



Suffolk  
New  
College

## Careers Strategy

<b>Policy Title:</b>	Careers Strategy
<b>Issue Date (m/y):</b>	4 <sup>th</sup> August 2022 (update 22 <sup>nd</sup> August 2023)
<b>Author(s):</b>	Director of Quality, Teacher Development & Student Progress & Head of Careers & Adult PD
<b>Approved by:</b>	SMT
<b>Date of Equality Assessment:</b>	August 2020
<b>Review date:</b>	5 <sup>th</sup> July 2024
<b>Related Policies and 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.

#### **1. 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.

#### **2. 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>

#### **3. Key Objectives**

- 3.1 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.

- 3.2. 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.
- 3.3. Every learner will be able to access information about career paths and the labour market.
- 3.4. 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.
- 3.5. Learners will have the opportunity to experience how their chosen subjects help people gain entry into a range of occupations.
- 3.6. 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.
- 3.7. All learners will be expected to undertake industry placement or work-related learning as part of their study programme.
- 3.8. Learners will receive information about the range of learning opportunities available to them including Higher Education and Apprenticeships.
- 3.9. 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

#### **4. The College will ensure that: -**

- 4.1. 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.
- 4.2. 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)

- 4.3. 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.
- 4.4. 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.
- 4.5. 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.
- 4.6. The College provides support and a range of activities to enable learners to find positive destinations, which include:
  - 4.6.1. Information on options for further study at the college.
  - 4.6.2. 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.
  - 4.6.3. Information regarding employment and apprenticeships is also available to ensure that all possible progression routes are offered to learners.

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

### **5.1 Overview**

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.

## **5.2 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.

## **5.3 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 **Grolar**
- **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

## 6. 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:

Member	Role
Alan Pease	Principal & CEO
Marianne Flack	Deputy Principal
Steve Flory	Chair of Industry Partners
Greer Hill	Director of Student Services, Safeguarding and Student Support
Christopher Martin	Lecturer in Commercial Services
Charlotte Wegg	Work Placement Administrator
Mike Mears	Head of Student Personal Development and Enrichment
Nigel Champion	Curriculum Co-Ordinator for Creative Arts
Lucy Emms	Business Development Manager
Kayleigh Norris	Head of Careers & Adult Personal Development
Karen Cross	Enterprise Co-ordinator at The New Anglia
SU President	SU President

## 7. Industry Partner Scheme

The college has developed an Industry Partner scheme, which helps to strengthen the college's engagement with industry and local employers. Partners in this scheme will use a whole company approach to engage in cross-college career activities at least three times per academic year. The Chair of the industry partners shall also sit on the Careers Strategy group to help increase the rich communication between the college and our industry partners. The

Scope of Collaboration (see Appendix 4) outlines how the College and Industry Partners shall work together to achieve this aim. Industry Partners have shown their commitment to working with the college and signed the MoU (see Appendix 5).

## **8. 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.

## **9. 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.

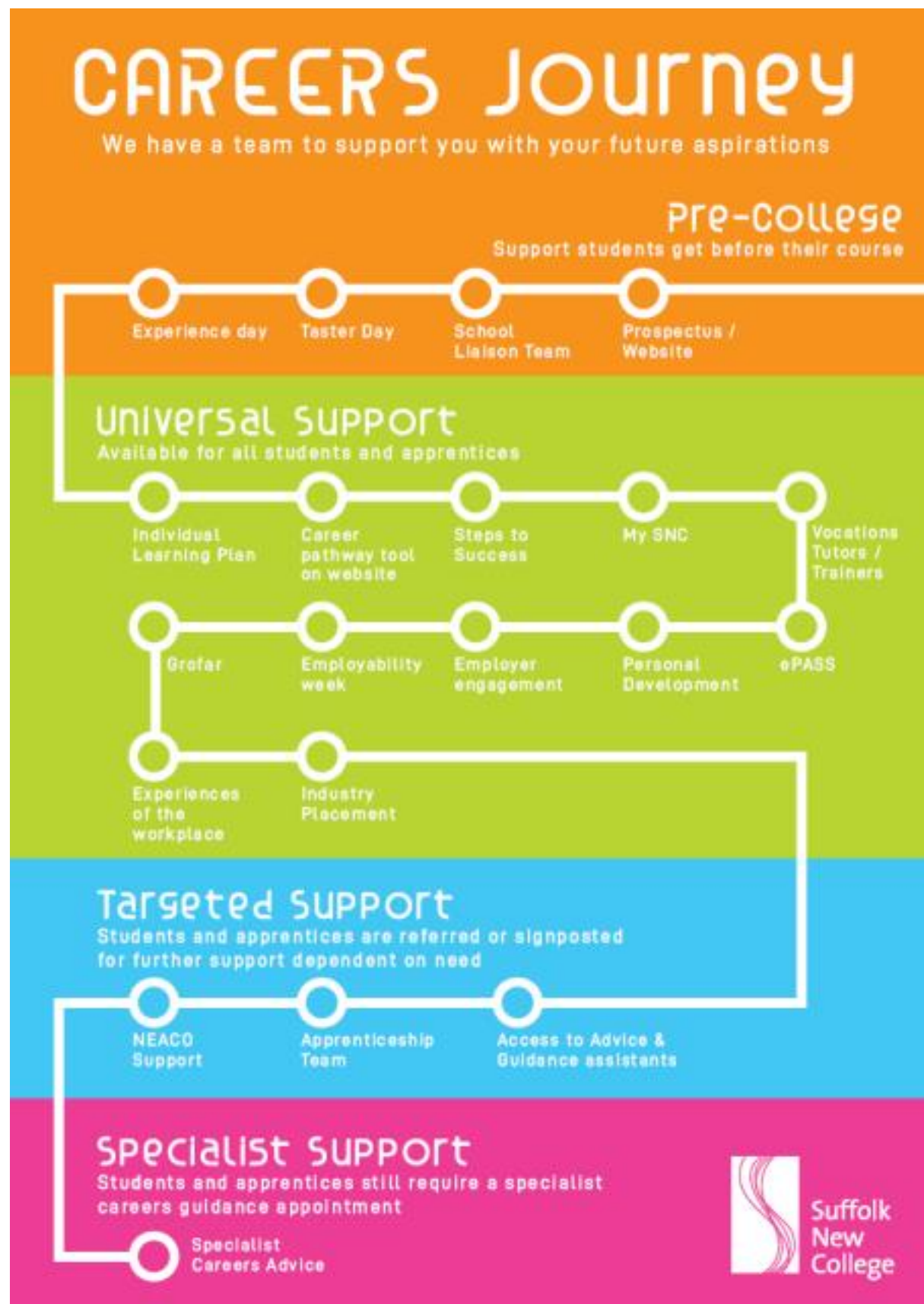
## **10. Implementation and Monitoring**

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.



## Appendix 1 – Careers Pathway



## Appendix 2 – Careers Calendar

### SUFFOLK NEW COLLEGE CAREERS PROGRAMME 2022/2023



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											•	•

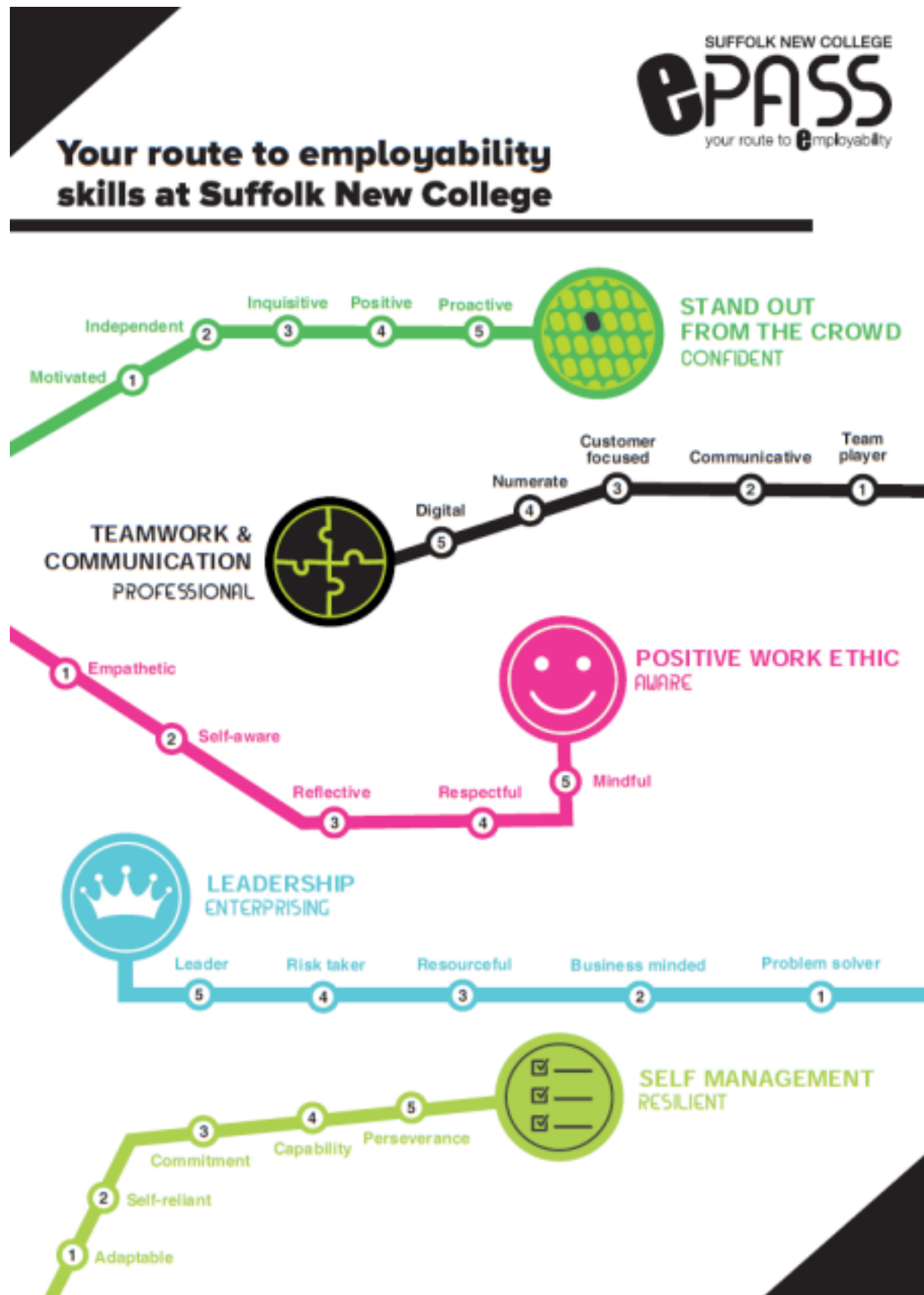
VISIT OUR WEBSITE TO FIND OUT MORE [WWW.SUFFOLK.AC.UK](http://WWW.SUFFOLK.AC.UK)

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		•	•	•	•	•				•		
NEACO (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							•					

## Appendix 3 – e-PASS





Suffolk  
New  
College

### INDUSTRY PARTNER PROGRAMME SCOPE OF COLLABORATION

- The Industry partner shall commit to participating in a minimum of 3 college career activities per year.
- The Industry partner programme is a whole company approach; therefore, the named contact may send other company members to engage in a college activity.
- The college shall match the industry partners to a directorate that supports the industry partner's sector.
- Industry Partners shall have at least one Directorate Industry partner meeting to help encourage communication and understanding of where they can support careers activities and inform the curriculum.
- Industry partners shall share their expertise and help to inform the SNC curriculum to support learners leaving the college with the essential skills and knowledge needed for their chosen careers.
- The Director shall plan the Industry Partner meeting and consider key college dates that the industry partners can support so the Industry partners can prepare for these.
- The chair of the Industry partners shall attend the Careers Strategy group and provide feedback to the Industry Partners so they to keep updated with essential information and understand where the college may need support.
- Industry Partners shall support raising the profile of the ePASS programme within their networks and the broader community.
- SNC to promote the company logos within the college and on the SNC website.



## Appendix 5 – Draft Industry Partner Memorandum of Understanding

### Memorandum of Understanding (MoU)

Between  
Suffolk New College (SNC)

And  
Name of Company

#### Purpose

The purpose of this MOU is to establish an agreement between SNC and Name of company to clearly define the objectives, roles, and responsibilities of each party with regards the Industry Partners Programme.

#### Industry Partner Scheme Objective

The college has developed an Industry Partner scheme, which helps to strengthen the college's engagement with industry and local employers. Partners in this scheme will use a whole company approach to engage in cross-college career activities. The Chair of the Industry Partners shall also sit on the Careers Strategy group to help increase the rich communication between the college and our industry partners.

SNC and Name of company will work collaboratively to embed industry into the college and curriculum; this will help to raise learners' aspirations and employability skills and for employers to promote employment and skills opportunities.

#### Benefits to the Industry Partner

The college's aim for the industry partner scheme is for it to be beneficial for both our learners and their progression, as well as for the industry. When industry works with education, they help to develop the learner's knowledge of the industry and essential employability skills, this helps to decrease the skills shortage within the industry, and employers get to shape the future talent. This also helps to raise learners' aspirations to work within different roles and industries they may not have known about, which helps to increase a diverse workforce.

Employers also get access to the talent pipeline and can share opportunities within the college. When employers have been working with the learners, they can have confidence in the applicants applying for their roles.

The college shall also hold an Industry partner dinner to celebrate the collaboration between SNC & Name of company.

#### Scope of Collaboration

The scope of collaboration between SNC and Name of company includes, but is not limited to: • The Industry partner shall commit to participating in a minimum of 3 college career activities per year.

- The Industry partner programme is a whole company approach; therefore, the named contact

may send other company members to engage in a college activity.

- The college shall match the industry partners to a directorate that supports the industry partner's sector.
- Industry Partners shall have at least one Directorate Industry partner meeting to help encourage communication and understanding of where they can support careers activities and inform the curriculum.
- Industry partners shall share their expertise and help to inform SNC curriculum to support learners leaving the college with the essential skills and knowledge needed for their chosen careers.
- The Director shall plan the Industry Partner meeting and consider key college dates that the industry partners can support so the Industry partners can prepare for these.
- The Chair of the Industry partners shall attend the Careers Strategy group, provide feedback to the Industry Partners so they to keep updated with essential information, and understand where the college may need support.
- Industry Partners shall support raising the profile of the ePASS program within their networks and the broader community.
- SNC to promote the company logos within the college and on the SNC website.

However, the parties also acknowledge that this MoU:

- It is not intended to be legally binding or to create, evidence or imply any contract or obligation, partnership, joint venture or any other corporate form
- Cannot fetter the statutory or other responsibilities of the parties
- Cannot commit any party to expend any sum or deploy any resource other than at its discretion

We shall also hold an annual engagement review meeting to make sure that both parties feel the scope of collaboration have been met and the Industry Partner has been supported by the college to engage with college activities.

#### Declaration

We hereby agree to work in accordance with these principles towards the agreed

objectives. Signed on behalf of Suffolk New College

Print Name

Date

Signed on behalf of **Name of company**

Print Name

Date

## Appendix 6: Suffolk New College – Careers Action Plan: August 2023 - June 2024

### Suffolk New College – Careers Action Plan: August 2023 - June 2024

No	ACTION	STRATEGIES	Owner	Timescale	Progress	Impact
1.	Continue the 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 for 2023-2024</li> <li>2. Careers Hub Enterprise Coordinator &amp; Chair Of Industry Partners to be included</li> <li>3. Enable process to include the SU President when they are elected</li> </ol>	KN	September 2024		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. Work In partnership with the business development team to provide employers with support with how they can link with the college.</li> <li>3. Creating opportunities to bring employers into the college through Business Breakfast and</li> </ol>	KN	Ongoing for academic year 2023/2024		Linking with key stakeholders helps to underpin GBM 5 & 6 and provides learners with the opportunity to have encounters with employers along with industry placements. This will help meet the strategic focus area to enhance the employability of our learners and create

		<p>networking events.</p> <p>4. Work with the Director of business development and project to develop the college Industry Space.</p> <p>5. Generate a program of weekly industry seminars within the industry space.</p> <p>6. Providing a clear and easy message to employers as to how they can support/add value to the college and how this benefits them.</p> <p>7. Maintaining partnership with Speakers for Schools &amp; The Careers Hub</p> <p>8. Engaging the Industry Partner</p> <p>9. Continue Work with Ipswich Central to contribute to town celebration events to help generate careers resources and industry placements along with celebrating learner's work.</p>				<p>opportunity for industry related projects.</p>
--	--	---	--	--	--	---



3.	Industry partner program	<ol style="list-style-type: none"> <li>1. Build the Industry partner program from 30 to 60 members.</li> <li>2. Industry Partners to take part in a minimum 3x employer encounters in an academic year</li> <li>3. Industry Partners to champion ePASS to their networks after successful implementations and information session for Industry partners to fully understand it.</li> <li>4. Industry Partners to champion the college through their networks/LinkedIn</li> </ol>	KN	Ongoing for academic year 2023/2024		
4	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 learners gain employability skills.</li> <li>3. Implementation of Speakers for Schools for course areas where employer engagement</li> </ol>	KN	<p>CPD week- June 2024</p> <p>Ongoing</p>		Embedding careers into the curriculum helps careers to become a whole college approach and for learners to get a rich 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

		<p>is low.</p> <p>4. Engaging with organisations and employers who offer inclusive resources/workshops for inclusive learning department.</p> <p>5. Identification of and effective evidence collection of where career in the curriculum is happening and recorded on Compass.</p> <p>6. Develop and implement innovative and engaging activities for employability week.</p>		Careers Festival-2024		<p>focus area for the college.</p> <p>This is underpinned by GBM 4.</p>
5	Implementation of Speakers for Schools (SFS)	<p>1. Promote SFS events to staff for careers festival week</p> <p>2. Continue targeted emails to departments when there are activities that link with their department.</p> <p>3. Promote SFS themed activities: Stem week, National Careers week.</p>	KN	Ongoing activity for the academic year of 2023/2024		<p>Working collaboratively with partnership organisation helps to raise the profile of the college and 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</p>

						collaborating departments to link with employers. This continues to strengthen the strategic focus on linking with employers and promoting employability as well as meeting GBM4
6	Developing an effective inclusive & diverse Alumni Network and Programme	<ol style="list-style-type: none"> <li>1. Develop 2 Alumni events per academic year: CPD event at the college and social event.</li> <li>2. Develop a suite of Alumni benefits</li> <li>3. Encourage Alumni to engage with college careers activities and promote industry expert program to support CPD.</li> </ol>	KN & TS	June 2024		Developing an Alumni program offers numerous benefits to the college, helping to generate industry workshops/talks, mentoring opportunities, championing the college, continued learning through short business courses and helping to promote the college brand.
	Enhancing the EPASS to appeal to both adult learners and employers	<ol style="list-style-type: none"> <li>1. Access group platform to be funded through the LSIF</li> <li>2. Working with the Access group to develop the platform for our internal ePASS program and our ePASS+ program and link</li> </ol>				This is an internal platform that will further develop learner's employability skills as well as them developing their CV and interview skills. This platform can also support the Adult boot

		<p>with our college branding.</p> <p>3. Head of Careers &amp; Adult PD and Head of PD and Student Enrichment to develop CPD for staff to use the platform.</p> <p>4. Head of Careers &amp; Adult PD and Head of PD and Student Enrichment to work together to ensure that learners recognise and can articulate the skills they have developed in college</p> <p>5. Head of Careers and Adult PD to continue to increase visibility of ePASS with employers and our Industry Partners.</p>				camp employability support and employers who would like to develop their workforce.
	Supporting Curriculum Teams with targets	<p>1. Curriculum teams arrange a minimum of three employer activities across the year for all learners.</p> <p>2. Meeting CDF and work experience targets.</p> <p>3. Capturing this information</p>				Embedding careers into the curriculum helps careers to become a whole college approach and for learners to get a rich insight into industry and how they

		<p>through the New CRM/Gro Far System.</p> <p>4. Termly communication to be sent out to heads to share with the teams on support with employer engagement though: Industry Partners/SFS/upcoming careers events/employability opportunities through organisations.</p>				can access their next steps.
--	--	--	--	--	--	------------------------------