

NSCG Careers Policy

NSCG is committed to providing high quality, impartial careers education, information, advice and guidance (CEIAG), accessible to all students. CEIAG will be available during all stages of a student's journey, whether they be studying a full time study programme, an apprenticeship, a HE programme or a part time course. The aim is to encourage students to raise their aspirations and assist them to plan and manage their personal progression and career planning using appropriate labour market information.

This policy responds to the quality agenda and requirements identified within the following nationally published documents:

- Skills for Jobs White Paper (January 2021)
- Careers guidance and access for education and training providers (July 2021)
- Matrix quality standard for Information, Advice and Guidance (IAG)
- Common Inspection Framework (Ofsted)
- Gatsby Benchmarks for Colleges

1. Accessibility

- All prospective students are given appropriate course information and advice, assistance with course choice and transition into study at the College, tailored to their needs.
- All students are encouraged to use the full range of student services including Careers Guidance, funding advice, personal counselling and support as appropriate.
- All students are supported to access information and assistance with impartial progression choices during and at the end of their course.
- All full-time students will receive careers education and guidance activities appropriate to their needs, delivered through the tutorial programme, college events, visits and external speakers, and access to individual, impartial, guidance.

2. Students' Responsibilities

- To be actively involved in, and take ownership of their progression planning and career development.
- To participate in all relevant tutorials, careers coaching programme, careers education and guidance activities in order to strengthen their understanding of education, training, employment and other progression opportunities.
- To work co-operatively with staff and other students, respecting the views of others and the principles of Equality and Diversity.
- To contribute to the ongoing evaluation and improvement of the service through questionnaires, focus groups and student conferences.

3. Staff Responsibilities

Executive and Governors:

The College Corporation will nominate a Governor with overview of the provision of Careers support. This Governor will support a member of the staff to be the named Careers Leader as set out in the statutory guidance. At NSCG we have a Strategic Careers Leader and an Operational Careers Leader.

These leaders are responsible for ensuring that the College:

- Has a high quality and impartial CEIAG service that supports students to make well-informed career choices.
- Meets the statutory guidance on providing impartial careers education and guidance.
- Meets the requirements for appropriate Quality Standards.
- Initiates, organises and evaluates College-wide CEIAG events to promote learning, work and progression to support students in exploring career choices.
- Manages all CEIAG related resources, including electronic ones.
- Manages all CEIAG related relationships with external agencies.
- Maintains clear communications with parents/carers of the CEIAG offer and builds that relationship.

Assistant Directors and Curriculum Managers:

- Ensure commitment of teams in supporting links through and between the Career Coaching and Progression programme, tutorials and curriculum areas.
- Ensure that industry specific careers education is embedded throughout all courses in their area through a programme of masterclasses, live briefs, trips and speakers
- Ensure that students are supported to undertake work experience in accordance with the needs of their study programme

Tutors and Lecturers:

- Deliver course and pastoral curriculum content with transparent links to careers and labour market information.
- Record their careers related activity in ProMonitor

Careers Staff:

- Support the development of the CEIAG programme.
- Deliver individual and group impartial information, advice and guidance to students.
- Coordinate centrally delivered opportunities for contact with employers and recruiters.
- Work closely with Curriculum Managers, Course Leaders and tutors to provide a progression pathway for all students

Industry Placement Team:

- Support students in arranging, securing Industry Placements and Work Experience.
- Liaise with Course Leaders and Tutors to ensure, where possible, the placement matches the aspirations of the student.
- Working with employers to contribute to the wider careers agenda e.g. Guest speakers, live briefs etc

Apprenticeship Hub

- Support students in transferring or progressing to apprenticeships

All staff have a responsibility to:

- Support the development of students' confidence and self-esteem to access learning, apply experience and make positive progression choices
- Participate in relevant professional training and maintain an up-to-date awareness of appropriate resources that they and their students can make use of to support career

decision making.

- Provide timely and sufficient course information and advice to enable prospective students to make suitable choices.

4. Monitoring

The CEIAG policy and procedures are audited and reviewed through a range of activities, including:

- Ongoing internal quality reviews and evaluation activities
- Annual review of performance against targets and against the performance of comparable organisations
- The Careers and Enterprise Company Compass tracking tool to measure compliance with the Gatsby Benchmarks
- Ongoing audit of operational procedures to ensure compliance
- Analysis of external audit data i.e. Matrix and other quality review reports to address emerging themes
- Review of service user feedback from customer and stakeholder surveys and identify changes as necessary to improve the customer experience

5. Continuous Improvement

The fundamental aim of the careers provision is to be responsive and dynamic to support the students towards their career goals and longer-term plans. The CEIAG offer at College will be continuously reviewed and adapted in light of:

- Government guidance and national strategy
- Self-assessment, College Development Plans and other internal quality documents
- Updates and developments led by the Careers and Enterprise Company
- Innovations and ideas from the sector
- Feedback from students; staff, parents and employers

