



Careers Education, Information, Advice and Guidance at Kirklees College

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The purpose of this policy is to ensure that all students will be able to access careers education, information, advice and guidance (CEIAG) that will support them in making informed, realistic decisions about their future careers.

Supporting students in this decision process is the responsibility of all staff involved in the student journey, however there are 4 key teams who will lead on delivery, Careers Team, Work Experience Team, Pastoral Support Team and Curriculum Teams.

In line with this policy the Head of Student Recruitment, Careers and Customer Service (Sally Rawson), will ensure that an impartial careers service is available for all students to access in order to support them in making realistic, informed decisions about their future careers. This role is also the nominated Careers Lead for Kirklees College.

This applies to all students enrolled with Kirklees College however elements of the careers education programme and resources are available to help potential students make an informed decision about their chosen career pathway.

Owner of this policy: Head of Student Recruitment, Careers and Customer Service

IAG policy	September 2023 – August 2024
Careers / Policies	

1/ Careers Education and IAG Service

The college provides an independent careers service via a 3rd party company - Calderdale and Kirklees Careers (C&K). This contract is regularly reviewed to ensure it meets the needs of the college and its students.

The contract provides:

- Level 6 qualified careers advisors based in college for all students including EHCP students
- Additional support at identified times from the Participation Team to support students at risk of dropping out, or not attending college.
- Data sharing to support reducing the NEET numbers, and destination recording.
- Up to date resources to support the delivery of Careers Education and IAG for staff and students to access
- Continuous professional development for staff involved in delivering or supporting IAG
- Identified students access to the My Directions platform to support planning career aspirations

Students aged 19+ who fall into identified externally set categories can also access a service provided by Education Development Trust as part of a national contract or be referred to C&K Careers Service Adult Team. Students can access these facilities off campus for personal appointments, via a telephone service or via their websites. Both services are advertised across college and via the college careers contract.

Informed decision making;

Potential students have access to CEIAG based resources to support making the right decisions to access their chosen career pathway. This includes:

- Careers Coach, an external careers resource, is embedded into the college website to provide labour market information on career pathways. This is embedded onto every course page and provides potential learners with access to a range of resource e.g. CV tool.
- College literature e.g. prospectus and website provides information about progression routes available from courses and career pathways
- C&K Careers team are available at open days, enrolment sessions and on request for 1 to 1 guidance interviews to anyone considering joining the college
- At interview potential learners are informed about progression opportunities and career pathways available from their chosen programme of study

2/ Access to the careers service and resources

Prior to joining the college, potential students can access the careers service;

- By requesting an appointment
- Via a referral during the applications process
- At advertised open days that take place at Springfield, Pioneer and Huddersfield Centres
- At all advertised in-person enrolment sessions

Student already enrolled at the college;

As a large multi-centre college it is not possible to ensure a staff member at all centres at all times, however students at all centres can access a variety of services and resources to support their decision making via;

- A central careers service is located within Huddersfield Centre in the Atrium. Students can access advisors and resources.
- All other centres have advertised times when the team will be visiting the centres for 1 to 1 appointments / drop-ins
- The Learning Resource Centres have a careers section within their resources
- All students can access a large variety of resources via the VLE, including podcasts, recorded sessions, guides and links to key external websites
- All students can request an appointment via the on-line booking system, utilising the QR code or via a drop in. Appointments are facilitated in a variety of methods including face to face and via Teams.
- College staff can refer students, or students self-referral can be made via pro-monitor
- Careers Advisors provide a drop-in service at all centres advertised in advance and provide “pop-up” sessions within curriculum areas across the academic year

3/ Careers Education

All students enrolled on a Study Programme will have access to careers education via their curriculum team, the work experience team and tutorial and the Personal Development Programme. This will be covered in a variety of formats including;

- Units of a study programme and the teaching of professional standards
- Visiting speakers and industry visits
- Work Placement Tutorial and work placements
- The Personal Development programme
- Workshops provided via the careers service
- Resources on the VLE
- All students participate in work placement and completion of the accompanying passport document via the work experience tutorial.
- Themed careers led weeks in college HE Week, Apprenticeship Week, Employability Week.

All other students will still be able to access careers education programme/service via the above methods where appropriate to their studies. This includes apprentices, learners on a higher education programme and adults on a substantial part time programme (e.g. ESOL students, GCSE students, Access students)

4/ Identified weeks in college to support careers education and IAG

- *Induction:* Information regarding the careers service and what it can offer will be made available to all students during induction week.
- *Swap Don't Drop:* takes place across the first 5 weeks of term providing students with an opportunity to swap courses if they feel they have not made the correct choice. This opportunity is advertised around college and students are made aware of the process and how to participate.
- *Employability Week:* Timed to compliment national careers week in March students having the opportunity to participate in a variety of activities including; careers conventions, visiting speakers, mock interviews, visits to industry.
- *HE Week (October and May):* For students considering progressing into higher education HE week will provide an opportunity to start thinking about degree level study. This will include a HE and Higher Skills Fayre attended by external HE providers, workshops on the degree level study at Kirklees College, UCAS process and how to maximise your applications and workshops presented by visiting local universities.

5/ Work & Industry Placements

- Work placements will be incorporated into study programmes for students 16 - 18 (or up to 24 with an EHCP) and are a vital part of developing a young person's career aspirations. Placements range in length as some courses require students to complete a fixed number of placement hours to achieve their qualification. Placement requirements will be discussed during the application and enrolment process.
- Work Placements are a minimum of 30 hours in a role relevant to the qualification being studied. Students will also receive additional support to develop their employability skills including finding and applying for roles, interview preparation and CV writing. All work placements are recorded on navigate (regarding student) and pro-engage (regarding employer / company)
- All students have a dedicated work experience officer allocated to their curriculum area to help them find and plan their placements and support them with making the most of the opportunity as well as participating in a work placement tutorial each week.
- T Levels students undertake a significant placement and this must be completed to successfully complete a qualification. The number of placement hours is clearly discussed at interview with applicants so that they are aware of the commitment prior to enrolment.

6/ EHCP Students

All students with an EHCP will have access to the careers advisors at appropriate times during their review period to support progression planning as part of their EHCP. Where required, more specialist support may be available via C&K Careers as an organisation.

7/ Monitoring of the service

All elements of careers education will be part of the college self-assessment process and forms part of the college quality improvement plan.

Students will be able to feedback on these services at identified points via the main college student satisfaction survey and student voice forum. Users of the service will also be asked to complete evaluation forms at identified points to measure the impact of service.

External assessment of the service will take place to set timescales via the approved agencies e.g. Matrix, Quality Standards, Ofsted

8/ Equality and Diversity

The college welcomes and celebrates equality and diversity. We believe that everyone should be treated fairly regardless of their age, disability, gender, gender identity, race, religion or belief, sexual orientation and socio-economic background. All students have access to the careers service and the support provided.

9/ Safeguarding Policy

The college recognises its moral and statutory responsibility to safeguard and promote the welfare of students. We work to provide a safe and welcoming environment where students are respected and valued. We are alert to the signs of abuse, neglect, radicalisation and extremism and follow our procedures to ensure our students receive effective support, protection and justice. College expects all staff and volunteers working on behalf of the college to share this commitment.

10/ CEIAG Group

The college have an identified working group who will oversee the Careers Education Programme. The group will meet termly to monitor the programme. However sub groups, with extended membership will meet regularly to plan and co-ordinate operational activity.

Membership is:

- Head of Student Recruitment, Careers and Customer Service + nominated Careers Lead

- Head of Faculty nominee (Head of Student Support, Development and Inclusion as required)
- Head of Student Support (as required)
- Student Recruitment and Careers Team Leader
- Work Placement Manager
- A Representative of the college careers team

Invited to attend sub groups as appropriate:

C&K Careers (external)

Business Development Team (Apprenticeship Recruitment element)

Marketing

Quality

HE Manager

Aim Higher Representative (external)