

## Careers and Guidance Policy

**TYPE:** Policy

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**PURPOSE:** To inform staff, students, parents/ guardians and all other service users of the central careers policy and provision Solihull College & University Centre and Stratford upon Avon College has in place to students & potential students.

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**SCOPE:** This policy applies to all students, potential students, staff, parents & carers

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**RESPONSIBILITY:** The Vice Principal HR & Student Services is responsible for this policy. The Director Student Services is responsible for the monitoring of the policy.

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**LEGAL CONTEXT:** Careers Guidance for further education colleges and sixth form colleges (October 2018)

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### 1. Introduction

Solihull College & University Centre/Stratford College is committed to providing students & potential students with quality impartial careers advice. The Careers team hold the Quality Careers Standard at a Gold Level (July 2018) and is working to the Gatsby Benchmarks Framework

The principles of the Careers Service are governed by;

- Careers Guidance for further education colleges and sixth form colleges (2018)
- The Gatsby Benchmark
- The Matrix Standards
- The Quality in Careers Standard
- Career Development Institute

In line with the above, we commit to:

- Offer impartial careers advice and guidance that will result in appropriate and informed choices about future destinations.

- Employ fully qualified Careers advisers to Level 6 & 7 who are members of the CDI
- Offer effective, accessible and up-to-date careers information, labour market information and resources
- Provide specialist knowledge and advice to support tutors, linking curriculum learning to career opportunities
- Provide a high-quality service to all students, parents/guardians/carers and the college & the local community
- Ensure that students are integrated into the wider college curriculum
- Provide specialist careers software for students to access whilst at college
- Careers information, advice & guidance is given to all students in achieving their full potential and raising their aspirations regardless of age, gender, ethnicity, disabilities and in accordance with the Equality & Diversity Policy

This is achieved by providing access to information resources, impartial individual guidance, and, once enrolled at the College, a range of co-curricula activities designed to develop skills for employability, assisting in your career management and decision-making.

Everyone can access the careers service via email – [careers@solihull.ac.uk](mailto:careers@solihull.ac.uk) or by contacting the Careers Team at the college by telephone or on campus. Enrolled students can access a range of further information through the Student Hub - [Hub | Careers | Careers Information \(solihull.ac.uk\)](#)

## **2. Activities, Resources and Tutorials**

The Careers team provide support to tutors and students by delivering targeted careers education tutorials on progression pathways which are bespoke to the curriculum area. These are supplemented by a range of generic tutorials developed for each term. These are detailed below.

**Autumn Term** – Delivery of employability programs to all HE students to support attainment of graduate schemes and permanent employment opportunities. Ongoing support to students applying through UCAS wishing to achieve higher education progression is provided. These tutorials are supported by our annual Higher Education Fair, forming a focus for tutorial delivery. The Careers team will maintain links with the curriculum areas to ensure information about courses is up to date. Careers resources will be provided to help tutors deliver employability skills.

**Spring Term** – Delivery of Enhance scheme of work across levels 1, 2 & 3 to promote successful progression onto further education courses, apprenticeships and employment. This work is supported by the Careers and Apprenticeship Fair giving each student an opportunity to engage with employers and for them to understand the labour market information and the different career pathways.

**Summer Term** – Delivery of Higher Education Progression and Parents/Student days in partnerships with local universities, covering topics such as how to successfully secure a place at university. This includes sessions on personal statements, higher education

research and the UCAS process and what are the young person's options are when they leave college.

Information about forthcoming events will be notified to students through their personal tutors, student hub, posters, hub news and social media channels

Advice, help and support is available to students and their parents through the college website; information about the Careers service is available at parents' evenings. For students to make informed decisions about their future careers we run (post 18 options evening) for parents and students to attend.

### **3. Partnerships**

The college also has close links with the Postgraduate Careers Guidance Team at Coventry University as we take Postgraduate students for a placement year.

The college has productive partnerships with local Universities and local Employers and local Training Providers which help us meet the needs of the economy, education and the community.

The College works closely with Local Enterprise Adviser, who provide advice and guidance at a strategic level to the Careers Leadership Team in order to achieve all the Gatsby Benchmarks.

### **4. Our offer**

Before students join the college, they are entitled to:

- Impartial information, advice and/or guidance about what the College offers.
- Impartial guidance on your learning needs.
- A Careers interview to discuss your future plans or help if you decide on a course of action.

**When students have joined the college they are entitled to:**

- Use the careers information resource provided on-line through the Student Hub and in the ACE HUB (Aspirations, Careers & Employability Hub)
- Help with answering your careers enquiries including job search activities.
- Activities, workshops/talks designed to identify and develop your skills for learning and/or employment and make informed decisions.
- Ongoing access to personal careers guidance

### **Before students leave they are entitled to:**

- Information about your progression options such as Further Education, Higher Education, Apprenticeships, Employment and GAP year opportunities
- Access to careers guidance to help your career decision matters and to help you achieve your next goals.
- Help with making employment applications, CV's
- Information about what else the college can offer you.

### **As a result of accessing the Careers Service students will be able to:**

- Identify the most suitable path to achieve your career goals
- Identify your strengths, weaknesses and understand how to bridge any gaps
- Being equipped and confident to identify relevant information on learning & career progression
- Agree a plan of action to help you achieve your goals
- Access other sources of valid, up-to-date careers information to support your ongoing development.

## **5. Our commitment to you**

All our services are regularly reviewed. After your interview you can complete a questionnaire and leave your comments about the level of service you have received and how we can improve our service & standards – your views are welcome. You are not required to give your name if you do not wish to. We will ensure that careers staff:

- Follow the ethical principles of IAG delivery ensuring that information provided is independent and impartial.
- Respect confidentiality
- Respond to e-mail enquiries within 3 working days
- Respond to telephone messages within 24 hours
- Record client information to provide information, advice and guidance services in accordance with the college's GDPR Policy. If relevant, we will seek permission to share limited details with third parties.
- We are committed to following The Gatsby Benchmark (*full description of the Gatsby Benchmark further in the policy*)

The Careers Guidance Statement of Service operates in accordance with MATRIX and the National Quality in Careers Standard and our published General Privacy Policy

## **6. Organisational Responsibilities**

The Director of Student Services is the designated Careers Leader.

The Careers Service Manager has overall responsibility for the Careers team, who submits regular reports (every half term) to the Director of Student Services. The Careers Policy is reviewed on a yearly basis.

Every member of the Careers team has specific roles and responsibilities to ensure that the service is delivered effectively

Careers education and guidance is a whole college responsibility. Both teaching and support staff are involved in careers education and guidance in some way, whether through supporting work placements, supplying information on course and job opportunities, labour market information, providing learning or tutorial support to facilitate progression.

The College works in partnership with the local authority and local partners to focus on those young people whose IAG needs are greatest and who are most 'at risk' of dropping out of College or becoming NEET. For 19+ students we work closely with the National Careers Service Team

The advisers in Student Services offer pre-entry advice and guidance to prospective learners and careers staff work with enrolled learners; whilst industry specific guidance is provided by tutors throughout the year.

Staff participate in relevant careers related development, an example of which is UCAS reference writing for personal tutors. In addition to this the Careers team undertake a range of training and development activities as recommended by the CDI. All the Careers Advisors are members of the CDI who follow the CDI Code of Ethics and are fully qualified Level 6 and 7 in Careers Guidance.

## **7. Monitoring & Review**

- The careers team regularly monitor feedback from students, parents, carers and external providers in order to provide a robust and effective service
- The feedback is collated and is added to the Careers QIP (Quality Improvement Plan)
- Student Learner Voice and College Termly Surveys are reviewed to provide a more effective careers service

## **8. Parents, Carers and Guardians**

Solihull College & University Centre/Stratford College aims to work in partnership with parents and carers and guardians to raise students' aspirations and support them in helping young people make informed decisions when planning their learning and

career pathways. This is achieved through several interactions during the learner journey.

- Application, admissions and enrolment processes
- Schools Liaison
- Careers guidance interviews
- Parental engagement events
- Open days and recruitment events
- College publications

## **9. Career Development Institute Code of Ethics**

### **Impartiality:**

We provide unbiased information, advice & guidance that allows you to consider all of the options available to you

### **Accessibility:**

We are committed to making all clients aware of the services we offer and to make sure that all clients can access the service. We do this by working together to provide facilities and materials suitable for all clients in a way that does not exclude anyone from benefiting from the service.

### **Confidentiality:**

We will treat all information about our clients as strictly confidential as required by the Data Protection Act. We can provide a private setting for pre-booked careers appointments. Drop in sessions will be within an open space unless otherwise requested. We will not pass on any information without the written permission of the client with the exception of safeguarding disclosures.

### **Equality of Opportunity:**

We are committed to equality of opportunity for all our clients, and will monitor services on a regular basis to ensure that we uphold this principal in delivering our IAG service. We will provide a copy of our equal opportunities policy to any client on request.

### **Transparency:**

The information, advice & guidance process should be made clear to every client. We aim to use clear language and ensure that all clients understand what is available through the IAG service, including our roles and responsibilities.

### **Individual Ownership:**

We ensure that the information, advice and guidance we provide is focused on the needs of the individual and that the service is welcoming and responsive to their present and future needs. We encourage client feedback on our service and provide opportunities for clients to give us their opinion.

### **Professional:**

We ensure that our staff have the skills and knowledge to identify and address our clients' needs. The College is committed to providing opportunities for continuing professional development to IAG staff.

**Client Referral:**

We will refer clients within the College as appropriate and onto other agencies following prior agreement with the client.

## **10. Careers Leadership Team**

Solihull College & University Centre/Stratford College has established a Careers Leadership Team. The team meets at least once a term and oversees the effective implementation of the careers, advice and guidance at the college in accordance with the Gatsby Framework

The members of the Careers Leadership Team include:

Director of Services for Student Services (Careers Leader/Chair) – Adam Thomas  
Careers Service Manager – Alka Prinja – 0121 678 7020 email: [alka.prinja@solihull.ac.uk](mailto:alka.prinja@solihull.ac.uk)  
Assistant Principal – STEAM Faculty  
Assistant Principal – Commercial Faculty  
Additional Needs Manager  
Work Experience Manager  
Head of Personal Progress & Development

## **11. Management of provider access requests**

A provider wishing to request access should contact: Adam Thomas Director of Student Services/Careers Leader who is responsible for Information, Advice and Guidance  
Telephone: 0121 678 7000 Email: [adam.thomas@solihull.ac.uk](mailto:adam.thomas@solihull.ac.uk)

## **12. Opportunities for access**

A number of events, integrated into the colleges careers programme, will offer providers an opportunity to come into college to speak to students and/or their parents/guardians/carers.

Please speak to Alka Prinja, Central Careers Service, Tel: 0121 678 7020 or email: [careers@solihull.ac.uk](mailto:careers@solihull.ac.uk) to identify the most suitable opportunity for you. The college policy on safeguarding sets out the college's approach to allowing providers into college as visitors to talk to our students.

### **13. Gatsby Benchmark for Careers Guidance**

The Gatsby benchmarks form part of the government strategy and guidance that all schools and colleges have to follow to ensure that every student gets good quality careers guidance whilst in education.

#### **1) A STABLE CAREERS PROGRAMME**

Every college should have an embedded programme of career education and guidance that is known and understood by learners, parents, teachers, employers and other agencies.

#### **2) LEARNING FROM CAREER AND LABOUR MARKET INFORMATION**

Every learner, and their parents (where appropriate), 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**

Learners have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each learner. A College careers programme should embed equality and diversity considerations throughout.

#### **4) LINKING CURRICULUM LEARNING TO CAREERS**

All subject staff should link curriculum learning with careers, even on courses which are not specifically occupation-led. For example, STEM subject staff should highlight the relevance of STEM subjects for a wide range of future career paths. Study programmes should also reflect the importance of maths and English as a key expectation from employers..

#### **5) ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES**

Every learner should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace.

#### **6) EXPERIENCE OF WORKPLACES**

Every learner should have had at least one experience of a workplace, in addition to any part time employment

#### **7) ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION**

All learners 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 learner should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of college staff) or external, provided they are trained to an appropriate level.



## Solihull College & University Centre /Stratford College Careers Programme 2021-2022

| Activity/Month                                       | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May |
|--|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|
| <b>Careers Guidance</b>                              |     |      |     |     |     |     |     |     |     |     |
| 1-1 Careers Guidance (G8)                            | *   | *    | *   | *   | *   | *   | *   | *   | *   | *   |
| Transition checks - right learner, right course (G8) | *   | *    | *   |     |     |     |     |     |     |     |
| Careers Advice at Open Events (G8)                   | *   |      |     | *   |     |     |     | *   |     |     |
| Careers Advice at PEGS week (G1, G7)                 | *   |      |     |     |     |     |     |     |     |     |
| Careers Inductions (G1, G8)                          | *   | *    |     |     |     |     |     |     |     |     |
| Schools and outreach engagement events (G8)          | *   | *    | *   | *   | *   | *   | *   | *   | *   | *   |
| Email & Telephone Careers Guidance (G1, G8)          | *   | *    | *   | *   | *   | *   | *   | *   | *   | *   |
| <b>Careers Events</b>                                |     |      |     |     |     |     |     |     |     |     |
| Careers & Apprenticeship Fair (G2, G4, G5,G7)        |     |      |     |     |     |     |     | *   | *   |     |
| HE Fair (G7)   |     | *    |     |     |     |     |     |     | *   |     |
| HE Information Talks (G7)                            |     |      |     |     |     |     |     | *   | *   | *   |
| Personal Statement Drop-ins (G7,G8)                  | *   | *    | *   | *   | *   |     |     |     |     |     |
| Bespoke Industry Careers Event (G2,G4,G5,G8)         |     |      |     |     |     | *   |     |     |     |     |
| Options at 18 (G3, G5, G7, G8)                       |     |      |     |     |     |     | *   | *   |     |     |
| National Apprenticeships week(G1, G2, G4, G5)        |     |      |     |     |     |     |     | *   |     |     |
| <b>Higher Education Support</b>                      |     |      |     |     |     |     |     |     |     |     |
| HE Information Talks (G7)                            |     |      |     |     |     |     |     | *   | *   | *   |
| UCAS registration tutorials (G7)                     |     | *    | *   | *   |     |     |     |     |     |     |
| Personal Statement Drop-ins (G7,G8)                  | *   | *    | *   | *   | *   |     |     |     |     |     |
| Student Finance Talks (G7)                           |     |      |     |     |     |     | *   | *   | *   | *   |

|   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|
| UCAS Clearing advice (G7, G8)   | * | * |   |   |   |   |   |   |   |   |
| Departmental University Trips (G7)  | * | * | * |   |   |   |   |   | * | * |
| University Mock Interviews (G7, G8)   |   |   | * | * | * | * | * | * |   |   |
| <b>Employability Skills Support</b>   |   |   |   |   |   |   |   |   |   |   |
| CV Workshops (G1, G3, G8)   | * | * | * | * | * | * | * | * | * | * |
| Interview Skills (G6, G3, G8)   | * | * | * | * | * | * | * | * | * | * |
| Job Search (G1, G2, G3, G4, G5, G8)   | * | * | * | * | * | * | * | * | * | * |
| Introduction to Work Opportunities and Career Planning (G1, G2, G3, G4, G5, G8) |   |   |   |   |   | * | * | * | * | * |
| Mock Interviews for HE students (G3, G4, G6, G8)                                |   |   |   |   |   | * | * | * | * | * |
| Bespoke Employer Talks - curriculum lead (G1, G2, G4, G5)                       | * | * | * | * | * | * | * | * | * | * |
| Work Experience (G4, G5, G6)  | * | * | * | * | * | * | * | * | * | * |

**PUBLICATION:**

**Staff Hub/Intranet:** (Y)

**Website:** (Y)

**Student Hub:** (Y)

| Reviewed By               | Created | Last Reviewed and Approved | Next Review Date | Total Pages |
|---------------------------|---------|----------------------------|------------------|-------------|
| Adam Thomas               | 2015    | June 2019                  | June 2020        | 9           |
| Adam Thomas / Alka Prinja | 2015    | August 2020                | August 2021      | 8           |
| Adam Thomas/ Alka Prinja  | 2015    | August 2021                | August 2022      | 9           |