



## Careers Strategy

<b>Policy Title:</b>	Careers Strategy
<b>Issue date (m/y):</b>	August 2022
<b>Author(s):</b>	Director of Quality, Teacher Development & Student Progress & Head of Careers & Adult PD
<b>Approved by:</b>	SMT
<b>Review date:</b>	July 2023
<b>Related Policies &amp; Procedures:</b>	Tutorial Strategy



## Equality Impact Assessment Tool

Name of Strategy: **Careers Strategy**

		Yes/No	Comments
1	<b>Does the policy/guidance affect one group less or more favourably than another on the basis of:</b>		
	Race or ethnicity	No	
	Disability	No	
	Gender	No	
	Religion or belief	No	
	Sexual orientation	No	
	Age	No	
	Marriage and Civil Partnership	No	
	Maternity and Pregnancy	No	
	Gender Reassignment	No	
2	<b>Is there any evidence that some groups are affected differently?</b>	No	
3	<b>If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?</b>	N/A	
4	<b>Is the impact of the policy/guidance likely to be negative/</b>	No	
5	<b>If so, can the impact be avoided?</b>	N/A	
6	<b>What alternatives are there to achieving the policy/guidance without the impact?</b>	N/A	
7	<b>Can we reduce the impact by taking different action?</b>	N/A	

## **Vision**      **To provide our students with an “Exceptional Learner Experience”**

- Learners describe Suffolk New College as an Exceptional Place of Learning where they further develop their knowledge, skills, and values preparing them effectively for employment or their next level of study to support their career
- Staff describe Suffolk New College as an Exceptional Place of Work where they are inspired and supported to do their very best to move learners closer to realising their goals.
- College Governors and the local community describe SNC as an Exceptional College which is at the heart of the business community and trains the current and future workforce to support learners to add value in the community.

## **Aim**

For all learners to receive high quality Careers Education, Information, Advice and Guidance (CEIAG) during their time studying at Suffolk New College from a wide range of experienced staff in a variety of contexts. This is enhanced by embedding Careers information and employability skills development into the curriculum, and utilising the experience of our industry expert teaching staff to prepare our learners for the world of work.

## **Background**

Suffolk New College’s CEIAG (careers education, information, advice and guidance) programme is based upon the Gatsby Foundation's Good Career Guidance benchmarks. These benchmarks are a framework of 8 guidelines illustrating what makes the best careers provision in schools and colleges. Further information can be found at <http://www.goodcareerguidance.org.uk/the-benchmarks>

## **Key Objectives**

- All learners are able to access high quality CEIAG (careers education, information, advice and guidance) before applying for a course and during their time studying with us. We will ensure that learners are offered an accessible and stable careers programme where opportunities for advice and support are tailored to the needs of each learner.
- The careers programme is available for learners, parents and other stakeholders to view via our website and it will be regularly evaluated through feedback from learners, parents, college staff and employers as part of the evaluation process.
- Every learner will be able to access information about career paths and the labour market.

- Every learner will receive advice and support tailored to their needs. The careers programme will have equality, diversity and inclusivity considerations embedded within it, and the programme will be regularly reviewed to ensure these considerations are maintained.
- Learners will have the opportunity to experience how their chosen subjects help people gain entry into a range of occupations.
- Learners will experience meaningful encounters with employers during their time at the College, both virtual and in person to learn about skills they need to develop for their chosen careers.
- All learners will be expected to undertake industry placement or work related learning as part of their study programme.
- Learners will receive information about the range of learning opportunities available to them including Higher Education and Apprenticeships.
- The College Careers journey (Appendix 1) provides a full overview of the range of careers activity that learners can benefit from. Targeted and specialist support is available for learners who require more in-depth information advice and guidance and may include a 1:2:1 guidance interview where needed

**The College will ensure that:-**

- Careers Education, Information, Advice and Guidance is provided, as relevant, to learners and prospective learners via the Curriculum Team, Progress Tutors, Study Support team, Student Services and the School Liaison Officer.
- Applicants to the College will benefit from opportunities to engage in a range of activities and information as part of a programme of information, advice and guidance. These will include – website information, invitations to Taster Events, transition events, access to a wide range of subject specialists- with up to date industry knowledge - for advice regarding pathways to employment; and to general advice from central teams. This range of activity and information is offered to help provide learners with clear pathways to employment. (See the Careers journey – Appendix 1, and the Careers Calendar – Appendix 2)
- Steps to Success is the learners' induction programmes, and includes coverage of progression opportunities and careers pathways. Learners will generate an Individualised Learning Plan (ILP) to identify starting points, career destinations and the route to achieve these. In addition 1:1 reviews with Progress Tutors will ensure that they have made the right choices; where this is not the case, information, advice and guidance is provided for alternative choices either within the college or externally.
- Learners will be able to attend industry and course specific external trips and there will be visits from guest speakers to deliver talks to students. The College holds an Employability Week where employers are able to engage with learners to discuss their career aspirations.

- Learners will be expected to undertake industry placement and/or work related learning as part of their studies and the College sets a target of 315 hours with a minimum of 30 hours for this.
- The College provides support and a range of activities to enable learners to find positive destinations, which include:
  - Information on options for further study at the college
  - Provision of Higher Education fairs within the college visits to other universities as part of their course. The National Collaborative Programme (NCOP) engages with students and supports them with progression to Higher Education.
  - Information regarding employment and apprenticeships is also available to ensure that all possible progression routes are offered to learners.

### **Careers Journey (Appendix 1)**

Suffolk New College has created and implemented an exciting new graduated approach to help support its learners. This includes careers guidance with pre-college and whilst at college, universal, targeted, and specialist advice levels.

Learners access the appropriate level of support depending on what level of careers guidance they need. All learners access the College's "universal" advice and guidance offer, with internal referrals made at a "targeted" and "specialist" level, as appropriate, for when a more in-depth guidance intervention is required to help support learners with their career plans.

This approach will continue to help support Suffolk New College to work towards Gatsby Benchmark 8.

### **Steps to Success**

College is a step in the learner's journey towards their career. Steps to Success pulls together all elements of the full-time learner's study programme to provide a holistic overview of each critical element of the study programme.

Steps to Success starts as the learners begin their study programme course by:

- Introducing College through a modularised progress of key information
- Setting the scene for the study programme with practical and accessible curriculum experiences
- Engaging the students in a Discovery & Development project - which encompasses all aspects of their study programme in an employment related activity
- Providing learners with an employer experience
- Beginning the process of sourcing industry placements
- **Generating an Individualised Learning Plan (ILP)**

Steps to Success continues throughout the year with guidance and activity managed by the learner's link tutor and progress tutor – ensuring that the learners' ILP aims are met, encompassing plans for

and review of activity that will support the learner's career aims, whether this is through progression to the next level of further study or employment.

### **ePASS & Professional Development**

ePASS (See Appendix 3) is an employability skills platform developed by the college which provides a learner the opportunity to develop and record their employability progression. Although ePASS activity is captured across a learner's study programme, the Professional Development curriculum aims to support with ePASS centric sessions/experiences.

Learner's experience:

- Employer based experiences on their **vocational course**. Providing an opportunity for learners to develop their employability skills
- Learners have access to the college's **Careers Services**; 1:1 CV support, IAG, Interview Skills, Job Seeking service
- Students complete **Industry placements** and record this on **Grofar**
- **Personal Development sessions** that are dedicated to the ePASS framework;
  - Career Planning
  - How to find employment
  - Understanding payslips & taxes
  - Practical workshops that develop employability skill

### **Suffolk New College Staff**

There is a designated Careers Strategy Group responsible for overseeing the Suffolk New College Careers Programme. The team involves the following staff and external representatives:

Alan Pease	Deputy Principal
Marianne Flack	Director of Quality, Teacher Development and Student Progress (Chair)
Kayleigh Norris	Head of Careers and Adult Professional Development
Greer Hill	Director of Safeguarding and Student Services
Mike Mears	Head of Student PD and Enrichment
Kate Rupp	Head of Apprenticeships
Tom Smith	Business Innovator
	Curriculum Representative x 2
	Schools Liaison Officer
	Work Placement officer
	Employer Representative x 2
	Student Representative x 2

### **Developing employer engagement**

The College believes that for learners to receive excellent CEIAG all teaching staff have a responsibility to give careers advice linked to their subject area. At Suffolk New College, teaching

staff are industry experts and are able to deliver advice and guidance relating to their industry and the employment pathways that can be followed within that industry. All teaching staff will be supported to update their careers knowledge relating to opportunities and progression routes post College and skills learners need to develop through internal CPD activity and engage in industry updating through an annual 'back-to-the-floor' CPD day.

Academic and Curriculum teams are required to engage employers in the both development and delivery of the curriculum, from Curriculum Planning to projects undertaken during the Steps to Success introduction phase – through to a minimum requirement of a termly activity for all learner groups. Teams therefore should work towards developing external links with organisations and employers to help inform the curriculum and share their experience with learners to support their development.

Further details regarding employer engagement can be found in our Employer Engagement Strategy.

### **Parents and Carers**

Parent/carers have an important role in their child's career development. The College has a programme of events to allow learners and their parents the opportunity to explore a variety of progression options such as taster days, LMI information on the college website and parents evenings.

### **Implementation and Monitoring**

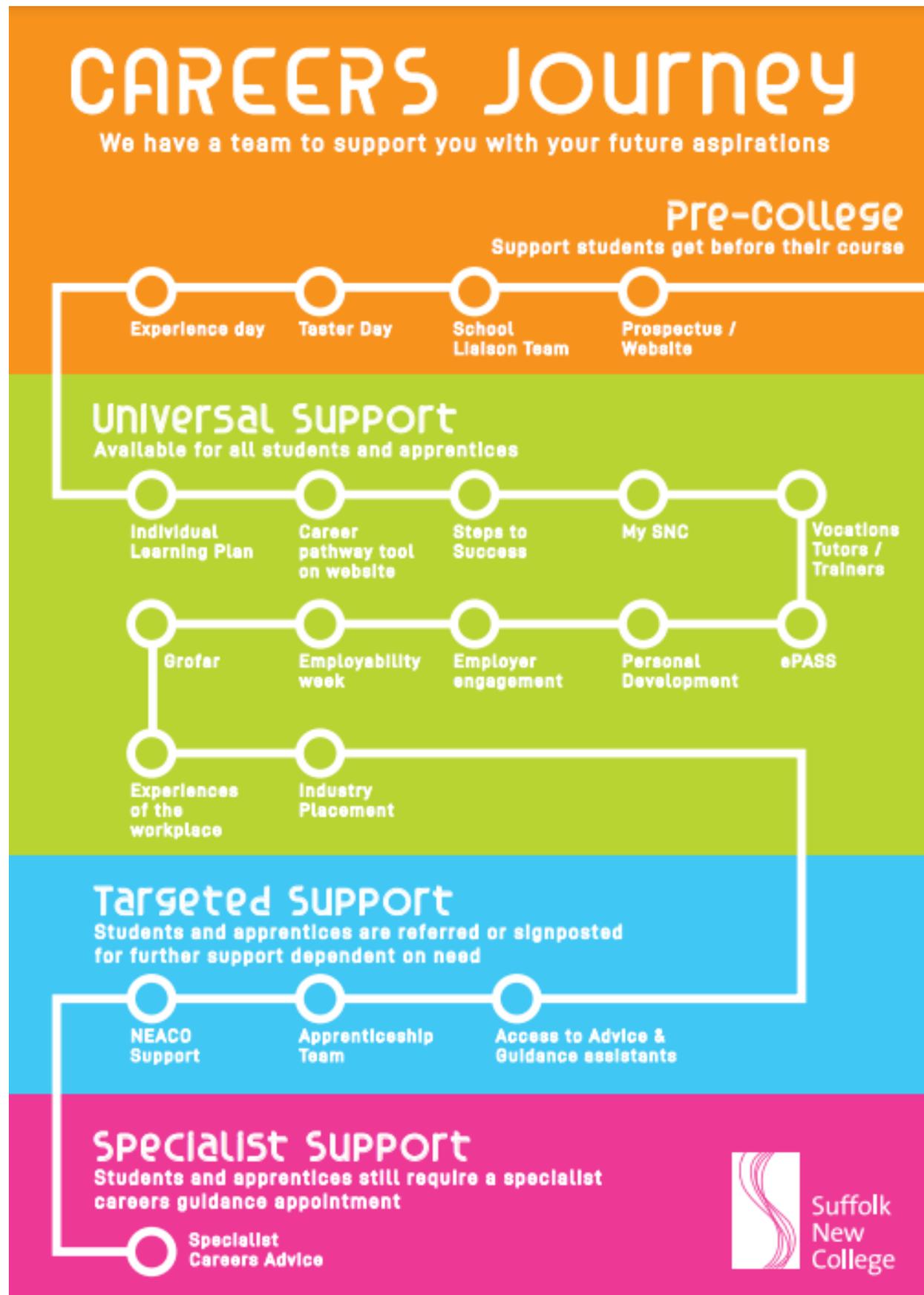
This strategy is accompanied by an action plan, drawn up against the Gatsby Benchmarks, and assessed against the Compass self-assessment tool. The action plan sets out the College's current rating against each of the Gatsby benchmarks and identifies actions required to improve the rating in sections as needed.

The action plan will be implemented by the Careers Strategy Group who will provide a termly update on the action plan to the Senior Management Team.

Reviewed: 04/08/2022

Next review: 05/07/2023

## Appendix 1 –Careers Pathway



## Appendix 2 – Careers Calendar

# SUFFOLK NEW COLLEGE CAREERS PROGRAMME 2022/2023



Suffolk  
New  
College

CAREERS ADVICE AND GUIDANCE	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July
College Taster Events			●	●	●			●		●		
School Liaison Support	●	●	●	●	●	●	●	●	●	●	●	●
Careers Information, Advice and Guidance	●	●	●	●	●	●	●	●	●	●	●	●
Industry Information via Vocational Tutor	●	●	●	●	●	●	●	●	●	●	●	●
'Switch don't Ditch' Transfer Event		●	●									
Personal Development Tutorials with Progress Tutor		●	●	●	●	●	●	●	●	●	●	
Annual Reviews for students with EHCPs	●	●	●	●	●	●	●	●	●	●	●	●
College Experience Days											●	●

VISIT OUR WEBSITE TO FIND OUT MORE [WWW.SUFFOLK.AC.UK](http://WWW.SUFFOLK.AC.UK)

EMPLOYABILITY SUPPORT	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July
Employability Week						●						
Encounters with Employers and Labour Market Information*		●	●	●	●	●	●	●	●	●	●	
Interview Support						●		●	●	●	●	●
CV Support	●	●	●	●	●	●	●	●	●	●	●	●
Experience of workplaces		●	●	●	●	●	●	●	●	●	●	

HE PROGRESSION	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July
UCAS Advice incl. clearing		●	●	●	●	●				●		
NEACD (Take Your Place) Support	●	●	●	●	●	●	●	●	●	●	●	●
Aspiring to HE including financial and accommodation advice	●	●	●	●	●	●	●	●	●	●	●	●

CAREERS EVENTS	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July
National Careers Week								●				
National Apprenticeships Week							●					



# Your route to employability skills at Suffolk New College



**Appendix 4: Suffolk New College – Careers Action Plan: August 2022 - July 2023**

No	ACTION	STRATEGIES	Owner	Timescale	Progress	Impact
1	Establish a Careers Strategy Group to drive through developments in careers activity across the college	<ol style="list-style-type: none"> <li>1. Identify key and representative internal staff</li> <li>2. Engage external/employer representation</li> <li>3. Enable process to engage student representation</li> </ol>	KN	September 2022		A well informed Careers strategy and impactful action plan which enhances the careers programme. This will support our focus area of developing an inclusive career strategy that ensures all learners have appropriate IAG, can identify clear career paths and progression. This is underpinned by Gatsby BM1
2	Growth of employer & community links to help provide learners with experiences of industry.	<ol style="list-style-type: none"> <li>1. Attending key networking events and building relationships with new and existing employers</li> <li>2. Creating opportunities to bring employers into the college through Business Breakfast and networking events.</li> <li>3. Generate a programme of</li> </ol>	KN	December 2022 and ongoing		Linking with key stakeholders helps to underpin GBM 5 & 6 and provides learners with the opportunity to have encounters with

		<p>industry insight talks/activities – which extend beyond college and into the community.</p> <ol style="list-style-type: none"> <li>4. Providing a clear and easy message to employers as to how they can support/add value to the college and how this benefits them.</li> <li>5. Maintaining partnership with Speakers for Schools &amp; The Enterprise Adviser Network</li> <li>6. Engaging the ambassadors</li> <li>7. Attending the - Specialist Provision and Inclusivity Community of Practice (SPICOP) networking group for promoting inclusive opportunities.</li> <li>8. Working with Ipswich Central to contribute to town celebration events to help generate careers resources and industry placements</li> </ol>				<p>employers along with industry placements. This will help meet the strategic focus area to enhance the employability of our learners and create opportunity for industry related projects.</p>
3	Embedding careers into the curriculum	<ol style="list-style-type: none"> <li>1. Careers CPD events for staff so they can understand the Careers vision, strategy &amp; resources to help support careers into the curriculum</li> <li>2. Knowledge of ePASS and tutors referring to the 5 core skills within lessons to help</li> </ol>	KN	End October 2022		<p>Embedding careers into the curriculum helps careers to become a whole college approach and for learners to get a rich</p>

		<p>learners gain employability skills.</p> <ol style="list-style-type: none"> <li>3. Implementation of Speakers for Schools for course areas where employer engagement is low.</li> <li>4. Engaging with organisations and employers who offer inclusive resources/workshops for inclusive learning department.</li> <li>5. Identification of and effective evidence collection of where career in the curriculum is happening and recorded on Compass.</li> <li>6. Review Careers calendar and map with Gatsby BM &amp; CDI Framework.</li> <li>7. Develop and implement innovative and engaging activities for employability week.</li> </ol>				<p>insight into industry and how they can access their next steps. This helps students to hear about a range of careers to help support aspiration and raise social mobility which links to one of the strategic focus area for the college.</p> <p>This is underpinned by GBM 4.</p>
4	Implementation of Speakers for Schools (SFS)	<ol style="list-style-type: none"> <li>1. Speakers for schools to attend a heads meeting for heads to learn more about SFS.</li> <li>2. Identify areas of low employer engagement and work with the heads of these departments to implement</li> </ol>	KN	June 2023		Working collaboratively with partnership organisation helps to raise the profile of the college and

		<p>SFS</p> <ol style="list-style-type: none"> <li>3. SFS CPD sessions for staff in the collaborating departments</li> <li>4. Identify target number of learner engagement on the SFS programs.</li> <li>5. Work with SFS Business Relationship Manager for them to understand the industry areas we would like to establish relationship with employers with.</li> <li>6. Continue to work with tutors in the collaborating departments to engage with SFS and continue to raise the profile of the platform.</li> <li>7. Link with Education Relationship Manager with SEND Team and Director of Inclusive learning to develop the SFS offer to become more inclusive and understanding of SNC needs.</li> </ol>				<p>supports employer engagement. SFS offers programs which supports industry placement, employer engagement and employability skills. There programs will help to support careers in the curriculum along with supporting staff in collaborating departments to link with employers. This continues to strengthen the strategic focus on linking with employers and promoting employability as well as meetingGBM4</p>
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	<p>Developing an effective inclusive &amp; diverse Alumni Network and Programme</p>	<ol style="list-style-type: none"> <li>1. Link with current Alumni students who would like to be involved and build the relationships between heads of departments and Alumni.</li> <li>2. Link with the inclusive learning directorate to develop Alumni which helps to highlight all careers/next steps as aspirational.</li> <li>3. Encourage Alumni to take part in an employer's encounter activity at least once every academic term (3x per year)</li> <li>4. Create an Alumni page on MySNC (careers) &amp; use these videos on the staff careers hub resources page.</li> </ol>	<p>KN</p>	<p>December 2022 and ongoing</p>		<p>This will help us to support our strategic focus of celebrating the success of our past students as well helping to raise aspirations of current students.</p>
	<p>Ambassador Engagement</p>	<ol style="list-style-type: none"> <li>1. Meet a build relationships with ambassadors.</li> <li>2. Ambassadors to take part in 3x employer encounters in an academic year</li> <li>3. Ambassadors to champion ePASS to their networks after successful implementations and information session for Ambassadors to fully understand it.</li> <li>4. Ambassadors to champion the college through their</li> </ol>	<p>KN</p>			<p>Engaging ambassadors will help to raise the college profile and the careers work that is taking place. It will help to meet the strategic focus of ensuring the college is at the heart of the</p>

		<p>networks/LinkedIn</p> <p>5. Focus group to meet aim of having employers to inform curriculum areas.</p>				<p>business community and promoting employability.</p>
	<p>Enhancing the EPASS to appeal to both adult learners and employers</p>	<ol style="list-style-type: none"> <li>1. Update and develop the EPASS website as a resource for all learners, including adults and tutors</li> <li>2. Link Your Game Plan courses directly to EPASS skills to formally accredit the skills as CPD activity</li> <li>3. Working with the Head of Student PD to develop an EPASS Reflection resource which ensures that learners recognise and can articulate the skills they have developed in college</li> <li>4. Promote EPASS with the Chamber of Commerce so that employers start to formally recognise the concept and the benefits it brings.</li> </ol>	<p>KN/MM</p>	<p>End October 2022</p> <p>Spring/Summer 2023</p>		<p>Developing clear resources for tutors and learners to use for ePass to be clearly demonstrate. This will help to enhance understanding and how to implement this in sessions to raise the ePASS profile and learners to understand the skills they are developing. Working with the Chamber and employers after ePASS has successfully been implemented across the</p>

						college will help the business community to recognise the benefits of ePASS and the skills are students have and can bring to the workplace.
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