



## **CAREERS EDUCATION, INFORMATION ADVICE AND GUIDANCE (CEIAG) STRATEGY**

**This Careers Strategy has been fully updated to reflect our response to the Government’s new plan for careers work in the FE sector, as outlined in the publication, ‘*Careers Guidance for Further Education Colleges and Sixth Form Colleges*’ (February 2018). The College acknowledges all of the ‘Gatsby’ targets set out in this paper. We are fully committed to the development of our careers work so as to achieve those requirements which are not already fully provided by our service to students.**

### **Principles and values**

The principles and values underlying this strategy are set out in the College’s Careers Policy. In summary, these are to provide a service that is:

1. Of high quality, impartial and delivered by appropriately qualified and trained staff
2. Based in a dedicated, open access and well signposted service area
3. Welcoming, friendly, personalised and aspirational
4. Aware of and responsive to diversity and the need to challenge stereotypical thinking in careers planning
5. Designed to develop self-confidence, self-sufficiency and optimism
6. Integrated with other College services e.g. Curriculum, E6, Learning Support, Wellbeing and Tutorial Support.

## **Careers Team Staff**

### **Phil Harris**

Head of Admissions and Progression (Careers Lead)  
L6 Diploma in Careers Guidance and Development and listed on the Careers Development Institute Professional Register

### **Tiffany Hudsmith**

Careers and Progression Adviser. Specialising in UCAS support, student finance and opportunities at overseas university  
Working towards Level 6 qualification

### **Karen Griffin**

Careers Adviser. Specialising in one-to-one interviewing and support for students seeking non-university options

### **Victoria Guy**

Destination Mentor and Coordinator for the National Collaborative Outreach Project  
Working towards Level 6 qualification

### **Sarah Hume**

Destination Mentor. Specialising in support for LDD students

### **Gemma Vale**

Destination Mentor.

### **Louise Allen**

Destination Mentor.

### **David Carpenter**

College Governor with responsibility for Careers and Employability provision

## **Contact and Communication**

The College's Careers and Employability (E6) Teams are based on a mezzanine floor above the Student Centre. Students are welcome to drop in for information and advice at any time between 8.30am and 5.30pm. Many enquiries will be dealt with immediately but, if more time is required, a later appointment will be arranged.

Students and parents can contact the Careers Team on the following email address

**[careers@portsmouth-college.ac.uk](mailto:careers@portsmouth-college.ac.uk)**

Information on in-college and external careers activities and events is provided via Twitter. Students and parents/carers are invited to follow at:

**@PortCollCareers**

Telephone contact with all members of the Careers Team is available via the College's reception on:

**023 9266 7521**

## 1. The Careers Programme

The College will provide a consistent and stable Careers Programme, endorsed by the Senior Leadership Team, to include the following:

- i. Advice and support for applicants to the College, especially on course choices and their longer term career plans. This provision is also provided by the College's Admissions Coordinator who holds a level 3 IAG qualification
- ii. Advice and guidance throughout the enrolment process to support students in selecting appropriate courses and course combinations, in line with their longer term career plans (where known)
- iii. Advice and guidance throughout the induction and 'course change' processes
- iv. Ongoing provision of an 'open door' service to ensure IAG is readily available and with a short response times
- v. Ongoing provision of careers education via 'Destination Tutor' provision. A structured programme (mainly for year 12) delivered to cover: careers opportunities, research sources and techniques, employability skills, work experience and insight opportunities, application processes and techniques, one-to-one discussions, raising awareness of careers guidance support available. This programme will make use of careers diagnostic programmes to assist students with identification of careers possibilities and further research
- vi. Full integration of careers service provision into the More Able Students programme. Communication and promotion of personal and professional development opportunities. Extended support for research and applications to the most competitive universities, professional and other competitive courses, higher and degree apprenticeships
- vii. Provision of one-to-one information and advice interviews with appropriately trained careers staff
- viii. Provision of one-to-one careers guidance interviews with level 6 trained careers staff
- ix. Provision of in-college careers events to support students' research and opportunities exploration. These two include an annual Apprenticeships and Employment Fair and an annual Higher Education and Higher Apprenticeships Fair.
- x. Close liaison with curriculum staff to identify and facilitate progression related trips/visits and visiting professionals. These to include visits to HE institution events, to large local employers, to off-site careers events and the visit of speakers from curriculum linked employment sectors
- xi. In-college sessions to raise awareness of the full range of 'options at 18' and steps needed towards realising these possibilities
- xii. An in-college event for parents on 'options at 18'. Availability of senior Careers staff at open evenings for prospective students and parents and at consultation evenings for parents of current students
- xiii. A full programme of application support via 'Destination Tutor' and wider careers team provision (mainly for year 13 students and others completing their college studies). To include application and post-application support for UCAS, student finance, apprenticeships/other employment, part-time employment, work experience, volunteering and internship placements.
- xiv. An in-college event for parents and students on university student finance
- xv. Support and guidance for students on and after publication of examination results. This provision to include GCSE students intending to join the College, level 2 College students, level 3 students seeking university or apprenticeship/other employment places
- xvi. Support and guidance for students seeking to return to College on completion of their current courses. This could be to progress from a level 2 to a level 3 programme or for an additional year at level 3.

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## 2. Careers related information

- i. The generation, management and provision of careers related information is the responsibility of a designated member of the careers team
- ii. Rigorous efforts will be made to source and utilise up-to-date and relevant careers related and labour market information
- iii. Information and research resources will be displayed and visible and available to students in the designated careers and employability area (the Student Centre Mezzanine or 'Mezz')
- iv. Students will be made aware of information and research resources, and labour market information, via Destination Tutor sessions
- v. Information and resources of specific value to the More Able Students group will be disseminated by a member of the careers team designated to this role

## 3. Individual support for students

One-to-one support for students is available through a number of sources:

Drop-in visits to Careers with an immediate response available	Careers information and advice appointments with a trained member of the careers team	Referral to specialist subject staff for discussion of course choice decisions in individual subjects
One-to-one sessions within the Destination Tutor system	Careers advice and guidance appointments with a level 6 trained member of the careers team	Referral to specialists for support with applications and/or decision making e.g. for Medicine, Oxbridge, progression for LDD students etc

- i. Management of a system of appointments for designated careers advice and careers guidance interviews is the responsibility of a designated member of the careers team.
- ii. A designated member of the careers team will work with LDD and other EHCP students, taking account of EHCP information/plans in their discussions
- iii. All one-to-one advice and guidance sessions will be recorded on the student's electronic records and made accessible to the student concerned. Students can also give permission for these records to be shared with others e.g. parents.
- iv. The careers team will link closely with other support teams in College (Admissions, E6, Focus, Wellbeing, Student Engagement Officers and curriculum managers) to ensure that support needs deduced or identified in careers discussions are referred for further action (with the student's permission).
- v. The careers team will provide support for recent former students seeking to develop their study or employment options. For UCAS applicants this support will only be available to students willing to register their applications through the College.

## 4. Integration of careers into the curriculum

Two-way links between the careers team and curriculum staff will be the responsibility of the Careers Lead, an experienced teacher in post-16 education. The objectives of this liaison are:

- To seek information and advice to support student on course choice and/or course change decisions. This would apply to both prospective and current students
- To ensure curriculum managers and staff are seeking and taking up opportunities to offer careers related insights through their delivery. This might be achieved through visiting speakers, engagement with in-college events, trips to specialist events, trips to HE and employer venues for curriculum specific activities

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- To ensure the careers team is made aware of all of the aforementioned activities
- To seek information and updates on the aspirations of individual students, for subsequent follow up by the careers team. Examples might include: applicants for Oxbridge, for Medicine, for higher level apprenticeships with deadlines, for opportunities only offered at other colleges, for armed forces opportunities, for work insight opportunities and many more
- To seek support, in principle and in practice, for activities provided within the Destination Tutor system
- To seek active motivation of student attendance (as appropriate) at events organised by the careers team

## 5. Encouraging contact with employers and employees

The careers team will work closely with the E6 (Employability) team to encourage contact with employees and employers through the following means:

Through work placement, work experience, volunteering and other insight opportunities (see point 6, below)	Through visiting speakers to curriculum areas and for presentations open to all	Through motivation to attend off-site careers events
Through set-piece events at College e.g. the Apprenticeships and Employment Fair, the Higher Education and Higher Apprenticeships Fair	Through trips and visits to leading local employers e.g. BAE, IBM,	Through specialist mentoring schemes e.g. with AT&T (UK)

## 6. Work experience and employability development

The Careers team will work closely with the E6 (Employability) team to encourage and facilitate the development of essential employment skills and, wherever possible, direct experience of work place environments/activities.

- A structured programme of employability development (devised by the E6 team) will be delivered through the Destination Tutor system
- The Careers team will refer any student for whom work insight/experience is seen as being valuable or essential to the E6 team for follow up and potential placement
- Students seeking to progress towards careers in: Law, Teaching, many healthcare professions, social work and some media/journalism careers will be advised to secure work experience and referred to the E6 team
- The Careers team will, in addition to the planned provision mentioned in (i) above, support students one-to-one on request with CVs, letter and email writing, interview preparation and support with competency based recruitment
- Destination Tutors will record and take account of students' part-time employment. Support will be provided for students seeking part-time employment and known vacancies will be advertised on our 'jobs board'.

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## **7. Opportunities to experience higher education and further education settings and provision**

The College will maintain and develop its extensive contacts with HE and FE institutions in order to maximise students' understanding of the environments, facilities and opportunities available. This commitment will include:

- i. Full engagement with the outreach teams of all local universities, encouraging students to participate in opportunities and, where appropriate, organising trips to events. The local universities embraced by this commitment are, universities of Portsmouth, Southampton, Southampton Solent, Chichester, Surrey, Winchester and UCA.
- ii. Arrangement of speakers from HE and FE institutions to visit the College to present on specific courses and/or other opportunities. This effort to be developed through liaison with curriculum staff.
- iii. Organisation of a subsidised, annual trip to a UCAS HE Fair; a chance to visit a local university and obtain information of well over 100 other institutions
- iv. Strong encouragement of potential university applicants to visit open days as the best source of information on courses, facilities and environments
- v. An annual in-college Higher Education and Higher/Degree Apprenticeships Fair. This event will also involve all local FE colleges offering level 4 and level 5 courses
- vi. Invitations for all local universities to be present at College admissions and careers events e.g. open evenings, 'options at 18' evenings for parents
- vii. Full participation in the National Collaborative Outreach Project administered by the Southern Universities Partnership. The College's involvement to be coordinated and administered by a dedicated member of the careers team
- viii. Full support for the Portsmouth Scholars mentoring and engagement programme, hosted at College in partnership with University of Portsmouth
- ix. Support from university outreach teams for our work on aspects of the university application process, notable personal statements and student finance
- x. Attendance by members of the careers team at all local university 'adviser update' days, so as to ensure currency of information and good practice.

## **8. Opportunities for individual advice and or guidance with careers qualified staff**

Please see **item 3**, above.

## **Evaluation and Development**

The Careers Team will introduce a system of evaluation of its services, events and activities. This process will involve the use of feedback forms, inclusion in the cross-college student voice surveys and two focus groups a year in order to identify successes and areas for improvement.

The team also makes a full commitment to involvement with local networking groups in order to identify alternative approaches and to learn from the successes of others. These include: the local CEIAG Group, the Wessex Group of FE and HE providers, the Learning and Enterprise Partnership's 'Careers Hub'.