

Guiding principles

1. West Nottinghamshire College is a large general further education college whose core purpose is to enable its students to achieve their career aspirations and potential. For many of our young people in particular progression to college marks a watershed moment, a point in time where individuals start to crystallise career ambitions. College for many acts as a stepping stone to further study, to higher education and into the work place either as an apprentice or as an employee.
2. The college will work closely with young people and adults to explore the range of career opportunities that are available and is so doing will aim to enable all students to realise their full potential within the jobs market and within their local communities.
3. Good quality impartial careers education and guidance will be essential in enabling the college and individuals to realise this vision. In drafting this careers programme the college is mindful of the national priority given to careers education and guidance and, by 2020, will be fully compliant with the requirements of the national careers strategy and will not only meet but exceed the minimum requirements in order for it to meet the eight Gatsby benchmarks.

What is careers advice and guidance at West Nottinghamshire College?

Student Entitlement.

4. Careers education, advice and guidance at the college is broad ranging. The college has taken a holistic view when putting forward its careers programme. **Every 16-18 year old student at the college will be entitled to the following as part of their careers programme:**
 - A personalised career development plan that captures information about career aspirations, but allows students to demonstrate the knowledge, skills and behaviours necessary for success in the workplace.
 - Initial advice and guidance related to careers aspirations and potential programmes of study in order to meet these career aims and objectives.
 - A range of career interventions, guidance sessions and experiences relevant to the student's individual next steps.
 - Guidance and support in compiling CVs, job applications and applications for educational progression (including into HE).
 - At least one, one to one advice and guidance interview with a qualified careers advisor.
 - Access to impartial advice and guidance at key transition points through the student's journey at the college.

- Regular progress reviews with a named progress mentor to review progress towards achievement of career aims.
 - A tutorial and wider learning programme that supports career choices, job applications, next steps and employability skills.
 - Access to a range of events, trips and activities to support students to understand their options and make informed choices. These will include careers fairs within the college, CV workshops, Personal Statement sessions, university visits and guest speakers.
 - Opportunity to meet with a range of employers from disciplines relevant to career aspirations and goals.
 - Support to find suitable and relevant experience of the workplace through formal external work placement.
 - For those students needing to develop their employability skills before accessing external work placement, internal or supervised work experience as a stepping stone.
 - The opportunity to gain employability skills through a range of other opportunities including volunteering, enterprise activities, involvement with college clubs, societies and social action projects.
 - Teaching, learning and assessment that links classroom tuition to the world of work.
 - Access to systems and labour market information to enable the individual to make informed choices about their future career aspirations linked to both their own skills but opportunities within the local community.
5. Aspects of the above entitlement will be mandatory for all students with other aspects accessed dependent on next steps and career goals.
6. The career programme and entitlement as above will enable young people to:
- Develop **knowledge and understanding** of the work place in sectors specific to their eventual career goals.
 - Develop their own **behaviours and personal attributes** so that they are effective employees in the workplace.
 - Develop the **technical skills and expertise** to be successful in their chosen career pathway.
 - Develop **aspiration, awareness and attainment** as part of the 'progression equation'.
7. The college will publish an annual calendar of centrally organised careers interventions (appendix 1) and this calendar will be made widely available to students and their parents through the college's website.
8. The college will work with a range of external partners, employers, agencies and other providers to enable it to meet the objectives within its career programme. The college recognises that it enabling informed career choices depends on a wide range of independent careers advice and guidance.

9. Our careers programme will expose young people to career possibilities that they may never have thought of before, it will raise aspirations and will encourage young people to consider the broad range of career and further education options available to them.
10. At its heart, the college's careers programme, will recognise that some young people from more vulnerable groups may need more support and guidance to reach their full potential in the world of work. We are committed to not allowing any form of personal characteristic or background to become a barrier to progression.

Leadership of the careers programme

11. The overall strategy leadership and oversight of the careers programme will be owned by the Vice Principal: Communications, Engagement and Student Experience. She will chair a careers strategy group which in totality will form the careers leadership team. This strategy group will comprise:

- The Vice Principal: Communications, Engagement and Student Experience
- The Student Advice and Progression Manager
- Representation from the Careers Team
- Work Placement Coordinator
- 2 progress mentors
- Curriculum Manager (or representative) from Foundation Studies
- Specialist support manager
- One head of school
- Student representation

12. The careers leadership team will oversee the implementation of this strategy and action plan and will monitor the impact of the careers programme on young people's progression.

How will the college meet the Gatsby Benchmarks?

13. Table 1 below sets out how the college will meet the Gatsby benchmarks those items in italics are still in development:

Table 1

The Gatsby Benchmark	How the college meets or will meet this benchmark.
A stable careers programme	A published careers programme. An identified careers leadership team. Matrix accreditation. A tutorial and wider learning programme that support career choices and next steps. <i>Holder of the Quality in Careers Standard.</i> <i>Every student will have a career development plan.</i>
	Links to LMI information included within course and career information on the college's website.

The Gatsby Benchmark	How the college meets or will meet this benchmark.
Learning from career and labour marketing information	LMI information used in one to one specialist IAG and careers sessions. Supported internships for students with SEND. <i>LMI information to be embedded within teaching and learning where appropriate.</i> <i>Targeted programmes aimed at encouraging under represented group into certain careers.</i>
Addressing the needs of each student	All students to have a personalised career development plan that is reviewed regularly by progress mentors. The collection and analysis of destination data to inform future practice. Specific and targeted support provided for vulnerable learners to remove barriers to progression. <i>Systematic and comprehensive records of guidance interviews to be collected and used to inform future career interventions.</i>
Linking curriculum learning to careers	Classroom learning relates to the world of work wherever possible. A range of opportunities are provided to young people to meet with employers and experience a range of work settings.
Encounters with employers and the workplace	<i>Every curriculum area will give students at least two opportunities for an encounter with an employer and exposure to the workplace.</i> <i>The college will work with employers to provide real project briefs and opportunities to 'bring the workplace into college'</i> <i>The college will work with a regional enterprise advisor to ensure employer engagement within the programme of study.</i>
Experiences of the work place	All 16 -19 students will be given the opportunity for meaningful experiences of the work place through formal external work placement. Volunteering and enterprise experiences will provide 'pre-placement' opportunities for those students who may not be quite work ready. <i>All students will be provided with employability workshops prior to accessing the external work placement.</i> <i>A network of work placement student ambassadors to promote the benefits and expectations of the work place to students.</i>
Encounters with further and higher education.	An annual careers fair including input from other providers and employers. Attendance of other HE providers at college open evenings and events.

The Gatsby Benchmark	How the college meets or will meet this benchmark.
Personal guidance	Every students will have access to at least one, one to one guidance interview by a level 6 qualified professional. Students' progress towards their career development plan will be reviewed on a regular basis.

Review and updating

- The careers programme and calendar will be reviewed on at least an annual basis by the careers strategy group.

Appendices

- Appendix 1 Careers Calendar
- Appendix 2 Careers Flowchart