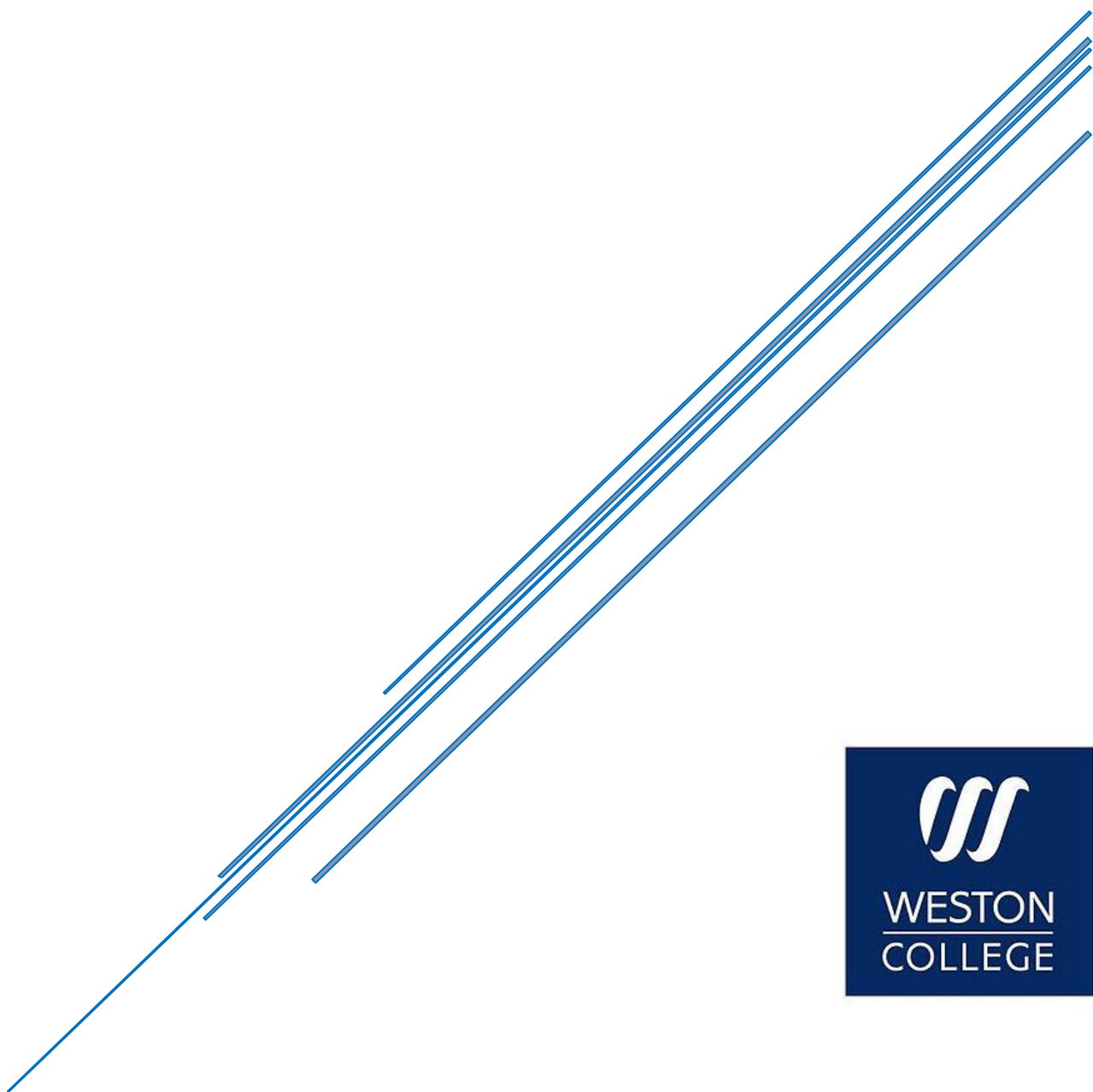


# WESTON COLLEGE

CAREERS PROGRAMME 2020/21

September 2020



## 1.0 Context

Careers education, information, advice and guidance has a key role to play in ensuring that all individuals, particularly young people and their influencers, are fully informed of the range of career opportunities and pathways available. This also includes ensuring they are all supported to maximise the options open to them, and are encouraged to make career decisions which will lead on to better things, whether that be further study or employment.

In December 2017, the Department for Education (DfE) released the national strategy for careers guidance, 'Careers strategy: making the most of everyone's skills and talents'. The objectives of this strategy are to raise the standards of careers education across the UK ensuring that:

- all young people understand the full range of opportunities available to them, to learn from employers about work and the skills that are valued in the workplace and to have first-hand experience of the workplace;
- all young people in secondary school and college receive an excellent programme of advice and guidance, that is delivered by individuals with the relevant skills and experience;
- everyone receives support tailored to their individual circumstance. All adults should be able to access free face-to-face advice, with more bespoke support for those who most need it;
- everyone receives the information they need to understand the job and career opportunities available to them, and how their individual knowledge and skills can help them in considering suitable careers.

## 2.0 The Gatsby Foundation Benchmarks

The main element of the strategy include the eight Gatsby Benchmarks. Schools and colleges must also evidence and track how they meet these eight 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

## 3.0 Weston College Careers Programme

Weston College is committed to providing impartial information, advice and guidance on education, training and employment opportunities to prospective, current and former learners. The College believes that a high quality information, advice and guidance (IAG) and careers guidance offer raises attainment and aspirations, and is ultimately crucial in helping young people emerge from education ready and capable of achieving their potential.

For a college with over 30,000 learner enrolments each year, it was necessary to build specific careers programmes and offers, for the main stages of the learner journey. Therefore, this programme will provide an overview of the careers programme for each of the following:

- Pre-enrolment
- College-wide provision
- Programmes of Study

### 3.1 PRE-ENROLMENT

#### Pre-application IAG

Weston College facilitates a number of activities and events to ensure that all prospective learners are able to make informed choices about their college programme. The College 'MO' is to 'recruit on to careers not courses' and offers the following, both virtually and physically:

- Open Evenings/Days
- Taster Days
- Dedicated staff in the form of a school liaison service as well as specific pre-employment team
- Curriculum-related projects, holiday workshops and summer schools
- Part-time learners have access to a team of Admissions and Careers Advisers who will support with:
  - o Initial IAG
  - o Application and enrolment advice and guidance
- Our online Career Coach tool with assessments and CV builders to help learners and prospective learners choose the right course for them.

The College has continued to invest heavily in making sure it provides prospective learners and their support network with information sources and resources to also undertake their own IAG. The College has:

- Developed its website to include sources of labour market-intelligence
- Embed a comprehensive careers guidance tool on the website to allow users to explore career opportunities and link them to college programmes
- Create and publish its own internal site to include robust information around jobs, apprenticeships, university and progressions
- Develop a thorough school liaison outreach programme for key stage 3 and 4

#### College Interviews

All applicants, where required, will receive an in-depth interview with a member of college curriculum staff. This is an opportunity to ensure the applicant joins the right programme to meet their needs and goals. Interviews are supported by all our support services and ensure all leave having had their questions answered and that they are aware of their next steps.

Interview staff receive annual updates/training and minimum standards are written and disseminated by college leadership.

### Keeping Warm

Following their interview and having been offered a place applicants are kept informed of course-specific and college-wide information through our branded keeping warm initiative 'We Are Weston'. The College will also ensure all social media channels are used to regularly update applicants.

The College aims to incorporate new starters into the Weston College community at the earliest opportunity and therefore all are invited to join an online MS Team to engage with fellow new starters and start to build relationships with tutors and other staff across the College.

For those joining a full-time study programme there will also be specific events and activities that will provide them and parents/carers with specific information to support the transition into further education at Weston College:

- Virtual Parent and Learner Information Evenings
- Welcome Days
- Bridging Programme
- Results Surgeries

### Enrolment and Pre-induction

All learners are supported through their enrolment where the College will confirm that learners are enrolling on the right programme, by providing further IAG. A range of support services and staff are on hand to support and if required will look at alternative programmes.

It is worth noting that the first six weeks of a programme can be stressful for a learner, The College has a robust referral process and ensures learners are supported with transition and matched to the right programme.

## **3.2 COLLEGE-WIDE PROVISION**

The details below outline the specific offer of careers education IAG. For a visual overview visit the Weston College website or refer to appendix 1.

### 1:1 Careers Advice

The College has invested in experienced staff to ensure it provides learners with access to high quality careers advice and guidance. This includes access to Careers Advisers qualified up to level 7.

Learners can make 1:1 appointments through drop-ins, self-referral or through their online student portal.

Part-time learners on college programmes tend to be 19+ in age and therefore in addition to the College's own careers team, they are able to access the National Careers Service contract the College holds.

### CareersFest

Each year Weston College holds its own careers convention for its learners. This was rebranded in 2019 and is now called CareersFest. This is timetabled into all college learners programmes and provides them with the opportunity to engage and explore opportunities

with a range of employers, training providers and universities. In 2019, the event had over 60 exhibitors and higher education providers. We expect this to be a virtual event this year.

### Activities and Events

Weston College puts on numerous careers-related trips and activities, which may be virtual, to ensure learners are made aware of all the options available to them. This allows them to access advice and how to successfully make the next step. Some of these include:

- UCAS Convention and specific university trips/webinars
- FutureFest for our college leavers
- Employer visits and industry talks/webinars
- Opportunity to attend sector showcases, which could be virtual.

The College has an annual theme-week calendar of which a number are careers-specific. These are used to raise awareness of certain events and links to larger national initiatives e.g. National Careers Week.

In addition the curriculum areas can access funding to put on bespoke trips/activities that raise the aspirations of their own learners and support their progression onto their next steps. Trips/activities must meet certain criteria and be evaluated.

### Resources

The College has dedicated a lot of time and resources to ensure that all learners have access to a wide range of resources that enhance and complement their careers provision. Learners have access to:

- Online careers library built and managed by the careers team
  - o How-to guides
  - o Jobs and opportunities board
  - o Tutorials
  - o LMI and careers news
  - o Dedicated SharePoint site
- Careers spaces in college campus libraries
- Access to in-depth licenced careers tools - Careers Coach (for LMI and career quizzes) plus free resources such as CareerPilot and Sacu Student

## **3.3 PROGRAMMES OF STUDY**

At Weston College, careers education is an integral part of study programmes and multiple teams across the College play a key role in delivering a comprehensive needs-led programme of support. Depending on what programme of study and level, careers education is differentiated and adapted to ensure it is relevant and meets learner need.

### Careers Tutorial Programme

This tutorial programme has been based around the DOTS model (Watts et al, 1996) and then differentiated for the different levels of FT programmes at the College. The below shows how they relate to the model, though the content of each tutorial will differ depending on programme level and subject area. These modules are designed for blended learning with interactive activities, and there are a blend of core and mandatory modules.

Model	Tutorial Number	Tutorial Name
Self-Awareness	1	Who Am I? (core)
Opportunity	2	What's out there?
Decision Making	2	Decision making

Transition	3	Make it happen/Next Steps (core)
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- Level 3, Year 2 learners receive their tutorials as part of the ID Pro programme, who organise modules in line with the academic year, such as a higher education module in conjunction with the Careers Advice Team. Additional sessions can be requested by tutors if their learners need more specialised careers education.
- Level 1 and Level 2 learners have a timetabled programme called Individual Development (I.D). This provides them with the opportunity to develop the necessary skills and acquire the knowledge to be 'ready for work' and 'ready for life'. Careers tutorials are delivered through this programme at relevant times.
- Access to HE learners additionally received UCAS tutorials.

### Work Experience

Learners on full-time programmes of study are required to undertake work experience or work-related learning to successfully complete their programme. The information below sets out the expectations for study programmes.

- Level 1 programmes will include work-related learning
- Level 2 programmes require a minimum of 37 hours external work placement
- Level 3 programmes require a minimum of 37 hours external work placement
  - o Some college programmes at level 3 require industry placements where 315 hours of related work experience will be completed

### Part-time

All part-time programmes encompass a range of tutorials and discussion points where learners can be supported with their progression or referred to other internal/external services to support.

## **3.3 CAREERS COMMITTEE**

The Careers Advice Team has set up the first ever cross-college careers committee. The purpose of the careers committee is to encourage cross-college working, represent all faculties and departments fairly and remain responsive to and relevant for our learners in our careers programme delivery.

Key responsibilities:

- To effectively circulate careers activities and events throughout their department/faculty
- To monitor feedback from their department/faculty on careers activities and events
- To share best practice with other members of the careers committee
- To help the Careers Advice Team plan key careers events and activities

## **3.4 QUALITY ASSURANCE**

Careers staff receive regular observations and tutorial delivery is monitored by the Quality department in line with other classroom-based reviews and standards. The careers service must also complete an annual self-assessment report and work towards a quality improvement plan.

Weston College has held the Matrix Standard since 2012 and was successfully reaccredited with the standard in June 2018 for a further three years.

Various middle and senior managers influence the design and delivery of careers education at the College. Overall responsibility lies with Weston College's Careers Leader who is the Director for School Engagement, Learner Growth and Student Services.

## Appendix 1: Weston College Careers Programme 20-21



# CAREERS PROGRAMME 2020/21

**Weston College is committed to providing impartial information, advice and guidance on education, training and employment opportunities to prospective, current and former learners.**

The College believes that a high quality information, advice and guidance (IAG) and careers guidance offer raises attainment and aspirations, and is ultimately crucial in helping young people emerge from education ready and capable of achieving their potential.

SESSION	LEARNERS	TERM 1	TERM 2	TERM 3	TERM 4	TERM 5	TERM 6
CAREERS ADVICE 1:1	All						
CAREERS SHAREPOINT & DIGITAL MODULES	All						
CAREERS FEST	All						
UCAS CONVENTION	L3						
CAREERS TUTORIAL	All						
CURRICULUM CAREERS ACTIVITIES & EVENTS	All						
ID PROGRAMME	All						
COMPULSORY WORK EXPERIENCE	All						
EMPLOYABILITY SKILLS DEVELOPMENT	All						
CAREERS-RELATED THEME WEEKS	All						
OXBRIDGE & EARLY APPLICANTS	L3, Y2						
HE APPLY & IAG SUPPORT	L3						
UCAS DROP-INS	L3						
CAREERS BULLETIN	All						

Weston College has a dedicated careers advice team who have a number of experienced and qualified staff to provide careers advice and guidance to all learners.

If you have any queries related to careers or would like to make an appointment, then please email [careersadvice@weston.ac.uk](mailto:careersadvice@weston.ac.uk) or call 01934 411 411.

**Weston College's Careers Leader** is the Director for Student Services, Learner Growth and Learner Journey

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