

PROCEDURE TITLE: Careers Guidance Policy

STATUS: Statutory

DATE OF REVIEW: September 2023



[Higher Education Provider Privacy Notice](#)

This information relates to the delivery of careers guidance to Year 7 to 13 students in accordance with Section 42A of the Education Act 1997 and Section 72 of the Education and Skills Act 2008.

**This strategy is for the academic year 2023 to 2024**

<b>Our commitment</b>	We are committed to providing high quality careers education and guidance as an integral part of every student's education. We will seek to ensure that the provision is appropriate to the age, stage, ability and educational needs of every individual and is underpinned by equality of opportunity. The College is committed to providing a planned programme for all students in partnership with relevant external organisations.
<b>Contact details for the Careers Team</b>	<b>Careers Leader:</b> Miss Kerry Gallon, Assistant Principal Telephone: 01536 720300 or email <a href="mailto:kgallon@latimer.org.uk">kgallon@latimer.org.uk</a>  <b>Independent Careers Advisor:</b> Mrs Nicola Stanbridge: <a href="mailto:NStanbridge@latimer.org.uk">NStanbridge@latimer.org.uk</a>  <b>Careers Administrator:</b> Ms Victoria Stanyon Telephone: 01536 720300 or email: <a href="mailto:VStanyon@latimer.org.uk">VStanyon@latimer.org.uk</a> Please contact the team above should you wish to find out further information about our Careers and Raising Aspirations provision
<b>Careers Programme</b>	Planning, resourcing and implementation of the differentiated curriculum content through our Personal Development Programme (PDP) is the responsibility of the Careers Leader, in liaison with the Wider Curriculum team.  <b>Our provision will include:</b> <ul style="list-style-type: none"><li>• Subject areas promoting related careers advice</li></ul>

	<ul style="list-style-type: none"> <li>• PDP sessions focusing on personal development, careers, employability skills, local labour market conditions</li> <li>• Access to online independent, impartial advice via the National Careers Service</li> <li>• Use of the careers library (including an induction session)</li> <li>• Careers Information, Advice and Guidance assemblies</li> <li>• Workplace visits, college and university visits</li> <li>• Specific events focusing on employability skills and enterprise skills</li> <li>• College Careers Fair</li> <li>• Individual careers interviews</li> <li>• Apprenticeship Awareness programme</li> <li>• Use of Unifrog for personal development tracking and research</li> </ul>
<p><b>Independent Careers Advice</b></p>	<p>The College provides in-school guidance and independent advice from external consultants, to ensure our students receive the impartial advice that they need.</p> <p>Our Independent Careers Advisor is a professionally trained careers guidance practitioner.</p> <p>As part of our careers programme, Year 11 students are provided with a one to one guidance interviews with a qualified careers advisor. Parents and carers are welcome to attend these meetings.</p> <p>Students in all other year groups can request a careers guidance interview by e-mailing Ms Victoria Stanyon - <a href="mailto:VStanyon@latimer.org.uk">VStanyon@latimer.org.uk</a></p>

**Monitoring and Evaluation**

The Careers Team meet on a regular basis to develop, monitor and evaluate the provision across the College. Provision is also monitored through regular feedback from students, staff, parents and carers and our partners.

External provision is monitored and evaluated through the College’s Monitoring and Evaluation procedures including learning snapshots, work sampling and student voice.

The effectiveness of our careers activities will be assessed using the Gatsby Benchmarks and attainment and destination data for students. Success will be reflected in higher numbers progressing to apprenticeships, universities, traineeships and other positive destinations such as employment or a further education college. Destination data (DfE) will be used to assess how successfully students make the transition into the next stage of education or training, or into employment.

The Careers Leader reports to governors on a termly basis. A designated governor has responsibility for overseeing the quality of this programme.

**How the College measures and assesses the impact of its careers programme on the students**

The College measures the impact of the careers programme using the “The eight Gatsby Benchmarks of Good Career Guidance” through the Career and Enterprise Compass Tool. The programme is evaluated twice a year.

**Gatsby benchmarks:**

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

**Access to providers of technical education and apprenticeships**

The College will encourage providers of technical education and apprenticeships to inform students about the varied career options open to them and courses and qualifications they offer and what each option entails. This will allow students to consider how the opportunity to study or train in different ways, and in different environments, might suit their skills, interests and aptitudes. Our Careers Provider

	<p>Access Policy Statement can be accessed in our <a href="#">Policies</a> page and details how access will be provided.</p> <p>All students will be entitled:</p> <ul style="list-style-type: none"><li>• to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;</li><li>• to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through pathways events, assemblies and group discussions and taster events;</li><li>• to understand how to make applications for the full range of academic and technical courses.</li></ul>
<p><b>Useful resources for students and parents/carers</b></p>	<p>The <a href="#">National Careers Service</a> provides information, advice and guidance to help students make decisions on learning, training and work opportunities.</p> <p>The service offers confidential and impartial advice and is supported by qualified careers advisers. A student can chat with an adviser using web chat (8am to 10pm, 7 days a week) or can call 0800 100 900 to speak to an adviser (8am to 10pm, 7 days a week). Calls are free from landlines and most mobile numbers.</p> <p><a href="#">icould</a> provides career inspiration and information for young people through free access to over 1000 personal video stories, detailed job information, plus practical tips, insight and advice.</p> <p>The <a href="#">National Apprenticeship Service</a> website offers guidance on how to apply for an apprenticeship as well as listing current local apprenticeship opportunities. More information on apprenticeships can be found at <a href="http://amazingapprenticeships.com">http://amazingapprenticeships.com</a>.</p> <p><a href="#">Prospects</a> Matching skills and personality to over 400 different job profiles with information about jobs, work experience, applying for university and postgraduate study.</p> <p><a href="#">A short guide for parents and students</a> regarding apprenticeship levels, salary and entry requirements.</p> <p><a href="#">UCAS</a> An online search and application tool for further and higher education</p>

	<p><a href="#">Unifrog</a> brings all the available information into a user-friendly platform that helps students to make the best choices, and submit the strongest applications</p> <p><b><u>Colleges</u></b></p> <p><a href="http://www.tresham.ac.uk">www.tresham.ac.uk</a>  <a href="http://www.moulton.ac.uk">www.moulton.ac.uk</a>  <a href="http://www.northamptoncollege.ac.uk">www.northamptoncollege.ac.uk</a>  <a href="http://www.bedford.ac.uk">www.bedford.ac.uk</a>  <a href="http://www.stellamanncollege.co.uk">www.stellamanncollege.co.uk</a></p> <p><b><u>Apprenticeships</u></b></p> <p><a href="http://www.apprenticeships.gov.uk">www.apprenticeships.gov.uk</a>  <a href="http://www.apprenticesupermarket.com/">http://www.apprenticesupermarket.com/</a></p>
<p><b>External Careers Links</b></p>	<p>To support the delivery of our careers programme, the College has strong partnerships with a wide range of educational institutions, training providers and employers who contribute to our careers programme through:</p> <ul style="list-style-type: none"> <li>• raising aspirations and increasing motivation – helping young people identify educational and occupational goals</li> <li>• demonstrating the relevance of the knowledge and skills learnt in subjects to future opportunities in learning and working</li> <li>• demonstrating the links between living, learning and earning</li> <li>• providing work enrichment opportunities including work experience, workplace visits, guest speakers, curriculum support. Details of these partners can be accessed <a href="#">here</a>.</li> </ul> <p>The Latimer Arts College is a member of the <a href="#">SEMLEP Careers and Enterprise Network</a>, part of the national <a href="#">Careers and Enterprise Company</a> programme.</p>
<p><b>Governing Body Ratification Date</b></p>	<p>September 2023</p>