

South and City College Birmingham

Careers Policy 2024

1. Aim

- 1.1. The aim of this policy is to provide a framework for the delivery of high quality impartial careers education and information, advice and guidance to prospective and current learners at South and City College. To also promote employability skills and experiences to encourage all learners to aspire, make good choices and understand what they need to do in order to reach and succeed in their chosen career

2. Scope

- 2.1. All learners and prospective learners should have access to free, confidential, impartial information, advice and guidance to support their progression into training, higher education or employment. For the purposes of Careers Education, Information and Guidance (CEIAG) this includes the College's 14-16 Provision
- 2.2. This policy accepts the 8 Gatsby Charitable Foundation's benchmarks as set out in the DfE guidance
- 2.3. The policy has been reviewed in line with the all recently published DfE guidance and publications. See section 10
- 2.4. All members of staff at South and City College are expected to be aware of the importance of CEIAG in the education and future life chances of students

3. Objectives

- 3.1. To achieve the college aim, the Eight Gatsby Benchmarks will be at the core of our provision and services, and will be applied appropriately across the whole College.

"Good career guidance helps inspire students towards further study and enables them to make informed decisions whenever choices are open to them. It helps them to understand enough about the world of work to know what skills and qualifications they need to succeed." Gatsby Foundation Jan 2018

- 3.2. The eight Gatsby benchmarks of Good Career Guidance are:

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

- Personal guidance

4. Responsibilities

- 4.1. The governing body will ensure that the College has a clear policy on CEIAG and that this is clearly communicated to all stakeholders. They should ensure that this policy is based on the eight Gatsby Benchmarks and meets the Colleges legal requirements. There will be a member of the governing body who takes a strategic interest in CEIAG
- 4.2. The Principal is responsible for the direction and management of all aspects of the College's business. In relation to CEIAG, this means ensuring that the College meets statutory regulations and that policies and practices reflect statutory duties
- 4.3. The College has a named Careers Leader whose responsibility it is to ensure CEIAG is based on the eight Gatsby Benchmarks and champions Careers across the College
- 4.4. To ensure that the learner's program and college experience includes and is complimented by cross college delivery of careers by a wide range of areas including: Marketing and School Liaison, Admissions, Tutors, Tutorial Programme, Careers Advisers, wider Student Engagement, Employability and Work Experience Teams and Business Services
- 4.5. To have a sector leading dedicated careers service, made up of careers advisers that are highly qualified, impartial and matrix accredited. Through individual guidance, group work, events and information services supporting learners to aspire and progress onto suitable higher or further education, employment or training

5. Working in Partnership

- 5.1. The college works in collaboration with a range of partners to assist in the delivery of CEIAG and Labour Market Information, including Careers Enterprise Company, local and national employers, local authorities, schools, education institutions, training providers and other services
- 5.2. In particular this includes working with the National Careers Service and Birmingham Careers Service to support CEIAG to adult students of South and City College
- 5.3. The College will work in partnership with parents to raise students' aspirations and support them in helping their young people to make informed decisions when planning their learning and careers

6. Monitoring and Evaluation of the Policy

- 6.1. This policy will be reviewed every 2 years or more frequently as legislation changes
- 6.2. The effectiveness of the policy will be monitored through the self-assessment and quality improvement process. This will include feedback from learners, parents, employers and other stakeholders

6.3. The college will also continue to retain the Matrix Standard to ensure good quality of Information, advice and guidance

7. Equal Opportunities

7.1. The College's commitment to equal opportunities and social inclusiveness is demonstrated through its determination that every learner receives the high quality learning experience which will bring them success. All careers activities should incorporate differentiation techniques and a considered approach to each individual learner

7.2. The College will ensure that its policies operates within the spirit and letter of the College's Single Equality Scheme, actively promoting equality and aiming to minimise differences in success across groups

8. Safeguarding

8.1. The College will ensure that its Careers Policy promote safeguarding of children and vulnerable adults

9. Manager Responsible for Policy

9.1. Careers Leader – Assistant Director of Student Engagement

10. Related Documents

Careers guidance and access for education and training providers (DfE, 2021)

<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

Skills for Jobs: Lifelong Learning for Opportunity and Growth (Dfe, 2021)

<https://www.gov.uk/government/publications/skills-for-jobs-lifelong-learning-for-opportunity-and-growth>

Careers Strategy: making the most of everyone's skills and talents (DfE, 2017)

<https://www.gov.uk/government/publications/careers-strategy-making-the-most-of-everyones-skills-and-talents>

SCCB Careers Strategy 2022

SCCB Careers Action Plan 2022 (to follow)

SCCB Gatsby Benchmark Improvement Action Plan 2022

https://southandcitycollege.sharepoint.com/:w:/s/SharedOldYDrive/ESlQdTQVbHIFuMzrXfs5XZYBcQ_ToY-bkbbbRNqidGXMMQ?e=4%3AgUCdZK&at=9&CID=74f50443-d1be-5c54-2c30-a2a25fdabeb1

Compass Tool Evaluation 2022 – available on request

Matrix Accreditation 2020 – report available on request

11. Date for Review

March 2025

| Version | Date | Description of changes made | Changed by |
|----------------|-------------|--|--|
| 1 | Sept 2009 | New policy template used | Jane Linsell |
| 2 | April 2012 | No changes | Jane Linsell |
| 3 | June 2013 | Updated to include new developments in service | Ian Campbell Balraj Singh Jane Linsell |
| 4 | July 2014 | Update and review | Ian Campbell Balraj Singh |
| 5 | Sept 2016 | Annual update | Jane Linsell |
| 6 | Aug 2017 | Annual update | Jane Linsell |
| 7 | Aug 2018 | Annual Update | Jane Linsell |
| 8 | Sept 2020 | Update | Jane Linsell |
| 9 | Feb 2023 | New Policy | Balraj Singh |
| 10 | Mar 2024 | Update | Balraj Singh |