



CRANBURY COLLEGE

CAREERS EDUCATION POLICY - 2018

Document Control Information

Version	DATE	DESCRIPTION
1	12/01/2018	Created by Matt Harris
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Reviewed	16/01/2018
Responsibility	Debbie Owen-Mann
Committee	Management Committee
Review Date	January 2019
Signed	

CAREERS EDUCATION, INFORMATION, ADVICE & GUIDANCE POLICY

1. Content

Cranbury College is fully committed to ensuring that all learners acquire the skills, knowledge and attitudes to manage their learning and career progression. In order to achieve this, the school recognises the importance of implementing Ofsted's common inspection framework and recent Government Careers Educational Developments.

2. Purpose

The purpose of this policy is to specify Cranbury College's approach in developing learners' understanding of career and progression routes and the level of preparation required for the workplace. The college's role in supporting learners' ability to progress effectively within learning and the labour market and therefore underpin social mobility and economic efficiency.

2.1 Guiding Principles

- Our study programmes will always be tailored to create successful pathways for young people attending Cranbury College
- Our curriculum enables achievement and challenge for all learners
- Our learners have a basic entitlement to quality first teaching in all settings
- Our community ethos is underpinned by the development of independent learning for all
- Our commitment to successful outcomes for all learners is resolute and permanent

3. Scope

This applies to all staff involved in the delivery of information, advice and guidance; careers guidance; teaching; enterprise and employability.

4. Aims and Objectives

4.1 Aim

The college will ensure that by delivering high quality, professional careers education, information, advice and guidance learners develop personal, social and employability skills and attitudes to enhance employability and are supported in their career management.

4.2 Objectives

Ensure all learners have:

- Access to professional and impartial 1:1 careers guidance
- Access to a Careers, WEX and Progression Coordinator to enable learners to make informed decisions regarding progression, career and employment routes
- Opportunity to improve employability skills and their understanding of and awareness of entrepreneurship
- Access to information about work, employment and apprenticeship opportunities
- Support with evaluating information and developing analytical skills

- Support and guidance with training, further and higher education routes

5. Learner Outcomes

5.1 Learners' Career Exploration

Learners will be able to:

- Investigate careers and opportunities in learning, work and apprenticeships and how these meet 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
- Analyse opportunities in work, training and further and higher education
- Understand the full range of options available to them from various sources of information

5.2 Learners' Self Development

Learners will be able to:

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

5.3 Learners' Progression

Learners will be able to:

- Make and implement career plans
- Decide on next step in their career development using action planning, reviewing and setting smart targets
- Manage transition
- Search for appropriate opportunities and develop networks
- Prepare for work, further or higher education through written application and at selection interview

6. Careers Education, Information, Advice and Guidance Implementation

Roles:

6.1 Curriculum/Teaching Learning and Assessing

Teaching staff contribute to the delivery of CEIAG through:

- The delivery of compulsory reviews with dedicated key workers and a CWP Coordinator, which include Career Planning and regular sessions that address College Values, Equality Diversity and Community Cohesion and Study Skills.
- Support for learners in preparing Individual Learning Plans (ILP) alongside a Transition Plan and to ensure that learners are aware, monitor and review their individual targets and target setting.
- Employability skills are identified, embedded and demonstrated in all learners' main vocational qualifications.
- Maths and English is taught and embedded throughout the duration of learners' programme.

- Ensuring that learners participate in careers events and industry days.

6.2 Careers Hub / Connection Pod

Careers guidance and development practitioners contribute to the delivery of CEIAG through providing:

- Accessible, professional, impartial 1:1 careers guidance interviews across sites.
- Independent external careers advice signposted appropriately to the correct service, Starting Point and Inspire to provide mentoring and close careers and pathway support.
- Support to curriculum staff by delivering careers and progression tutorials.
- Collaboration with professional services and guest speakers from specific sectors in delivering employability sessions and workshops to learners.
- Careers practitioners who work collaboratively with curriculum staff, external agencies, employers, universities and volunteering organisations for the benefit of learners.
- Services encouraged to collaborate through the meeting of students, parents and carers when discussing options for progression.

6.3 Enterprise & Employability

Contribute to the delivery of CEIAG through:

- Preparation, delivery and monitoring of the Princes Trust Employability Award.
- Organising industry specific talks for curriculum areas
- Assisting learners with enterprise activities and entrepreneurship
- Enterprise and Work Placement Co-ordinators within curriculum areas liaise and work with employers to provide opportunities for learners to access meaningful work experience.

6.4 Partnership Work

Cranbury 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, apprenticeship employers and professional bodies.

7 Quality Assurance

Cranbury College will be applying for the The Quality Award in CEIAG (Prospects) validated by Quality in Careers Standard (QiCS) as identified as an area for development. Learner feedback is key to the development of the service and is obtained through evaluations after 1:1 guidance, group work, large scale talks, events and activities. Learner feedback forms part of our quality measure and consequently influences the development of the service.

7.1 Destinations

Centre managers and the Careers, WEX and Pathways Coordinator are responsible for learners' data capture and destination of learners. This information is tracked annually and effectively triangulated.

Reports are given to the Head teacher, Management Committee and Leadership Team and relevant other staff to analyse and incorporate into self-assessment reports.

8. Policy Review

This policy will be reviewed annually

9. Links to other College Policies and documents

Equality & Diversity Policy

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