

THE CAREERS TEAM – STATEMENT OF SERVICE

Cardinal Newman College Careers Team is committed to providing high quality and impartial Careers, Education, Information, Advice and Guidance (CEIAG) to all current students and prospective students.

The Careers Team are committed to ensuring that all of our students have access to experiences that enable them to progress and succeed further in education, training or employment opportunities. The Careers Team forms part of the wider pastoral support, together with Personal Achievement Tutors, Student Services and Additional Learning Support Team.

The college employs a team of qualified Careers staff who offer impartial CEIAG to all, on both a one to one and/or group workshops. All staff within the Careers Team are professional and qualified careers practitioners and hold appropriate qualifications.

All students are offered a planned programme of activities throughout the year, which will aid their chosen pathways and receive:

- Structured and targeted careers programme delivered to all cohorts through tutorials
- Highly targeted interventions and activities that are relevant to UCAS and non UCAS students
- Regular input from external providers such as universities, apprenticeship providers and employers
- Separate bespoke programme for high achievers – HE+
- Up to date wide ranging Information, Advice and Guidance (IAG) and the opportunity to explore the variety of options available to them
- Impartial CEIAG and are able to make informed decisions
- 1:1 individual guidance and Group IAG sessions
- Support needs that are identified and offered any appropriate IAG as needed

Students are advised to disclose any additional support needs in order for the team to address these suitably.

PROGRAMME:

CEIAG is available in a variety of ways:

- Careers resources including access to careers software (e.g. Kudos, Higher Ideas) and various CEIAG websites by using the internet
- Apprenticeships – A range of resources are available to assist you with apprenticeship options and training providers, higher and degree apprenticeships and external events
- Higher Education – 1:1 and group tutorials sessions to assist you with your UCAS application process, personal statements, university interviews, financial support and UCAS Extra and Clearing.
- Job search and Employability – IAG in supporting students in searching for full or part time employment and developing their employability skills and assistance with their CV, Letter of Application and mock interview techniques.
- Gap Year including access to various talks and workshops (internal and external providers) throughout the year, factsheets and resources available
- Studying Abroad access to various talks and workshops (internal and external providers) throughout the year, factsheets and resources available

- Drop In Service available Monday to Friday (8.45am to 3.45pm).
- Bespoke events including: Preparation for HE, UCAS Personal Statement workshops, Access to National Citizen Service events, Apprenticeships
- External Events – The Careers Team organise a variety of events including university conferences, exhibitions and fairs.
- Internal Events – Each year the Careers Team organise two major events for students - Employability fair (Oct) and HE Progression Fair (March)
- Student Bulletin and Emails – Students are regularly informed about CEIAG events, open days both locally and nationally via email and the bi-weekly student bulletin.
- Moodle – all students can access the careers information on Moodle where there is extensive CEIAG resources available for students on Career Planning and research, University, Gap Year, Apprenticeships and much more.....

All students receive CEIAG that meets the professional standards of CDI Code of Ethics and Inspiring IAG Code of Practice professional standards and is impartial and confidential.

Prior to enrolment at Cardinal Newman Sixth Form College, prospective students (pre 16) are entitled to access:

A structured Year 10 Taster Day Programme to provide an early experience of college based study

- Mirrors the format of the Year 12 programme and allow students from high schools to attend subject based sessions taught by college staff
- Aims to give students an insight into college level study and to foster a love of learning

Information and Advice from year 8 onward

- School Liaison team work with students in years 8, 9, 10 and 11 to prepare them for their decisions about post 16 study
- Bespoke taster activities provided to schools to best meet their needs
- Input is during assemblies, parents evenings, options evening and classroom based Workshops.

Activities and experiences that help students to make informed decisions regarding their courses

- Activities include open events, HE course advice evenings, Taster days and New Student Day.

High quality Information, Advice and Guidance throughout the admissions process

- All students participate in a guidance interview to gain their place at the college.
- Guidance interviews are available with the college careers advisors for prospective students and their parents if requested.
- Careers staff are present at all events for prospective students, including all interviews, open events and enrolment

CEIAG, Employability & Enterprise for HE students:

Prior to enrolment at Cardinal Newman College, prospective HE students are entitled to access:

High quality Information, Advice and Guidance throughout the admissions process At least 3 information, advice and enrolment events spanning the year at which Foundation Degree and School Direct prospective students can meet with and explore their options with teaching and admissions staff

- Programme information available on the website
- Detailed information packs containing programme information and other essentials such as student finance
- Appointments with HE Programme Lead/Newman Teaching Alliance Director or HE curriculum staff to discuss their options
- Student finance application support
- Advisory interviews
- Referrals to Careers advisors for guidance interviews
- A clearly detailed admissions process for HE and School Direct applications

The careers programme is assessed for its quality and positive impact on learners through a number of methods:

- Destination of leavers report produced annually and sent to DfE and Ofsted as required.
- The number of students accessing the services on offer
- Student feedback after one to one and group work sessions
- Inspiring IAG Award

This statement has been written with reference to the following documents:

- Careers Guidance for Further Education & Sixth Form College, February 2018
- Careers strategy: Making the most of everyone's skills and talents, December 2017
- The Gatsby Benchmarks which originated from the Good Careers guidance (2013) report and referred throughout the DfE's Careers Strategy 2017) and the new Statutory Guidance for Careers (January 2018).
- ASCL, AELP, AoC, ATL, PPC, SFCA, 157 Group & NFER, 'The Foundation Code for Careers Education, Information, Advice and Guidance', March 2015

Review:

This statement of service will be regularly reviewed yearly. The next date of review is August 2019.

Roles and Responsibilities:

- Link Governor :
Careers Leader : Faye Mawdesley
Careers Team : Jenny Smith and Shamim Khan