

Careers Programme 2024/25

Northern College holds the Matrix Quality Standard and is committed to providing high quality, impartial careers information, advice, and guidance to potential and existing students.

Activity	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
College Progression												
Course/progression advice with curriculum staff		•	•	•	•	•	•	•	•	•	•	•
Course/progression advice with Student Services	•	•	•	•	•	•	•	•	•	•	•	•
Community engagement and outreach work	•	•	•	•	•	•	•	•	•	•	•	•
Impartial Careers Guidance												
1:1 Careers guidance appointments (prospective)	•	•	•	•	•	•	•	•	•	•	•	•
1:1 Careers guidance appointments (on course)		•	•	•	•	•	•	•	•	•	•	•
1:1 appointments through National Careers Service	•	•	•	•	•	•	•	•	•	•	•	•
Applying for Higher Education												
UCAS 1:1 appointments and drop-in			•	•	•	•						
UCAS application sessions			•	•	•							
University visits and workshops			•	•	•							
Personal statement checking appointments			•	•	•	•						
Student Finance sessions and support							•	•	•	•		
UCAS Clearing advice and support	•	•										
Employability												
Guest speakers / employers		•	•	•	•	•	•	•	•	•	•	•
Support with CV writing	•	•	•	•	•	•	•	•	•	•	•	•
Support with interview preparation and skills	•	•	•	•	•	•	•	•	•	•	•	•
Events												
Careers advice at 'Welcome to College' days	•	•										
Careers advice at College open days			•				•			•		
National Careers Week								•				
National Apprenticeships Week							•					

Careers Education, Information, Advice and Guidance (CEIAG)

1. Context

Northern College priority is to enable independent lives by providing outstanding opportunities through education into employment. The College is committed to providing opportunities to develop personal effectiveness skills, such as confidence and resilience, and developing career management knowledge which will support progression and decision making.

2. Principles

The College will ensure delivery of a high quality, personalised, professional Careers Education, Information, Advice and Guidance (CEIAG) service, which helps current and prospective students to make informed choices about their next steps. This procedure will provide a framework which will support students to be prepared for the next stage of their education, employment, self-employment or training.

Northern College CEIAG procedure will ensure that all students, potential students, and stakeholders have access to impartial information, advice and guidance with specific reference to progression opportunities, careers, specific training programmes and courses and opportunities to develop a range of employability skills. Although not a requirement of adult education, Northern College aligns its guidance to the eight Gatsby Benchmarks.

3. Intent

The Northern College Strategic Priorities embed the delivery of careers aspiration for the current and future workforces, support inclusion and progression into the labour market alongside developing skills and leadership for productivity growth.

Ofsted's Education Inspection Framework outlines those inspectors will consider if the curriculum design of the College is ambitious and whether it provides the knowledge and cultural capital learners need to succeed in life. It also evaluates whether teachers create an environment that is ambitious for its learners. Its impact should be that learners are ready for their next stage of education, employment or training. In particular, the curriculum should extend beyond the technical, academic or vocational, allowing individuals to develop more broadly, including their character and in particular their resilience, confidence and independence. This procedure provides the framework for delivering outstanding careers guidance provision at Northern College.

The College CEIAG aligns to the Gatsby Benchmarks. The benchmarks are not a statutory framework but by adopting them, Northern College is confident of compliance with the career's guidance requirements set out within funding agreements.

The 8 Gatsby Benchmarks:

- A Stable Careers Programme
- Learning from Career and Labour Market Information
- Addressing the Needs of Each Student
- Linking Curriculum Learning to Careers
- Encounters with Employers and Employees
- Experiences of Workplaces

- Encounters with Further, Higher Education and Training
- Personal Guidance

To achieve the eight Gatsby Benchmarks Northern College will:

1. Embed a coherent programme of careers education and guidance throughout the student journey, which will be published internally and externally to ensure transparency of the process.
2. Provide access to good quality, current information about career paths and the labour markets to inform decisions about progression opportunities which is supported by easily accessible, well trained and highly qualified staff.
3. Provide opportunities for advice and support which are tailored to the individual needs of students which raise aspirations and challenges thinking, embedding equality, diversity and inclusion considerations throughout.
4. Ensure that all curriculum learning links to careers, even when it is a non-specific occupation - led course. For example, in English, staff should highlight the relevance of English for a wide range of future career paths. This will help students understand that they are taking the course to progress their careers and eventually enter employment and should detail progression routes and pathways to employment.
5. Ensure that the College supports students to learn from employers about work, the workplace and the skills that are valued by employers, through a range of enrichment activities, visiting speakers or enterprise activities or events.
6. Support students to access experience of the workplace by linking students with employment and volunteering opportunities.
7. Provide opportunities for students to explore a range of progression options from a variety of education providers which may form the next stage of their career.
8. Every Northern College student will have the opportunity to access 1:1 career guidance with a qualified careers adviser at a point that is relevant to their individual needs. It will support individuals to develop realistic aspirations and support them to take ownership for the skills and knowledge they need to manage their own career transitions.

4. Responsibilities

The Head of Student Support Services leads the delivery of the vision and direction of the careers provision with the College Leadership Team and the Executive Leadership Team.

The Head of Student Support Services sits on various working groups linked with curriculum to promote the delivery of quality careers guidance and education throughout the College. They will ensure that the provision of CEIAG is of high quality and meets all external requirements, including the College's funding agreement, to provide impartial careers guidance which is externally quality assured (Matrix quality standard).

The College involves a wide range of teams in the delivery of CEIAG.

Student Services who will:

- Provide information and advice on course opportunities to prospective and existing students along with supporting individuals with the application and enrolment process.

- Provide information and advice on fees and funding and support the administration of the learner support fund.
- Support the administration of the UCAS system including the addition of tutor references to student applications.
- Refer prospective and current students to internal services and departments as required, for example, Additional Learning Support.
- Refer prospective and current students to the National Careers Service for 1:1 careers guidance appointments.
- Support with the destinations collection exercise.

Outreach team who will:

- Develop and maintain relationships with referral partners to support new students and promote opportunities at the College.
- Present the College offer to both referral partners and prospective students through formal presentations and informal opportunities.
- Provide information and advice on course opportunities to prospective and existing students along with supporting individuals with the application and enrolment process.
- Support the delivery of careers information, advice and guidance at taster sessions, open day and careers events.
- Support with the destinations collection exercise

Business Development who will:

- Develop and maintain relationships with key stakeholders and employers to support new and bespoke delivery that meets the skills needs for the region.
- Present the College offer to key stakeholders and employers through formal presentations and informal opportunities.
- Provide information and advice on suitable provision and delivery pathways to key stakeholders and employers.
- Support the delivery of careers information, advice and guidance at career and employer events.
- Support with the destinations collection exercise.

Curriculum staff who will:

- Identify and embed employability skills within the main qualifications and also deliver these within tutorial sessions.
- Conduct regular one-to-one reviews with students.
- Support students to identify long-term goals through Individual Learning Plans.
- Provide opportunities for students to access a range of enrichment, employability and pastoral activities, which are relevant to the student's course and will increase their personal and career development.
- Ensure that students have opportunities to engage with employment or volunteering through work related opportunities or to connect with guest speakers at careers events or industry days.
- Support students who wish to progress to higher education to prepare a high-quality personal statement and provide timely references through UCAS.

The College links with the National Careers Services who will:

- Provide prospective and current students with access to a Level 6 qualified careers practitioner via 1:1 careers guidance appointments.
- Deliver careers education to groups at the College on topics such as local labour market information, options after study and help with finding employment.

5. Monitoring and quality assurance

- The College will use a variety of quality assurance mechanisms to evaluate the impact of its provision of CEIAG:
- Student feedback will be gathered through Student Voice, Student Council, student surveys and learning walks.
- The provision of CEIAG will be reviewed within the Quality Framework, through the Self-Assessment process and Performance Monitoring.
- The external Matrix Quality Assurance process will be used to measure effectiveness of the service overall.
- Through the collation and analysis of destination data.

Document Name:	Northern College, Careers Education, Information, Advice and Guidance
Version Number:	4.0
Effective from:	July 2022
Next scheduled review date:	September 2025
Guidance owner:	Assistant Principal – Student Experience