

Careers Strategy

2022 – 2023

BE YOU BE EXTRAORDINARY

By nurturing and empowering individual students and staff to be the best they can, we improve lives, communities, and the economy through education. Together we achieve the extraordinary.

Our values drive everything we do.

We are:

- **Authentic, Honest and Trustworthy**
- **Bold and Ambitious for ourselves and each other**
- **Welcoming, warm, and supportive**
- **Inclusive, Fair and Caring**
- **Transformative, innovative, and creative**

Background

Abingdon and Witney College is committed to offering a careers service that is accessible to everyone including those on Apprenticeships and within the Higher Education programme as well as our Adult Learners. This will ensure that all students are fully equipped with the skills and knowledge that will enable them to operate confidently, effectively, and independently in life and work. This work will involve a close working relationship with different external agencies such as The Careers Enterprise Company, Alternative Training Providers, Other FE Colleges, Universities and Employers

Abingdon and Witney College commits to providing an excellent careers service that will enable students to understand the range of opportunities available to them in today's economy and acquire the skills and qualifications they need to succeed in the workplaces of the future. This strategy sets out the ambitions and plans to expand the quality of the College's careers provision.

Abingdon and Witney College firmly believe by providing high quality, impartial careers information, advice and guidance students will be confident about their future success. This will result to:

All young people understand the full range of opportunities available to them, the skills that are valued in the workplace and to have first-hand experience in the workplace

All young people receiving access to an excellent programme of advice and guidance delivered by individuals with the right skills and experience and qualifications
All students having access to careers advice and guidance that is tailored to their individual circumstances

The college meeting its key strategic priorities outlined in the Abingdon and Witney College Strategic Plan 2022/23 – 2026/27

Entitlement

Abingdon and Witney College will offer a programme of high-quality impartial careers information, advice and guidance that is stable, structured, and delivered by college staff equipped with the right skills and experience. All Careers staff are qualified to L6. The College will adopt the Gatsby Careers Benchmarks model (See Appendix A) and The CDI Career Development Framework to measure the results and impact of the below:

All students including Apprentices, Higher Education Students and Adult Learners can access high quality, impartial careers information, advice, and guidance from appropriately qualified staff to help clarify their aspirations for work, to understand the options open to them and to take control of and make informed decisions in terms of job and career change, training, and promotion.

All students will receive support to develop their skills and knowledge to enter the employment market, and to have confidence of the journey to take their place there.

Young people will receive support to find suitable work placements or work experience to help develop the skills they need to enter the workplace and secure and sustain meaningful employment.

All students will have the platform to receive tailored support ensuring that careers guidance for learners with special education needs and disabilities (SEND) is differentiated where appropriate.

Everyone is included within this strategy, and everyone is given equality and inclusivity regardless of their race, disability, age, sexual orientation, religion or belief, gender reassignment, pregnancy and maternity, marriage and civil partnership.

Student Responsibilities

To be involved and take ownership for their progression planning and career development

To take part in all relevant tutorials, career workshops, core programme, enrichment to strengthen their knowledge and understanding of education, training, employment and other progression routes

To work and co-operate with staff and other students following the Ready Respectful Safe policy

Mechanisms of Delivery

Careers Lead

The College will appoint a Careers Lead, leading on the delivery of the Gatsby Careers Benchmark model. The college's nominated Careers Leaders are The Head of Student Engagement and a nominated Careers Advisor

Career Advisors

Deliver individual and group sessions with impartial careers advice and guidance to students

Liaise with faculty around employer contact linked in closely with the Careers Enterprise Company

Work closely with all faculty to provide a good quality programme of opportunities for students to experience the world of work

Students will be able to access high quality, impartial careers information, advice and guidance through 1 to 1 sessions with qualified Careers Advisors. This service is available to all current and prospective students.

Events and Workshops

The Careers Team will work closely with curriculum staff and external providers to help organise a range of events, workshops, and activities to support students in understanding their options, take control and make informed decisions in terms of their career goals and aspirations.

- Careers and employment Fairs
- Higher Education Fairs
- CV Workshops
- External guest speakers bespoke to learning areas
- Workshops delivered by staff who are vocational specialists
- Educational visits
- Personal Statement Sessions
- Choosing a university session
- University visits
- Student Finance Workshops
- Careers Induction Sessions
- Student life
- Transition to Higher Study

Student Performance Managers

Work closely with the Careers teams to make sure that advice and guidance is offered to students they are working with

Linking in with careers around workshop sessions

Industry Placement Co-Ordinators

Support students around arranging industry placements and work experience

Working with employers to engage them within the college as guest speakers, live briefs, CV workshops and interviews

Head of Faculty and Curriculum Manager

Ensure that their team is supporting the CEIAG programme through workshops and 1-1 interviews

Make sure that the careers programme is embedded in all programmes of their specific area

Tutors

Deliver teaching linked not only to the curriculum area but all-around labour market knowledge and careers

Delivery of tutorials that include Career planning

Embedding employability skills within the curriculum

Work Experience

Young people will receive support to find suitable work placements or work experience to help develop the skills they need to enter the workplace and secure and sustain meaningful employment.

Pre-Enrolment

The Careers Team, school liaison and curriculum staff will offer:

- 1 to 1 appointment's
- School visits to college to different faculties
- Support with transition meetings and visits
- Interviews with curriculum staff who are vocational specialists
- Welcome Days
- Open Events

Induction and Tutorial Sessions

Career Advisors and curriculum staff will work closely with learning areas to fully support the tutorial programme and provide relevant resources to help students make informed decisions. Math's and English is included as part of the student's vocational qualification. All full-time students at the college will have access to a bespoke on-line resource offering accurate and impartial information to help students make the right choice for this future. Information on more than 1400 careers complete with up-to-date labour market information.

Job Boards

The Careers team will provide up to date information on employment opportunities relating to the local and national labour market and these will be advertised on the student hub through Teams and forwarded to the specific faculty where applicable.

At Risk Students

Students who are at risk of becoming NEET, wishing to change course, or withdrawn from their programme of study will be referred to the careers team so that high quality, impartial careers information, advice and guidance can be given.

Higher Education

Career Advisors and curriculum staff will support students at every stage of applying to university. Career advisors will support tutors and students by quality checking UCAS applications and personal statements, prior to their submission. The Careers team will work with HE institutions and post information to staff about the support programme that the university is offering, such as student finance workshops and personal statement sessions for students.

Marketing

Marketing are involved in the delivery of CEIAG in the following ways

Organisation or open events at least 3 to 4 times a year

Design of prospectuses for both full-time, part-time, higher education, professional and apprenticeships

Website maintenance

Social medial advertising

Quality, Reporting and Review:

Date and Technology will be used to drive continuous improvements in careers delivery using the Compass Online Toolkit to benchmark the Gatsby Principles

Progress will be reported to the college's enterprise advisor through the toolkit on a termly basis

The quality of Careers, Advice and Guidance will be monitored through the Self-Assessment Report (SAR) which will inform the Quality Improvement Plan (QIP)

CEIAG through the college is also recorded on a database

The college will use student feedback via QDP surveys and focus groups to monitor the effectiveness of the Careers Strategy.

The college will work towards maintaining "Matrix" quality standards

The strategy will be reviewed by governors annually.

Appendix A: The Gatsby Benchmark

The Gatsby Benchmarks

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 students, parents, teachers, governors and employers.
2. **Learning from career and labour market information.** Every student, 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 student.** Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. 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. 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 student 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 student 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 students 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 student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.

EXTERNAL RESOURCES/LINKS

The Careers Enterprise Company

<https://www.careersandenterprise.co.uk>

Gatsby Foundation

<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

National Careers Service

<https://nationalcareersservice.direct.gov.uk>

UCAS (Universities and Colleges Admissions Service)

www.ucas.com

OXLEP

Oxfordshire Local Enterprise Partnership

www.oxfordshirelep.com

The Parental Guidance Website

<https://www.parentalguidance.org.uk/help-information>

National Apprenticeship Site

www.gov.uk/apply-apprenticeship

[CDI 98-Framework-skills by key stage-A3 portrait.indd \(thecdi.net\)](#)

[CD1 85-Framework poster-web.pdf \(thecdi.net\)](#)