

## **EASTERN EDUCATION GROUP CAREER EDUCATION AND GUIDANCE STRATEGY**

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### **VISION AND VALUES**

We are committed to implementing a Careers Programme that puts the students and their success at the heart, preparing them for their future and inspiring individual excellence. We believe that the Careers Strategy is vital in contributing to the future of our students and adhering to the College's vision and mission which strives for outstanding education and student fulfilment.

Eastern Education Group is built on three pillars:

- Connections
- Credentials
- Character Strengths

We aim for all students to gain not just the right qualifications and the best grades, but also the connections with businesses and character strengths they need to succeed.

Our students can expect support in making excellent connections with employers in order to maximise their future opportunities.

Eastern Education Group has identified 8 character strengths; resilience, optimism, curiosity, ambition, ownership, respect, self-control and confidence, which foster a culture in which we are preparing our students to live as independent thinkers confident in their choices and actions, and ready for the workplace.

In a world that is fast paced and ever changing, it is our responsibility to ensure that our students are prepared and well informed so that they can make decisions that are not based on assumptions and stereotypes. We believe that high quality careers guidance, access to quality LMI and encounters with employers is key in achieving this.

### **STATUTORY REQUIREMENTS**

The College's Careers strategy is in line with the Department for Education Skills for Job White Paper (January 2021) and Department for Education Careers Guidance and Access for Education and Training Providers (January 2023) by ensuring students have engaging and inspirational careers education, information and guidance through access to employers and other providers. It also outlines the College's role in supporting the student's ability to progress effectively within learning and the labour market. We will ensure that students have access to a range of opportunities and that they receive an excellent Careers Programme with embedded advice and guidance delivered by appropriately skilled staff.

Department for Education Careers Guidance and Access for Education and Training Providers (January 2023) sets out its expectations for Colleges. Eastern Education Group will work towards these requirements and expectations and will be guided by the Gatsby Benchmarks to develop and enhance its Careers provision.

## **STUDENT ENTITLEMENT**

Every student is entitled to a high-quality careers programme as part of their overall education from pre-entry through to progression students preparing for life after College. We put emphasis on the fact that the student journey at West Suffolk College consists of both a qualification and preparation for the work environment.

We aim to raise the aspirations of the students and to give them the information and the strength of character to aim higher.

We will ensure all students have:

- Access to independent and impartial career guidance delivered by a Level 6 qualified career development professional who upholds the professional standards of the Career Development Institute.
- Access to Progression to Higher Education Advisors and Work Placement Officers
- Access to an inspirational Careers Programme that challenges stereotypes and promotes equality of opportunity
- Access to information and advice about all progression pathways including Further Education courses, Higher Education courses, Apprenticeships, work based qualifications and progression into employment.
- Encounters with Higher Education Institutions
- A programme of events to allow students the opportunity to explore a variety of progression options
- An increase in support and activities to engage and aid progression for SEND students
- Access to IAG to assist with destination decisions and advice
- Access to up to date relevant LMI
- multiple meaningful opportunities to interact with employers and learn about the skills they need to develop in order to be successful
- Access to live job opportunities
- specific progression/ employability which embed employability and LMI information holistically within their programme
- Extensive employer links and curriculum staff who are keen to encourage as much employer led content as possible both onsite and out in the workplace

It is our intention that all students and students social, physical, emotional and academic needs will be taken into consideration to ensure that everyone is able to take advantage of career related opportunities.

We recognise the important role that parents have in their child's career development. The College has a programme of events to allow students and their parents the opportunity to explore a variety of progression options including Open Events, Progression Evenings, Apprenticeship and Job Fairs, and Open Events.

Eastern Education Group are committed to creating new and developing existing links with employers, HE, local learning providers and apprenticeship providers which inform decisions on

future courses and content, giving the students access to up to date vocational content to enhance and inform their future decisions.

## **STUDENT OUTCOMES**

Students will be able to:

- Investigate careers and opportunities in learning, work and apprenticeships and how these meet local and national priorities;
- Access appropriate information, resources, help and guidance;
- Understand changes in education pathways and the impact these have on future progression
- Analyse opportunities in work, training and further and higher education;
- Understand the full range of options available to them from various sources of information
- Develop their character strengths to be able to show employers and universities that they have the strength of character to stand out from the rest and live as independent thinkers, confident in their own choices and actions
- Through meaningful encounters with employers, gain an understanding of the workplace to further raise their aspirations
- Through work experience and workplace visits, develop their exploration or career opportunities and expand their networks

## **STUDENTS PROGRESSION**

Students will be able to:

- Make and implement Progression Plans
- Decide on their next step in their career's development using action planning, reviewing and setting targets
- Prepare for transition through a variety of events and interactions
- Search for appropriate opportunities and develop networks
- Understand the steps needed to prepare an application for their chosen pathway
- Understand how to be work ready through various forms of meaningful encounters with employers, gain an understanding of the workplace to further raise their aspirations

## **MANAGEMENT**

Eastern Education Group recognises the importance of putting in place effective arrangements for the management, delivery and implementation of the Careers programme.

Nadine Payne is the Group Director of Careers, Opportunities and Progression Eastern Education Group who is responsible for:

- Providing leadership and coordination of a high-quality careers programme
- Providing quality assurance and ensure continuous improvement
- Tracking and monitoring the above through a variety of mediums, such as Compass, feedback, Matrix, Quality in Careers Standard

Charlotte Warren is the Group Head of Careers Guidance Services and is responsible for:

- Management of the centralised Careers activity across the Colleges and externally
- Ensuring the quality and consistency of the service meets the needs of the students and the expectations of employers and training providers
- Ensuring that there is a robust system in place to support students with their intended destinations at targeted times of the year.

Cassandra Fisher is Head of Opportunities and Connection and is responsible for:

- Ensuring consistent, compliant and effective management of Work Experience and Industry Placements.
- Monitoring and maintaining the Health & Safety of students participating in placements in the workplace.
- Assisting the College to meet its statutory duty and contractual obligations of funding agencies.

Rio Godfrey is Group Head of Progression to Higher Education and is responsible for the Progression to HE Team including;

- Ensuring all students are consistently given opportunities for comprehensive advice and guidance activities and interventions, enabling them to explore Higher Education as a progression pathway, and that they have a range of up to date, accurate resources available.
- Ensuring all staff, including curriculum, across the group are given adequate advice and scaffolding for supporting students within the UCAS cycle, for example the reference writing process and collation of UCAS predicted grades.
- Ensuring UCAS applications across the college are coordinated and administered within external timeframes, with a focus on supporting the students to complete high quality applications.
- Ensuring positive and effective collaboration as part of our partnership work with HEIs, and government projects such as neaco.

The Careers Strategy is monitored and reviewed at the following Executive Board:

- Careers Board
- SET
- Education and Excellence Board
- Individual College SLT

## **STAFF DEVELOPMENT**

All staff are expected to contribute to the career learning and development of students in their different roles. To meet the training needs that arise from this, we will ensure that personal development opportunities are discussed on a termly basis and appropriate training is identified and offered.

## **QUALITY ASSURANCE**

Eastern Education Group evaluate the impact and success of the career's strategy through a range of performance measures:

- Analysis of intended destination data at key stages of the Student Journey
- Student feedback 1:1 and feedback in group sessions
- Matrix accreditation and annual Continuous Improvement Checks
- Regular self-evaluation using Compass Evaluation Tool to monitor achievement of Gatsby Benchmarks, with Careers Enterprise Company
- Self-Assessment Report
- Quality Improvement Plan
- Professional Development Reviews
- Annual review process
- Subject Quality Reviews

## **DATE APPROVED**

2 April 2024

## **DATE OF NEXT REVIEW**

1 April 2025