, work, internships and apprenticeships and how these meets local and national priorities
- Access appropriate information, resources, help and guidance
- Understand changes in education, training and employment and the impact of these on career and working life
- Understand the full range of options available to them from various sources of information

Students' Self-Development

Students will be able to, with appropriate support if required:

- Understand self, key qualities and skills
- Develop key skills including teamwork, problem solving, independent enquiry, resilience, managing own career development
- Through work experience, test their effectiveness in the workplace and develop skills through experience

Student Progression

Students will be able to, with appropriate support if required:

- Make and apply career plans
- Decide on next steps in their career development using action planning, reviewing and setting smart targets
- Search for appropriate opportunities and develop networks

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- Prepare for work, further or higher education through written/verbal application and selection interview

Careers Education, Information, Advice and Guidance Implementation

Tutors/Teaching Assistants/ Job Coaches contribute to the delivery of CEIAG through:

- The delivery of compulsory tutorials which include British Values, Prevent, e-Safety, Equality and Diversity
- The importance of English and Maths (Functional Skills)
- Support for students in preparing their Study Programmes and ensure that students are aware, monitor and review their individual targets and target setting
- Conduct regular Student Progress Reviews and 1-1 reviews with students
- Employability skills are identified, embedded and demonstrated in all students' main vocational qualifications
- Maths and English (Functional Skills) is taught and embedded throughout the duration of the students' vocational qualification
- Ensure that students participate in careers events and industry days

Careers Education

Careers guidance contribute to the delivery of CEIAG through providing:

- Accessible, professional, impartial 1-1 careers guidance interviews, where students' individual needs will be taken into consideration
- Support to curriculum staff by delivering careers and progression tutorials
- Delivery of employability sessions to all students
- Annual National Careers and Employability week event

Centre for Apprenticeships & Work Experience

Contribute to the delivery of CEIAG through:

- Organising industry specific talks for curriculum areas
- Assisting students with enterprise activities and entrepreneurship
- Work Experience Coordinator liaise and work with employers to provide opportunities for students to access meaningful work experience
- Assist in searching and applying for apprenticeship opportunities

Partnership work

The College will continue to work with a range of partners to assist in the delivery of CEIAG and labour market information including local and national employers, charitable organisations, recruitment consultants, Careers and Enterprise Company, National Careers Service, Job Centre Plus, apprenticeship employers and professional bodies.