



Careers Education and Guidance Policy

Policy content

1. ***POLICY STATEMENT***
2. ***ROLES AND RESPONSIBILITIES***
3. ***MONITORING AND REVIEW***
4. ***PROCEDURES***
5. ***ANNEX A – POLICY STATEMENT ON PROVIDER ACCESS***

1. POLICY STATEMENT

- 1.1 The College's vision is **to deliver excellence and transform futures within an inclusive community**. The College is **committed** to equip all learners on all levels of study with the knowledge, skills and opportunities to enhance their employability profile and prepare them for their next steps and we do so by embedding in all our activities our core values of **excellence, ambition, inclusivity, community and curiosity**. Through a broad and exciting programme, students will be able to embed key employability skills and make them an outstanding prospect for universities and employers. Students will be ably supported by staff across the College to allow them to follow their individual paths and secure their progression to Higher Education and/or employment/apprenticeship or other training.
- 1.2 The College values its high quality Careers Information, Advice and Guidance service and was awarded the Quality in Careers Standard in January 2022 following an external assessment. The award is valid for 3 years and the College has already started the process for re-assessment. The College also holds the Matrix Accreditation which is formally assessed every 3 years and has annual 'continuous improvement checks'.
- 1.3 The College will ensure that each student is offered the opportunity to develop the necessary skills through their own career aspirations and that there will be inclusive access to careers information, advice and guidance. This will be achieved through consultation with relevant stakeholders, including the statutory independent and impartial careers advice commissioned by the College.

2. ROLES AND RESPONSIBILITIES

- 2.1 It is the responsibility of the **Senior Leadership Team** to establish the policy for Careers Education and Guidance.
- 2.2 It is the responsibility of the **Governing Body** to monitor the impact of the policy, for example through the Careers Link Governor.
- 2.3 It is the role of the Careers Link Governor to work with the **Assistant Principal: Partnerships and Skills** and the named **Careers Leader** to take a strategic interest in careers education and guidance and ensure that the College is regularly reviewing its practice, providing update reports to the **Governing Body** as necessary.
- 2.4 It is the responsibility of **the Assistant Principal: Partnerships and Skills** and named **Careers Leader** to ensure that all students have equality of access to a Careers Guidance and a Careers Programme that provides them with the skills, knowledge, support and experience of the world of work to enable them to make informed career choices and raise the aspirations of the young people. The **Assistant Principal: Partnerships and Skills** will also ensure that the individual(s) commissioned to deliver the independent and impartial careers advice are qualified at least to Level 6 as stated in the statutory guidance (Department for Education, January 2023).
- 2.5 It is the responsibility of **staff** to familiarise themselves and comply with this policy and procedure in accordance with relevant professional standards. All teaching staff will be involved in monitoring and evaluating the delivery of Careers Guidance. All subject teachers are expected to know the pathways their learners can take if they wish to study their subject further. This will include routes to Further/Higher Education, Apprenticeships, Volunteering, work-related/employment with training

Key Staff (accurate 1, February 2025):

Lisa Bell (Link Governor)

Charlie Woodsford (Assistant Principal: Partnerships and Skills)

Alistair Lambon (Careers Leader/Advisor)

Kerry Singleton (Careers Adviser)

Jacquie Maguire (Employability Development Officer)

Lisa Fox (Enterprise Coordinator) Sian Campell (Enterprise Adviser)

Vacant (SUN Progression Mentor)

3. MONITORING AND REVIEW

- 3.1 The review of the careers education activity will be undertaken by the named **Careers Leader and Assistant Principal: Partnerships and Skills**, and feed into the SAR and QIP. We regularly seek feedback from relevant stakeholders on this activity.
- 3.2 The **Careers Leader** will review the careers provision on a formal basis, annually. The

College will continue to be proactive and reactive with its provision as external opportunities arise. The College Careers Programme will be reviewed on an annual basis and is visible to all stakeholders on the College website.

- 3.3 The named **Careers Leader and Assistant Principal: Partnerships and Skills** will report on the impact of the policy to the **Principal** as appropriate.
- 3.4 The **Principal/Assistant Principal: Partnerships and Skills** will provide the opportunity to/report to the **Governing Body** on any relevant aspects of the working of the policy as necessary and appropriate.
- 3.5 The **Governing Body** will review the policy every two years.

PROCEDURES

- 4.1 To ensure that all students have equality of access to Careers Guidance, it will be delivered and embedded through:
 - 4.1.1 Curriculum delivery, teaching and learning and staff expertise
 - 4.1.2 A range of learning opportunities within and outside of the curriculum. Many vocational courses require work placements as part of the specification and qualification requirements. All learners are encouraged to enhance their employability profile and secure work related experience.
 - 4.1.3 Highlighted opportunities through the tutorial programme
 - 4.1.4 Enrichment and wider college events outlined in the annual Careers Programme on the website
 - 4.1.5 Appropriately trained staff, industry experienced personnel, key stakeholders and external partners. Annually, staff will seek to stay up-to-date with industry changes through designated opportunities in the College calendar.
 - 4.1.6 The Gatsby Benchmarks. The College Careers Programme clearly indicates the benchmarks that its provision meets. The College reports to the Local Enterprise Coordinator on a termly basis on its progress against each benchmark
- 4.2 Provision will be further enhanced through:
 - 4.2.1 Curriculum enrichment, visits, guest speakers and the 'Next Steps' programme
 - 4.2.2 Progression Day, National Apprenticeship Week and National Careers Week allow students to obtain a forensic insight into local, national and international opportunities within industry. The College will provide students with the opportunity to have meaningful encounters with employers and Higher Education providers. Apprenticeship information, providers and opportunities contribute to this.
 - 4.2.3 Work experience/virtual work experience/industry placement opportunities. Students will be ably supported by curriculum teams and the Employability Development Officer (EDO). Brockenhurst Industrial Placement System (BIPS) allows students to search and apply for placements. BIPS is regularly reviewed by the EDO.
 - 4.2.4 Meaningful encounters with industry, businesses and institutions of Higher Education. Heads of/Curriculum areas will continue to proactively seek links

with local employers and businesses.

- 4.2.5 Strategic direction and guidance from the Enterprise Coordinator
- 4.2.6 Information from national and local labour markets. The Careers Leader will keep the College, learners and parents up-to-date with the latest labour market information (LMI) through appropriate channels of communication. LMI is also available through hyperlinks on the College careers information webpage.
- 4.2.7 The College will report to the Enterprise Coordinator through the 'Compass Evaluation Tool' on a termly basis regarding its current provision. This also allows the College to regularly self-evaluate its provision to drive further improvement. Curriculum areas contribute towards the reporting to enable an accurate and robust reflection of the College's whole provision.
- 4.2.8 The College will provide parents/carers with opportunities to engage with our careers education programme in order to support their young person.

4.4 As a result, all learners will:

- 4.4.1 Be educated in an environment that values and enhances their knowledge and understanding of the world of work suited to their individual needs;
- 4.4.2 Have access to advice and guidance that is independent, impartial, easily accessible and tailored to reach their own aspirational careers;
- 4.4.3 Have a Careers Programme that provides them with the opportunity to develop the skills, knowledge and experiences required to enable them to make informed career choices and prepared for employment;
- 4.4.5 Have a Careers Programme that promotes equality and self-esteem;
- 4.4.6 Be able to take individual responsibility to develop their own employability skillset and profile through the opportunities provided to them by the College;
- 4.4.7 Be able to develop their employability skills through the Curriculum and wider opportunities that are provided by the College and external partners;
- 4.4.8 Have an individual record of their employability skills, experiences and careers guidance over time to aid their progression beyond Brockenhurst College;
- 4.4.9 Be provided with opportunity to engage in meaningful encounters with employers through the Curriculum and wider opportunities provided by the College.

Annex A

BROCKENHURST COLLEGE: PROVIDER ACCESS POLICY

Introduction

This policy statement sets out the College's arrangements for managing the access of providers to the College for the purpose of giving them information about the provider's education or training offer. While our Careers Education and Guidance programme is accessible to all learners at all levels of study, this section relates specifically to, and complies with, the College's obligations under Section 42B of the Education Act 1997.

Learner entitlement

All learners in years 12 and 13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

These provider encounters will be scheduled during the main college hours and the provider will be given a reasonable amount of time to as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils

Meaningful provider encounters

We are committed to providing meaningful encounters to all our learners.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Previous providers

In previous years we have invited in a range of providers from local and national business, training and apprenticeship providers, volunteering and Gap Year organisations, FE institutions and HE institutions.

Destinations of our learners

Last year our year 13 learners moved to a range of pathways and next steps in the local area as highlighted in our Annual Destinations Report.

Management of provider access requests

Procedure

A provider wishing to request access should contact Alistair Lambon, Careers Leader/ Advisor, alambon@brock.ac.uk

Opportunities for access

A comprehensive CEIAG programme can be seen on our website www.brock.ac.uk.

We will ensure providers have suitable space, ICT resources and other specialist equipment to support their presentations. Providers are welcome to leave promotional materials which will be placed in the Careers and Employability Hub in the Brock Hub.

Please speak to our Careers Leader/Advisor to identify the most suitable opportunity for you.