

# **Careers Strategy**

## **2018/19**

## 1. Introduction

### **Our Mission**

To enable students of all ages to maximise their potential through excellent teaching, learning, training and support.

### **Our Vision**

To be the leader in education and training for our region.

### **Our commitment**

New College Stamford continues with its commitment to supporting skills development for the community, contributing to economic growth, success and prosperity. An increasing focus on the key priorities of apprenticeships, core employability skills and equipping the disadvantaged to secure employment will drive college priorities over the period of this strategy. We are looking to ensure the widest possible choice is available to all our learners and wider stakeholders to limit barriers and promote opportunity.

### **Our values**

The College's framework of robust policies and procedures support the delivery of this strategy and are underpinned by New College Stamford 'Rout to Excellence' and core values of **ROUTE**:



Embracing and advancing equality, diversity and inclusion (EDI) are central to delivering the college's values, ensuring that we meet the needs of our diverse community. This ethos is not just limited to New College Stamford campus; we are proud of the leading role we take to promote EDI in our local community and through national partnership activity,

and we will continue to fulfil our responsibility with pride.

**Good career guidance** helps inspire learners towards further study and enables them to make informed decisions whenever choices are open to them. New College Stamford will help learners to understand enough about the world of work to know what skills, qualifications and behaviours they will need to enter and sustain employed status. New College Stamford will encourage learners to consider opportunities and broader careers which may not be available in their local communities. This social mobility awareness is crucial to the education process as well as the development of career aspirations.

To assist with this vision, the Government published the Careers Strategy in December 2017 and published the Statutory Guidance for college leaders and staff in February 2018. The strategy sets out the plan for building a high-quality careers system to help young people choose career opportunities that are right for them. The aim of the strategy is to ensure that all young people get an excellent programme of advice and guidance, based upon their own needs.

The Strategy and Statutory Guidance makes reference to The Gatsby Benchmarks and identifies these as the main framework for careers, with an expectation that all schools and colleges will meet them by the end of 2020. The Gatsby Benchmarks have eight sections which provide guidance on good career management.

New College Stamford Careers Strategy is our plan that sets out how the College intends to provide an effective careers programme with the available resources, which will provide learners with the knowledge, inspiration and ability to take ownership of their own career action planning. This will enable them to explore and meet their full potential in their chosen career pathway

## 2. Document Purpose

This document outlines New College Stamford Careers Strategy from September 2018 – August 2020. It provides a solid framework, which is referenced to each of the Gatsby Benchmarks. The strategy will be regularly reviewed and importantly the impact of implemented themes evaluated. This will involve collaboration with our stakeholders to ensure the strategy stays active for its users.

The strategy will be fully available for the learning community New College Stamford serves and publicised in an accessible manner in accordance with statutory requirements.

## 3. The Gatsby Benchmarks: -

### 1. **A Stable Careers Programme;**

- a. New College Stamford has a stable, structured careers programme that has the explicit backing of the senior management team, and has an identified and appropriately trained person responsible for it.
- b. The careers programme will be published on New College Stamford website in a way that enables learners, parents, college staff and employers to access and understand it.
- c. The programme will be regularly evaluated, with feedback from learners, parents, college staff and employers as part of the evaluation process.

### 2. **Learning from Career and Labour Market Information;**

- a. During their study programme, all learners should access and use information about career paths and the labour market to inform their own decisions on study options.
- b. Parents will be encouraged to access and use information about labour markets and future study options to inform their support to the learners in their care.

### 3. **Addressing the Needs of Each Student;**

- a. New College Stamford Careers Programme will actively seek to challenge stereotypical thinking and raise aspirations.
- b. New College Stamford will keep systematic records of the individual advice given to each learner, and subsequent agreed decisions.
- c. The records of advice given will be integrated with those given at a previous stage of the learner's education where these are made available. Records will begin to be kept from the first point of contact or from the point of transition.

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d. All learners will have access to these records to support their career development. New College Stamford will collect and maintain accurate data for each learner on their education, training or employment destinations.

**4. Linking Curriculum Learning to careers;**

a. Throughout their programme of study (and by the end of their course) every learner will have had the opportunity to experience how their subjects help people gain entry to (and be more effective workers within) a wide range of occupations.

**5. Encounters with Employers and Employees;**

a. Every year, alongside their study programme, learners should participate in at least two meaningful encounters with an employer. At least one encounter should be delivered through their curriculum area.

b. New College Stamford will record and take account of learners own part-time employment and the influence this has had on their development.

**6. Experiences of Workplaces;**

a. By the end of their study programme, every learner will have had at least one valuable and meaningful experience of a workplace, additional to any part-time jobs they may have.

**7. Encounters with Further and Higher Education;**

a. By the end of their programme of study, every learner will have had a meaningful encounter with a range of providers of learning and training that may form the next stage of their career. This should include, as appropriate, further education colleges, higher education and apprenticeship and training providers. This should include the opportunity to meet both staff and learners.

**8. Personal Guidance;**

a. New College Stamford will provide each learner with the opportunity for guidance interviews with a specialist careers advisor at least once during their time at the college.

New College Stamford is committed to taking positive steps to establish a supportive environment for all learners. New College Stamford prides itself on having a culture of inclusivity and ambition, by providing support, differentiated access points for learning programmes that incorporate a wide range of subjects and levels. Workshops and tutorials designed to help every student to develop essential skills assist learners with decision making at crucial stages, informing them of all their options and introducing them to the world of work. We also aim to prepare them for life after study or training in whichever path they choose.

## New College Stamford Career Objectives

- 1.** To enable our learners to make informed choices regarding careers, based on local and national job opportunities.
- 2.** Learners will gain an understanding of career pathways, based on classroom learning and further employability sessions
- 3.** To provide learners with a comprehensive programme of careers information, advice and guidance, to support future career paths, understanding individual needs, and develop Lifelong Career Management Skills
- 4.** To raise aspirations and challenge stereotypes to improve social mobility in the future, supporting and to assist learners to reach their full potential
- 5.** To help students develop their employability skills and behaviours needed for the world of work
- 6.** To improve progression opportunities and support a successful transition into employment or higher education.

## Information and Self Help

Information and self-help material will be made available across New College Stamford in a variety of ways (Tutorial programme, posters, visual promotions, Launchpad etc.) and our dedicated Careers and IAG team. Learners will be encouraged to engage informally and formally using the various forms of information. In particular, to attend appointments or visit the IAG/Careers team where they will be provided with guidance on the use of the broader range of resources where necessary.

Resource	Description
<a href="http://www.yeuk.org.uk">www.yeuk.org.uk</a>	YEUK is the leading campaigning and membership organisation dedicated to tackling youth unemployment in the UK
<a href="https://nationalcareersservice.direct.gov.uk/">https://nationalcareersservice.direct.gov.uk/</a>	Provide information, advice and guidance to help you make decisions on learning, training and work
<a href="http://www.icould.com">www.icould.com</a>	Features films of real people talking about their careers and the route they took
<a href="http://www.careersbox.co.uk">www.careersbox.co.uk</a>	Free online library of careers related films, news and information
<a href="https://www.startprofile.com/">https://www.startprofile.com/</a>	Start is a free, online careers platform, designed to support in future career potential
<a href="http://www.ucas.co.uk">www.ucas.co.uk</a>	Information about university courses and applications
<a href="http://ncfe.org.uk">http://ncfe.org.uk</a>	Information about careers and qualifications you need
<a href="http://www.ratemyapprenticeship.co.uk">www.ratemyapprenticeship.co.uk</a>	Over 7000 reviews by school leavers on apprenticeships and lots of advice and opportunities.
<a href="http://www.getingofar.gov.uk">www.getingofar.gov.uk</a>	Information about apprenticeships with video clips and opportunities
<a href="http://www.healthcareers.nhs.uk">www.healthcareers.nhs.uk</a>	Lots of information, advice and guidance on careers in the NHS
<a href="http://www.notgoingtouni.co.uk">www.notgoingtouni.co.uk</a>	Aims to help young people make informed decisions showing opportunities outside of traditional university
<a href="http://www.parentalguidance.org.uk">www.parentalguidance.org.uk</a>	Careers information and advice for parents and carers
<a href="http://www.goconstruct.org">www.goconstruct.org</a>	Information about careers in the construction industry
<a href="http://www.barclayslifeskills.com">www.barclayslifeskills.com</a>	To learn about life skills, interview skills, application and CV writing
<a href="http://www.princes-trust.org.uk">www.princes-trust.org.uk</a>	Information to help young people make informed decisions about careers
<a href="http://www.volunteering.org.uk">www.volunteering.org.uk</a>	Information about volunteering in different sectors
<a href="http://www.bestcourse4me.com">www.bestcourse4me.com</a>	Independent and free information that shows links between what you study, what you can earn and what jobs are available
<a href="http://www.applytouni.com">www.applytouni.com</a>	Information about applying to university
<a href="http://unistats.direct.gov.uk">http://unistats.direct.gov.uk</a>	The official website for comparing universities.
<a href="http://www.how2become.com/resources/ultimate-guide-to-building-a-cv">www.how2become.com/resources/ultimate-guide-to-building-a-cv</a>	Information about how to write a winning CV
<a href="https://www.thestudentroom.co.uk">https://www.thestudentroom.co.uk</a>	The largest student community in the world, discussing universities, health, lifestyle, relationships and has free university application help

## Information within the Workplace

- Learners will have access to Information, Advice and Guidance which can support them in their future progression and career journey. This will allow them to make informed decisions about future courses, employment or training options
- Comprehensive career guidance and HE progression resources available to students and staff via the careers pages on the Student Launchpad.
- Employability skill training (CV Building, interview skills, application support, work experience, volunteering,) on a 1-1 basis or at times planned group sessions
- UCAS and university support
- Pre-booked 1:1 guidance interview Student can access a full 1:1 guidance interview with a qualified member of the team. The interview can be booked for between 30-60 minutes' dependant on student need.
- All outcomes documented on ProMonitor and personalised action plans for the student.
- Accommodating additional needs, we aim to make a student enquiry and/or visit as easy as possible. If a student requires information in a particular format (e.g. on audiotape or in large print), or has accessibility needs we will endeavour to meet those needs.

## 4. Roles and Responsibilities

To maintain and run an effective Careers Service several groups and individuals within the College are identified along with their roles and responsibilities in order to provide support and guidance to the service.

### **Senior Leader with overall responsibility for careers provision**

#### **Sarah Young-Assistant Principal- Curriculum**

- Ensure the careers programme is adequately resourced to deliver the agreed careers plan.
- Support the careers leader.
- Ensure preparation and delivery of the careers plan.
- Be the College focal point on all matters relating to careers education and training and ensure the SLT are kept informed of industry or legislative changes which may impact their responsibilities.
- Conduct and report on annual surveys to measure stakeholder satisfaction with the careers programme and identify affordable improvements that can be made.
- Ensure that the agreed careers objectives are understood and implemented across the college.
- Ensure the Careers Leader is prepared for OFSTED inspections.
- Ensure the College meets and exceeds the statutory careers requirements.
- Provide support to the Careers Leader and ensure that the agreed resources are made available during the year.
- Review progress and achievements versus the careers plan and make adjustments as necessary.

### **Careers Leader**

#### **Julie Addison-Head of Caring Professions**

- Ensure learners are effectively supported with their individual career action plans
- Engagement with stakeholders including, Local Authority, Local Colleges and Universities, SLT, tutors, support staff, students, parents, local businesses and guest speakers.
- Work closely with the Careers and Enterprise Adviser to maintain a strong link with local employers and to continuously improve on the careers service provided at the College.
- Work with the Senior Lead for careers education to ensure students make a smooth transition from year to year and are supported onto the right pathway.
- To oversee the operational implementation of a cross college careers guidance programme for learners, which enables the college to fulfil the requirements of the National Careers Strategy
- To lead on the coordination of work experience and work placement for 16-19 Study Programme learners in identified occupational areas
- To provide operational management of the colleges employability delivery service and associated staff members

### **Tutors and teaching support staff responsibilities**

- Understanding of the college careers plan and its objectives.
- Ensure that career readiness and careers education are embedded in lesson plans.
- Lesson plans to link to current jobs and career pathways.
- Feedback specific student needs (or opportunities) to the Careers Leader

### **IAG/Careers team**

#### **Tim Silcock-Higher Education/Careers Coordinator**

- Support for mentors and tutors on career planning and programmes available
- Support employer engagement events
- Support learners in gaining work experience and voluntary positions
- Provision of careers advice and guidance

## 5. Career programme Calendar 2018-2019



# CAREERS PROGRAMME CALENDAR 2018 - 2019

	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
<b>HIGHER EDUCATION PROGRESSION PROGRAMME</b>												
UCAS Clearing Advice & Support: Drop-ins/Appointments		●	●				●	●				●
UCAS Application Tutorial Sessions			●	●	●							
Effective Personal Statement Tutorial Sessions			●	●	●					●	●	
Internal Higher Education Fair			●									
UCAS Application Checking	●	●	●	●	●	●	●	●	●	●	●	●
Mock Interviews - Uni			●			●	●	●				
Introduction to UCAS Track						●	●					
Student Finance Roadshow				●								
Student Finance Tutorials						●	●	●	●			
Student Finance One-to-One Support Available								●	●	●		
HE Parents' Evening (Level 3 Year 1 Students)										●		
Degree Course Options Advice		●	●	●	●						●	●
Degree Course Progression Advice										●	●	●

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**IMPORTANT DATES**

Freshers' Fair **11th September 2018**

HE Fair **25th September 2018**

World Skills UK **15th - 17th November 2018**

UCAS Deadline **15th January 2019**

National Careers Week **4th - 9th March 2019**

National Apprenticeship Week **TBC**

Volunteering Week **1st - 7th June 2019**

**CONTACTS**

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New College Stamford are actively following the Gatsby careers benchmarks [www.gatsby.org.uk/education/focus-areas/good-career-guidance](http://www.gatsby.org.uk/education/focus-areas/good-career-guidance)

[www.stamford.ac.uk](http://www.stamford.ac.uk)

## ACHIEVE EXCELLENCE, BE OUTSTANDING

