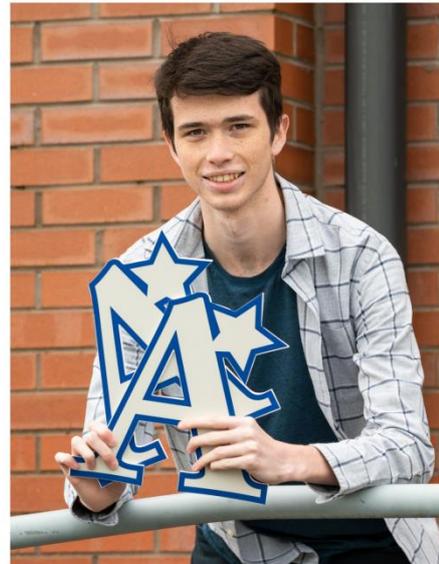


Careers Strategy 2020-21



Created by: Diane Sellars

Date: 01/09/2019

Date Approved by SLT: 7/10/20

To be reviewed annually

St Mary's College Careers Strategy 2020-21

Student Guidance Policy Statement for Careers Information Advice and Guidance

In spite of COVID-19 we are still committed to this policy and have made adjustments in terms of delivery ensuring that we are following government guidelines.

At St Mary's College (SMC), we are committed to offering all full-time students an effective and impartial programme of Careers Education, Information, Advice and Guidance (CEIAG) to support them in making choices that will enhance their life chances, guide them in choosing career paths that suit their interests and abilities and help them to sustain employability throughout their working lives.

The College is committed to providing a planned Tutorial programme, which will be differentiated to suit the needs of each individual learner. Learners will leave SMC with the skills and knowledge required to support their entry into higher education, training or employment.

SMC is committed to following the eight 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

SMC staff members regularly attend the Blackburn with Darwen CEIAG Group and work closely with the North West LEP Advisor whilst maintaining the benchmarks in this academic year.

Equality and Diversity

CEIAG is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the opportunities that reflect their needs.

Other links with providers are made when required including employers and post 16 education establishments. Links with parents / carers are maintained using a variety of methods including the college website, parental letters and a range of events.

Policy Objectives

Students

St Mary's College Careers Strategy 2020-21

- To make students and potential students aware of their entitlement to up-to-date, impartial, accessible CEIAG which is available at all stages of their progression through their course at the College, and for an appropriate time after leaving the College
- To raise aspirations, challenge stereotypes and encourage students to consider a wide range of careers
- To encourage self-development through self-assessment of strengths, limitations, aspirations, values, needs, and potential
- To encourage use of appropriate information sources to explore, research and evaluate the opportunities within employment, training schemes, further education, gap year activities and higher education
- To encourage development of employability skills as well as a broad understanding of the world of work and an ability to respond to changing opportunities
- To encourage students to take advantage of work experience opportunities where relevant. This can be necessary for future career choices.
- To encourage participation in continued learning, including through work-based training, further or higher education
- To help students establish criteria for their career management decisions, and assist them in their transition from one stage of their career to the next through the co-ordination of application procedures
- To make students aware of their responsibility to complete relevant applications by the stated deadlines.

Staff

- To ensure that CEIAG is delivered by appropriately qualified, knowledgeable and experienced staff
- To ensure that relevant careers staff regularly undertake relevant professional development in order to offer appropriate advice to students, tutors and other staff
- To ensure that an in-depth individual careers interview within five working days of a student formally requesting one
- To ensure that each student is provided with a UCAS reference where appropriate and/or an employment reference-there is a 10 day working arrangement for this

Resources

- To ensure that comprehensive and up-to-date resources are available to students online and in Student Guidance

St Mary's College Careers Strategy 2020-21

- To ensure co-ordinated programmes of Careers Education exist that are appropriate to the needs of different groups of students
- To ensure that regular opportunities exist (including by self-referral) for individual Careers guidance and action planning with Student Guidance

Stakeholders

- To provide relevant information to parents including in relation to the UCAS application procedure and HE finance.
- To develop working partnerships with other relevant stakeholders including local education providers, employers and universities

The CEIAG programme will help students to:

Understand themselves, their interests, likes and dislikes, what they are good at and how this affects the choices they make

- Find out about different courses, what qualifications they might need and what opportunities there might be
- Develop the skills they may need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Years 12 or 13 including training, further and higher education and jobs
- Be able to make effective applications for jobs, training and further and higher education
- Develop interview skills
- Improve confidence

Students will receive:

- Guided tutor time
- Access to Student Guidance
- Referrals to New Directions adviser if required
- Other subject lessons linked to careers

Students can expect to be:

- Treated equally with others

St Mary's College Careers Strategy 2020-21

- Given careers information and advice that is up to date and impartial
- Extra support where appropriate for students who have been identified as needing it by the SENCO Team and Student Guidance

Continuous Improvement

To undertake an annual self-assessment process including a departmental development plan for the Careers Department. This includes feedback from the Student Survey

Further information can be found from Guidance Department members

Email: careersadvice@stmarysblackburn.ac.uk

Alternatively, telephone: 01254 586902

Diane Sellars
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