

Careers Education, Information, Advice & Guidance Policy 2021/22

Scarborough Sixth Form College is a successful, supportive and friendly college providing high quality education and enabling success for students, staff and the community.

The College is committed to providing guidance to all students prior to enrolment, on entry to College, during a student's progress through College and in relation to progression from College. Careers advice and guidance will:

- Be informative, clear and impartial.
- Be readily available to all students as and when necessary.
- Differentiate to meet the needs of the individual, be progressive and build on prior experience.
- Enable the student to acquire the skills and knowledge they need to make informed choices and decisions about the future.
- Give maximum opportunity for realistic progression.
- Help students to appreciate and understand the relevance of their studies to career and other opportunities.

| Component Parts: | Purpose: | Staff responsible: | Serviced by: |
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| A comprehensive and varied careers programme, reviewed & updated annually (Gatsby 1) | To provide a clear outline about the careers service and annual activities that can be accessed by students, parents, staff and externals via the college website. | Careers Manager & Vice Principal | Careers Manager. Checked by Vice Principal |
| Individual guidance prior to entry to College (Gatsby 3, 8) | To ensure that students choose the right career pathway for them to meet their individual needs. To help them realistically choose the right combination of subjects to meet those needs. | Vice Principal | Admissions, Careers, Teaching staff & Guidance Support Tutors during school events, Open events, student consultations and enrolment. |
| Personal guidance whilst at College (also available immediately after leaving college when needed) (Gatsby 3, 8) | To enable students to plan their career/progression after college. To give specific guidance as to the pathways available. | Careers Manager | Careers Manager & Careers Adviser |
| Work Experience (Inc. volunteering and placements required for certain courses) (Gatsby 5, 6) | To help students gain insight into the world of work and to contribute to their decision making regarding future careers. | Careers Manager | Careers team |
| Careers & HE Events/Visits (Gatsby 2, 4, 7) | To increase student awareness of opportunities available in HE, employment and apprenticeship. To broaden horizons and inspire students to think about life beyond college. To get current information about the labour market direct from employers. To link subject content to the world of work. | Careers Manager | Careers team and teaching staff |
| Talks from external speakers (Gatsby 2, 4, 5, 7) | Information giving sessions about careers & progression (including HE, employment, apprenticeship & gap year). This also includes links with organisations such as NYBEP and NCOP who both offer a broad range of careers and HE related support for students. | Careers Team | Careers Team, teaching staff and external organisations. |
| Careers Resources (Gatsby 2, 8) | To allow students to access information as and when needed. A range of printed materials available in the careers office. | Careers Team | |
| Specialist Careers advice (Gatsby 3, 8) | To provide specific advice as is necessary for certain progression routes, for example our Aspire enrichment group for competitive | Careers Team | |

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| | university applicants. | | |
| Employability preparation (Gatsby 3) | To offer students mock interviews, CV guidance, help with job searches and applications. To discuss and record part-time work, additional activities and career aim. | Careers Team | Careers team, external organisations, teaching staff and Guidance Support Tutors. |
| Prep Programme (Gatsby 3, 8) | To enable students to acquire the skills and knowledge they need to make informed choices and decisions for the future. Advising on HE, employment and apprenticeships. The tutorial programme particularly supports students with UCAS applications. It also has a dedicated employability seeking strand to help students who do not want to apply to university. | Guidance Support Manager | Guidance Support Tutors, with support from Careers. |
| Reviews & contact with Guidance Support Tutors (Gatsby 3, 8) | Regular contact with Guidance Support Tutors to monitor student progress and address any concerns. Referrals on to Careers team and other specialist services when needed. | Guidance Support Manager | Guidance Support Tutors |

The College is committed to:

- Train and develop staff involved in the delivery of careers advice and guidance.
- Equality & Diversity
- Involving parents where appropriate and responding to their requests.
- Helping students with careers advice and guidance immediately after they have left College.
- Working in partnership with other providers and organisations in order to deliver a rounded and unbiased careers programme.

Careers is treated as a separate area in all respects and as such receives an annual budget for the development of the resources.

The Careers provision is reviewed annually and takes into account:

- The views of students (*via college student survey and event feedback*)
- Statistics on their destinations
- The views of parents (*via event feedback*)
- The usage of the service

Staffing structure:

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| Vice Principal / Strategic Careers Leader | Rowan Johnson | Overall responsibility for Careers |
| Careers Manager / Operational Careers Leader | Emma Anderson | Responsibility for planning & delivery of the careers programme. Personal guidance interviews. |
| Careers Adviser | Ceri Colman | Planning and organisation of work experience. Personal guidance interviews. Careers event planning & coordination. |
| Enrichment Coordinator | Lisa Chapman | Plan, organise & oversee the enrichment programme. Organise all college work placement week. |
| Guidance Support Tutors | Jo Walker, Adam Calcraft, Sue Hawthornthwaite, Helen Robinson, Charlotte Sixsmith, David Jackson | Regular support with progression. |

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| Policy Owner | RNJ |
| Last updated | 06/10/21 |