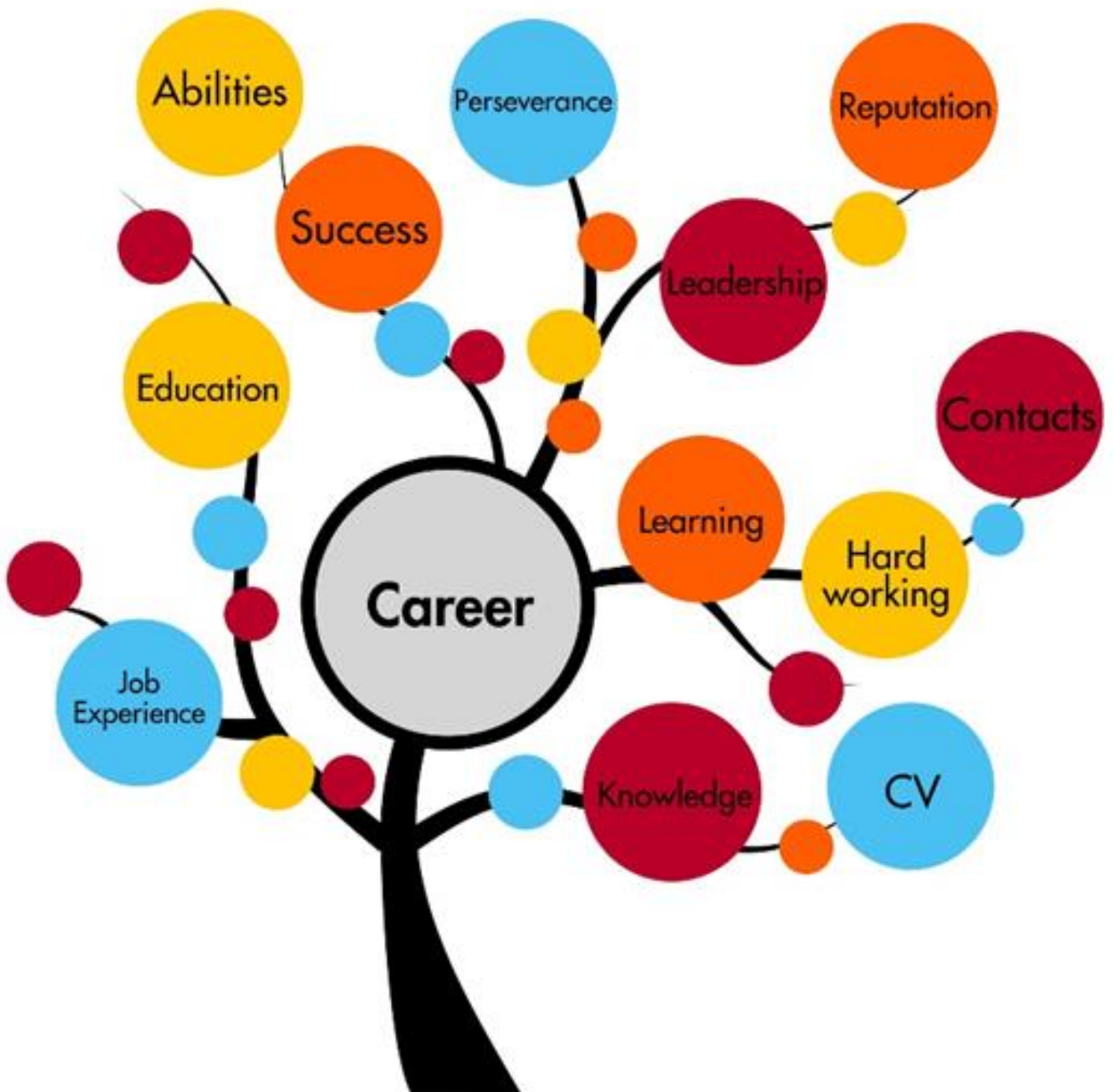


Careers Programme Statement



September 2019

Preston's College is committed to providing high quality Careers Education, Information, Advice & Guidance (CEIAG) for all of its prospective and current learners in preparing them to progress into sustainable education, training and employment. The changing landscape of education, funding and employer requirements, mean that a high standard of quality CEIAG is important to ensure learners are supported through development to meet these demands. We believe that high quality careers guidance, develops our learners in raising aspirations and supporting them to reach their full potential. The college is committed to making our learners the most employable that they can be.

In line with the statutory guidance, outlined in the Department for Education's Careers Strategy 2017, the college is committed to working towards the establishment and delivery of practice which reflects the eight Gatsby benchmarks which are set out in the Gatsby Charitable Foundation's Good Career Guidance.

Programme Aims

Preston's College aims to –

- Respond to the needs of each learner as an individual
- Empower all learners to plan and manage their own future
- Raise aspirations
- Promote equality and challenge stereotypes
- Support learners to progress and monitor their destinations
- Provide opportunities for learners to develop the skills and attributes employers are looking for
- Serve the needs of the local community to give everybody, irrespective of age or ability, the opportunity to become the most employable that they can be.

Programme: Careers Employability and Progression

The college's Recruitment, Careers and Progression teams are professionally qualified Careers Advisors who work independently of the curriculum to offer impartial CEIAG to all, both in a one-to-one setting and through group workshops. The college offers a fully accredited Matrix service, having achieved its accreditation in May 2019 with outstanding feedback. Our mission is to support learners in identifying and selecting the correct course, understanding suitable and aspirational career pathways and having access to meaningful progression which ultimately promotes sustainable employment. This team provides high quality 1:1 impartial service and hold relevant CEIAG qualifications.

Careers activity is complemented by the provision of Progress and Attainment sessions for 16-18 and adult learners on substantial programmes. These sessions support learners in developing the skills necessary for progression planning, including research into sector based employment, courses available and progression options which include Higher Education and Apprenticeships. Learner opportunities are enhanced by the use of 'Career Coach', a specialist software package which enables learners to enhance their sector knowledge, research employer requirements and prepare effectively for that crucial next step.

The College will continue to drive the promotion of the careers strategy by providing better information for parents and stakeholders, and ensuring it delivers a quality careers offer which is embedded in the core values and behaviours of the College;

- Committed to Learning
- Respect and Consideration
- Customer Focused
- Integrity and Honesty
- Make It Enjoyable

The Gatsby Benchmarks

The implementation of the Gatsby benchmarks will ensure that establishments appropriately measure the quality and impact of their careers programme. The Gatsby benchmarks set out 8 specific areas by which colleges and schools can measure how effectively they design their careers programme and what impact it has in relation to employer engagement and access to wider information for example.

The 8 Gatsby Benchmarks are;

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each student
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance

The college utilises the Compass Careers Benchmark Tool which enables us to evaluate and track our provision against the 8 Gatsby Benchmarks of Best Practice. To date we have achieved all of the Gatsby benchmarks with the wealth of opportunities which are on offer at college and the range of services which we offer our learners across all provision types including 14- 19, Adult, Apprenticeships and Higher Education.

The Colleges Services include:

- A comprehensive service for new, prospective, on programme and progressing learners which is accessible face to face, by telephone, through careers events and online via the college website.
- Drop in Service: available through the Careers Zone (Monday to Friday 10.00am – 3.00pm).
- Events: we organise Careers and HE Fairs alongside University visits for our learners.
- A range of employer encounters for all learners, including Industrial Placement, visits, guest lectures and project working.
- Tutorial sessions from a menu of CEIAG topics (on job search, CV's, interviews, career choice, UCAS applications and more) at suitable points during the academic year.
- To embed equality and diversity throughout, in line with College Equality & Diversity Policy. We offer learning which actively seeks to challenge stereotypical thinking and raise aspirations, such as Women and Girls into Engineering and STEM subjects for example.

- Supporting curriculum by conducting mock interviews: helping learners practice and prepare for an upcoming job or university interview.
- One to one careers guidance interviews: an appointment with a Careers Adviser for more in-depth guidance tailored to an individual's needs, again available to all learners.
- Noticeboards: updated with local job vacancy and other opportunities relevant to learners.
- A Careers library with hard copy resources for learners to use for research.
- The location of the Careers Zone on the main college 'high street' and is accessible for all learners for drop in and to make appointments for help and support, from CV writing to UCAS application support.
- Support the development of Digital skills through the use of the colleges Canvas platform and the embedded Careers Coach package.
- NCS signposting for Adults

Industrial placement

For 16-18 learners, Adult and Higher Education programmes, employer encounters are a key component of the programme and Industry Placement is embedded into many programmes of study, with learners receiving specialist support from a team of Work Experience Co-ordinators as well as industry insight from professional tutors. Learners on these programmes can gain employability skills from a wide range of activities and they should be open to experiencing and participating in all those available to enrich their studies and enhance their progression opportunities. Work experience dependant on the levels of programme can range between 2 to 9 weeks and all placements are matched between employer and learners to ensure the best possible experience and learning outcomes take place.

Impact:

The Careers programme is assessed for its quality and positive impact on learners through a number of methods:

- 1) The destinations of learners after leaving their courses. The College collects the destinations of learners and reports this to the DfE and Ofsted. In addition this informs the business planning cycle for curriculum
- 2) The numbers of learners accessing the services on offer
- 3) Learner feedback after one to one and tutorial sessions, supports the programme and the individual's development, through identified targets and actions.
- 4) Matrix Quality Standard re-evaluation and accreditation
(The College is proud to have been awarded Matrix accreditation. Matrix is the quality standard for organisations to assess and measure their advice and support services, and is a benchmark for effectiveness and high standards)
- 5) Regular self-evaluation using the compass Evaluation Tool to measure success against the Gatsby Benchmarks, working in partnership with the Careers and Enterprise Company
- 6) Annual Appraisal and review process

Further information

This Statement has been written with regards to:

- a) Careers Guidance for Further Education & Sixth Form Colleges, February 2018 - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/679639/Careers-Guidance.pdf
- b) Careers Strategy: Making the most of everyone's skills and talents, December 2017 – https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf
- c) The implementation of the Gatsby Benchmarks www.Gatsby.org
- d) The CEIAG Accreditation Standard for Colleges. www.matrixstandard.org.uk

Review:

This document will reviewed in September 2020 and updated accordingly

Roles and responsibilities:

Governing Board – will monitor and hold to account performance of the Careers Strategy

Careers Leader – Debbie Ireland Head of 14 to 19 Curriculum direland@preston.ac.uk

Provision Leads

14-19 Recruitment Manager - David Elliott delliott@preston.ac.uk

Asst. Head Adult Recruitment - Claire Woods cwoods@ptreston.ac.uk

Employer Engagement Manager - Daniel Crumbleholme dcrumbleholme@preston.ac.uk

Higher Education Manager – Mary McCarthy-Keen mmccarthy@preston.ac.uk