

BSix CEIAG Policy 2018-19

1. Statutory Duty to provide CEIAG

The Education Act 2011 inserted a duty, section 42A, into Part VII of the Education Act 1997, requiring schools to secure access to independent careers guidance for pupils in years 9-11. From September 2013 this was extended to years 8-13. Careers guidance must be presented in an impartial manner and promote the best interests of the pupils to whom it is given. Careers guidance for those under compulsory school age must also include information on all options available in respect of 16-18 education or training, including Apprenticeships. For those over compulsory school age, information should include higher education and employment options post-18, including Apprenticeships. Schools will be held to account for the destinations of their leavers through the annual publication of Destination Measures. The statutory duties have been further strengthened by the DOE's publication Careers strategy: Making the most of everyone's skills and talents (December 2017).

The College ensures that CEIAG and work-related learning follows recommendations in National frameworks, in particular:

- Careers guidance for FE Colleges and Sixth Form Colleges (updated 2018)
- The Gatsby benchmarks of good career guidance (2016-18)
- Career Development Institute (CDI) framework for careers employability and enterprise education (March 2018)
- Ofsted inspection framework and handbook
- London Ambitions – London Councils vision of careers education for young people in London (2014)

2. Links with other policies:

The policy for CEIAG supports and is underpinned by a range of key college policies including: Strategic Objectives, Equality & Diversity, Educational Visits and Trips, Child Protection & Safeguarding, Attendance and Behaviour.

3. Commitment

The College is committed to providing a planned programme of impartial careers information, advice and guidance offering a full range of post-16 education, training and employment opportunities; to inspire every student whatever their background, gender, religion, ethnic origin, sexual orientation or ability. The college is committed to providing a programme that is:

- Accessible
- Supports inclusion
- Challenges stereotypes and promotes equality and diversity
- Designed to develop responsible young adults who are able to contribute to the wider community and society
- Encourages participation in education and/or training beyond 18
- working in partnership with other educational institutes to share good practice, reflect on and improve current practice
- build long term relationships with employers and higher education institutions to support and enrich students' experiences of learning about work, through work experience and preparation for work

4. Aims and Objectives

- All students are provided with a CEIAG entitlement statement and careers education programme which clearly states the activities that are scheduled throughout the year. These are accessible from the College website so that students, parents, teachers and employers are aware.

- Parents are informed about work experience opportunities, HE & employment events, talks and other career related activities that are taking place throughout the year via the website, parents evenings and newsletters.
- To promote equality of opportunity, all students have access to a range of activities and IAG that inspire them to consider the widest possible range of career choices irrespective of their gender or ethnic backgrounds.
- The Careers programme links with the curriculum and activities are designed to promote the value of the employability skills gained from different academic or vocational subjects, particularly STEM subjects.
- Provide further CPD training for staff and to develop a centralised resource area to support Gatsby benchmark 4 - Linking Careers with the Curriculum
- Prospects to provide independent, impartial advice and guidance through the delivery of a wider range of IAG services, to include 30 days 1-1 personal guidance, CPD for staff, Parents' evenings and employability group sessions
- Careers advice considers current trends in the labour market to ensure that students are able to make realistic and informed choices thereby improving their prospects of success and economic wellbeing. This contributes to positive destinations for students, better outcomes in the labour market and they are less likely to become NEET.
- Students benefit from a range of work experience opportunities, insight days, motivational talks, employer visits, as well as regular in-house sessions and resources on employability skills, which will inform their decision-making so that they can emerge from the College prepared for the world of work.
- Students are given resources and receive information about FE, HE and Apprenticeships through multiple channels: email, the Careers Collaborative website, bulletins and directly from HE providers and employers. Students will be able to book an appointment to discuss any of their FE, HE or employment options and receive specialist careers advice.
- Gather feedback from students and parents on the quality of the CEIAG programme

5. Student Entitlement:

Students are entitled to impartial and confidential CEIAG which is student-centred, delivered by professionally trained staff and meets the professional standards of practice. The College publishes a CEIAG entitlement statement which is displayed at the entrance to the Careers Centre, displayed in the Library, advertised on the college website and incorporated into the student handbook.

All students will have the opportunity to:

- Access careers advice and guidance during college hours staffed by a team of advisors
- Have a 1:1 appointment with a professionally trained impartial careers advisor
- Attend an annual Careers and Progression Fair supported by a range of universities, employers and training providers
- Receive information and advice on applying to university and preparing for the world of work at key points of the year via their tutor
- Explore undertaking work experience or volunteering organised by the Work Experience Coordinator and DofE lead
- Access information and resources from the library
- Attend insight days and careers events with a range of employers
- Attend a wide variety of in-house HE and employer talks throughout the year
- Receive regular information about opportunities to attend a range of university taster courses and masterclasses
- Access Labour Market information via the College website and Careers Centre
- Receive a weekly bulletin on apprenticeships and college leaver schemes
- Feedback their views on the quality of the careers programme

All Parents can expect:

- To be able to make an appointment to discuss their son or daughter's career options
- To be invited to careers related events
- To be informed about opportunities that their son or daughter can access

- To receive important information about UCAS
- To have the opportunity to feedback their views on the quality of the careers programme

6. Delivery methods

All students at all levels will have access to a comprehensive and impartial programme of careers and work related learning activities. This will include formal delivery of dedicated CEIAG topics within tutorials, within lessons, external visits, internal presentations and cross-college events.

All CEIAG sessions, events and external partnership services will be published in a comprehensive careers plan.

The methods by which the CEIAG team, Curriculum Managers, Senior Tutors and Personal Tutors will accomplish these goals are:

- Providing a range of opportunities that enhance the curriculum (live briefs, visits and trips, guest speakers)
- Promoting awareness of the world of work through employer engagement (Advisory Boards)
- Promoting a range of opportunities and provisions which assist in raising aspirations and achievement (Inspire! Careers Carousel, UBS Bank visits, Employer Speed Dating, Choices in the City Programme)
- Providing an Apprenticeship programme for those not pursuing progression to HE
- Providing mentoring and support for higher level apprenticeship programmes (KPMG)
- Developing students' personal and social skills to relate to the world of work (Skills to Success Academy)
- Providing vocational students, and where appropriate, A-Level students 35 hours of relevant work placement
- Enabling students to make considered decisions in regard to future choices (1:1 Careers Interview)
- Providing students with a comprehensive UCAS programme
- Providing a tailored mentoring and support programme for those wishing to pursue medicine/Oxbridge
- Promoting Russel Group University choices for all students (Hackney University Extension)
- Providing informed and impartial guidance (open evenings, students interviews and enrolment)
- Maintaining, developing and evaluating effective links with key partners including Inspire! and Prospects
- Ensuring schemes of work, assignment briefs and project briefs should recognise the importance of Careers Education and outline opportunities for students to develop their employability skills
- Ensuring departments display subject links to occupations and progressions

7. Management and Staffing

Careers Leader (in conjunction with the Vice Principal Student Services):

- Plans, coordinates and evaluates the CEIAG programme
- Leads, monitors and evaluates the services provided by Prospects
- Plans and monitors work experience
- Plans and ensures appropriate coverage of careers themes in the tutorial programme
- Establishes and reviews partnerships with external businesses
- Oversees the careers development targets that link to Gatsby benchmarks across all subjects cohorts
- Provides impartial IAG and 1:1 Careers Interviews to support the programme and Student Entitlement
- Is the UCAS Centre-Coordinator

- Carries out other roles and responsibilities in line with job description

The link to the Governor for Careers is through the Vice Principal Student Services.

Work Experience is coordinated and implemented by the Work Experience Coordinator and Inspire. Students are offered work experience on vocational level 3 and A-Level programmes which are planned by curriculum managers and Inspire. This is accomplished through College links with local employers and local and regional organisations. Specific work experience relating to healthcare, and childcare is organised by the Work Experience Coordinator and offered to the students at various times. The Careers Programme includes employability learning for BTEC and UAL courses. All BTEC and UAL students carry out work experience.

Personal Tutors are assigned to tutor groups and meet twice a week to support students with their pastoral needs, including career development (information and advice). The PSHE programme provides opportunity to research and apply learning to career planning.

All staff contribute to CEIAG through their role as a Personal Tutor or Subject Tutor. A range of activities is offered to all students to enhance both academic study and career planning.

Curriculum Delivery:

The Careers Programme allows all students to:

- Make well-informed decisions on the options available to them
- Develop an awareness of self and career opportunities
- Develop informed career decision making skills
- Manage change with an attitude of self-reliance and responsibility

The Careers Programme is provided to students through a calendar of events. The Careers Leader presents tutorials to each tutor group relating to successful transition and progression from BSix College. This is also complemented by the College HE & Careers Day in April, where students are given the opportunity to attend subject/career talks by professional speakers (including alumni) and attend the career exhibition where university representatives and local employers visit the College and promote all areas of HE, apprenticeships, training and employment. Ongoing tutorials support the programme during the year and through to Year 13 when students apply to HE, FE, apprenticeships, training and employment.

The enrichment department also support the programme through personal development and skills by providing opportunities to raise funds for charities, take part in volunteering events and peer support to fellow students and other local schools.

The College's inclusive approach ensures all students with SEN access the programme and are supported by qualified specialist staff. Inclusion is also supported by initial assessment of need, provision of specialist support and equipment and any specific exam arrangements. The Prospects Careers Advisor is integrated into the EHCP process to promote impartial careers information and guidance throughout the year.

Other activities and opportunities also support the programme for Level 3 students in year 12 & 13:

- Oxbridge activities, Healthcare workshop, work experience opportunities, student finance events, cross-curricular workshops and events and employer trips and visits, tutorials, enterprise education and alumni events and presentations.
- The opportunity to visit university or college open days is available to students either by allowing up to two days out of College during the year or group visits through cross-curricular events.
- Opportunities for meaningful and purposeful work experience or employability learning. To acknowledge, evaluate and record any experience of work together with employer feedback or reference; providing the student with a valuable experience of the working environment and develop their employability and enterprise skills.

- Work experience takes place at various times and through a variety of arrangements throughout the College year. The priority of each experience is to development employability and enterprise skills and experience the world of work.

8. Access

Access to Information:

Access to a full range of Information about A-Level and Vocational qualifications, education, apprenticeships and training options and employment; incorporating (LMI) Labour Market Information (locally and nationally), the world of work and the organisation of the work place is available. Careers information is available in the Careers Centre and the College subscribes to the Careers Collaborative bulletin which can be accessed by all students and staff in College and externally.

IT resources are widely available in the Library, Careers Centre, Classrooms and IT/iMac Suites. The College has made available Wifi throughout the building that allows the availability of online access to resources.

Access to Guidance:

Individual, high quality and impartial (IAG) Information Advice and Guidance; provided by fully qualified practitioners (minimum Level 6 in CEIAG) Careers Leader and Prospects is available. It provides clear opportunities for transition and future progression. Guidance leads to the development of students' action plans for their future and regular opportunity to review their plans at timely intervals.

Partnerships:

A range of partnerships exists between HE, FE, employers and specialist providers. These include:

- Local employers
- Trips to universities and companies linked to subject areas
- HE & Careers Day (external speakers, local providers and university reps from local and Russell Group)
- Prospects – IAG external provider
- Inspire – work placement and work related learning provider
- Other partnerships, such as a qualified counsellor
- Community Volunteering Programme (DofE)
- Curriculum Managers, Senior Tutors, Tutors and Work Experience Coordinator

9. Resources

Accommodation – the Careers team is situated in the Careers Centre for 1:1 interviews and small group work activities of up to six students. The Careers areas are accessible every day during College hours and during events such as HE & Careers Day, Alumni events, Open Day and other Career related activities during the year.

IT facilities - are available in the Library throughout the College day and in the Careers Centre when working with a Careers Advisor. There are other facilities such as IT/iMac Suites and classrooms.

Finance – the Careers finance budget is provided annually by the College Finance Department for the provision of careers information resources, IT software and other services bought in such as Prospects and Inspire.

Recording and Use of Resources – All paper-based careers information and resources are recorded on the Library Heritage System where students or staff can borrow items using their College ID to record the items. The Heritage system provides termly and annual reports on usage of items and the audit of them to assist in ensuring they are up to date and relevant.

10. Staff Development

The role of the Careers Leader is to identify the Careers and Work-Related Education training needs for Personal Tutors, Teachers & Managers and, where possible, arrange or provide appropriate CPD. Staff training is identified by a needs analysis and planned for by the Vice Principal Student Services. Staff identify needs through Performance Management and are supported when feasible according to priorities and need. CPD for staff is determined through evaluating the programme and services provided.

11. Monitoring/ Review and Evaluation

The College will ensure continual improvement in the quality of CEIAG provision through regular review and evaluation of its programmes in accordance with Statutory Guidance for Schools and Colleges, Gatsby Benchmarks and formal accreditation (Quality in Careers Standard).

The College is committed to carrying out a cross curricular audit of Careers and Work-Related learning to be reviewed annually. Major elements of the Career and work-related programme are evaluated to capture feedback from students and staff and record learning and impact from these activities.

Feedback on effectiveness is used each year to review and develop the College programme for the following year.

An Annual Review of the partnership with Prospects and Inspire provides the opportunity to review and evaluate the services and discuss areas that went well and any areas for improvement or change.

An Impact Report is produced by Prospects and Inspire, which confirms the number of 'bought in' days provided by the Careers Advisor and the participation of any events such as HE & Careers Day and 1:1 interviews. It also provides feedback on what went well and the impact the service had during the year. Suggestions, development and improvement are also reported and discussed with the College during review meeting with the Careers team and the Vice Principal Student Services.

The Careers team evaluates the service from student evaluation forms that are completed after 1:1 interviews and any comments recorded for evaluation to review the service.

The College also carries out their own annual student survey twice a year. Information is collated for all cross-curricular areas including the Careers team. The information is evaluated and reviewed in departments and by the Senior Management Team for Quality Improvement Plans.

12. Working with Parents/Carers

Contact with parents is maintained in a variety of ways, including:

- News, information and opportunities shared on the College Website
- Presence at parents' evenings and open days
- Response to ad-hoc requests for advice and information, including appointments in college

13. Working with external partners/providers

Relationships with external partners/providers are maintained by:

- Regular SLA review and planning meetings with Prospects
- Regular SLA review and planning meetings Inspire
- Active membership with the London Sixth Form Partnership with the Vice Principal committed to the steering group
- Curriculum Advisory Boards
- Planning and review meetings with HE, FE and Training providers for the Annual Careers Fair
- Planning and review meetings with volunteering groups via the Duke of Edinburgh Scheme
- Planning and review meetings with the Hackney Learning Trust Post 16 Careers Lead
- Attendance to networking events arranged by the Careers Collaborative Hackney, Havering and Tower Hamlets

14. Accountability and Policy Review

The Vice Principal Student Services is responsible for ensuring this policy is adopted and kept current. The Policy will be reviewed October 2019.

Appendix 1 - Gatsby Benchmarks

Benchmark	Description
1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.
2. Learning from career and labour market information	Every pupil, and their parents, should have access to good-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. Addressing the needs of each pupil	Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. Encounters with employers and employees	Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. Experiences of workplaces	Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
7. Encounters with further and higher education	All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8. Personal guidance	Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an

	<p>appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.</p>
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Appendix 2 – Careers Programme

Year 12 Programme

When	What	Activities
Year 12 Autumn Term	Provide advice during the enrolment and first weeks of teaching	Interviews with tutors using the right choice review model to check subject choices fit career aspirations
	Students to be informed about the Careers support they can access	Tutors to show the Careers Office to students during induction/first 2 weeks of term and go through the Careers Service in the Student Handbook
	Students to be informed about the value of work experience	Work Experience officer to provide help and advice to students
	HUE Programme	Students with high APS to sign up for Hackney University Extension Programmes
	Provide work placement and work related learning for all students	The work experience coordinator arranges work placement for vocational level 3 students and 'getting ready for work experience' industry days for Level 1 and 2 students.
Year 12 Spring Term	Students to develop key employability skills	Tutors to deliver the Skills for Success Academy modules through the tutorial programme
	Provide advice on applying to university	Tutors to deliver resources on the benefits of HE, how to start researching courses and the cost of going to university
	Provide advice on apprenticeships, job applications and interview skills	The Careers team arrange a HE and Progression Fair including 1:1 workshops on CV writing, job research and interview skills. Over 50 institutions and organisations take part.

	Students to be informed about attending taster days and open days	London taster school programme promoted, Sutton Trust, Uniq, Open Days, insight days and summer schools – UAL and York
	Students to be informed about higher level apprenticeship programmes	KPMG to deliver an assembly, site visit and mentoring for students applying for the KPMG 360 programme
Year 12 Summer Term	Students to receive information about the UCAS application process and writing a personal statement. Student to register for UCAS in June and draft their UCAS personal statement over the summer	Tutors to deliver Career research: how to apply through UCAS, step by step instructions, how to write a personal statement.
	Students have the opportunity to attend individual interviews about HE choices, especially early applicants (Oxbridge and Medicine)	One to one interview with UCAS Careers Adviser
	Students applying to Russell Group Universities to have individual interviews to check preparation for UCAS	One to one interview with UCAS Careers Adviser
	Students to receive advice on student finance for University	Careers team organises student finance assemblies hosted by Universities.
	Students receive advice on apprenticeships, job applications and interview skills	Careers team arranges programme of apprenticeship preparation workshops and insights with Inspire. 1:1 information, advice and guidance is also available to assist them in completing CV's, job applications and preparing for interviews.

Year 13 Programme

When	What	Activities
Year 13 Autumn Term	Students can access individual advice and support with their UCAS application	1:1 interviews with the UCAS Careers Adviser and help and support from their Tutor on a weekly basis
	University talks on how to choose a course, writing a personal statement and student finance	The College has close links with several Universities including Kings, UCL, Oxford, Cambridge, Queen Mary and York who provide advice sessions on the UCAS application process.
	Oxbridge and medicine applicants are supported with their early applications to meet 15 th October deadline	Early applicants are identified and supported as a priority.
	Applicants applying for Russell group Universities and competitive courses should apply to UCAS by October half term. All other applicants are encourage to complete their application by the end of November to beat the December rush.	The Careers team provide advice and support on course choice and personal statements. The UCAS deadline is 15 th January. After this date, universities are not obliged to consider applications.
	Oxbridge and medicine applicants as well as applicants for vocational courses such as nursing, pharmacy, primary education are offered a mock interview.	Mock interviews with members of SMT.
	For those not applying to University they can access individual advice on applying for apprenticeships	Inspire deliver an eight week programme to support individual students in applying for apprenticeships
	Opportunities to attend employer talks, insight days and work experience	Curriculum mangers organise regular employer presentations and promote volunteering and work experience opportunities
Year 13 Spring Term	UCAS Deadline 15 th January	The Careers team ensures that all applications are submitted and by the UCAS Deadline of the 15 th January

	Applicants advised about UCAS Extra	UCAS Extra begins mid February – students informed and offered advice
	Applicants advised about replying to their offers	Students informed by tutors and offered advice
	Applicants advised about student finance	Meetings held to inform students about applying for student finance and advice offered
	Applicants reminded to apply for student accommodation	Students informed by tutors and offered advice
	For those not applying for University they can access individual advice on applying for apprenticeships	Inspire offers 1:1 interviews for students applying for apprenticeships
	Students informed about apprenticeship and College Leaver schemes	Talks and presentations held at the Career and Progression Fair. Weekly apprenticeship and college leaver bulletins are emailed to students.
Year 13 Summer Term	Students applying for apprenticeships are supported by the Careers team	1:1 interviews with Careers advisers
	UCAS applicants are informed about Results day, Clearing and Adjustment	Information on what happens on Results day is emailed to students
	Students receive A-Level and Vocational results	The Careers team provides a results day service to support students applying through Clearing and Adjustment

Appendix 3 – CEIAG Development Plan

Aim	Actions	By When	By Whom
1. Insufficient guidance on alternatives to university	(1a) Capture all Level 3 Year 13 Students that do not wish to pursue HE or FE for their next steps (2a) Provide a programme of alternatives to HE preparation through an Apprenticeship Club and IAG on Higher Level Apprenticeships – KPMG and EY	January 2019 May 2019	Careers Team Careers Team/ Curriculum Managers
2. Work experience needs to be more carefully mapped across all areas and included into the study programme hours	(2a) Curriculum managers plan work experience provision directly with Inspire to meet the needs of their students and the curriculum (2b) Tutors take an active role to match students to employers, track placements, review and monitor goals/targets and obtain student feedback	Sept 2018 Sept 2018	Curriculum Managers Tutors
3. Careers education needs to be planned and embedded into the tutorial programme – and location of careers team to be more accessible	(3a) Careers team to be located centrally in the new Careers office in the canteen (3b) Employability modules (Skills to Succeed Academy) to be embedded and actively used in the tutorial programme (3c) Careers Advisors to conduct group careers tutorials which are bespoke to subject groups	Sept 2018 January 2019 January 2019	Careers Team Senior Tutors Careers Team
4. Very limited enrichment offer (other than sports) and low participation. Enrichment to be planned as part of every student's study programme	(4a) Launch the Duke of Edinburgh Scheme and increase student participation on volunteering events (4b) Launch the B£6 Challenge cross-college to promote enterprise and fundraising skills	Sept 2018 March 2019	Outdoor Pursuits and DofE Coordinator Work Experience Co-ordinator
5. Develop the careers team, encourage leadership and initiative and create a better structure to manage CEIAG provision effectively	(5a) Revitalise the careers team to include the College's Careers Advisor, Prospects Careers Advisor and the Work Experience Co-ordinator under the remit of the Vice Principal Student Services	Nov 2018	Vice Principal SS