



# Careers Information, Advice and Guidance

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## **Introduction/rationale**

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave.

The college is committed to providing a planned programme for careers education, information, advice and guidance for all students in Years 7 – 11 in partnership with external stakeholders such as Form the Future and The Employability Partnership.

This careers policy is underpinned by the college's policies relating to teaching and learning, recording and reporting achievement, the wider curriculum, enterprise and work-related learning, equal opportunities, health and safety and special needs.

The government recognises the vital role careers guidance plays in raising aspirations for young people. With the success of a school's careers strategy being based on future destinations, it is important that careers information and guidance is used as an inspirational tool to demonstrate the positive outcomes of achievement.

## **Careers Guidance**

Cottenham Village College are committed to maintain universal access to impartial one to one careers guidance. We have commissioned Form the Future to provide a qualified Guidance Adviser who attends college once a week and meets students by appointment. Appointments can be made via the careers office.

## **Students' needs**

The careers programme is designed to meet the needs of all students at CVC. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

## **Entitlement**

Our belief is that all students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the wider curriculum, based on a partnership with students, staff and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism.

## **Curriculum**

Careers information and advice is carefully embedded into the college's wider curriculum. This can be evidenced through sessions on conference days, during form time activities, trips to work places and visits to both further and higher educational establishments. This also includes **1 weeks work** experience in the summer term of year 10. Visitors from further and higher education and the world of work support college events throughout the year to help students make informed choices about their future.

## **Implementation**

### **Staffing**

There is a dedicated Careers Leader who is responsible for planning, managing and delivering the programme. The leader works closely with the Senior Transitions team and other external partners. A member of the senior leadership team is responsible for the strategic line management of the programme.

All staff in the college are expected to contribute to the careers programme through their role as tutors and subject teachers. Tutors deliver certain planned activities during conference days, they visit students on work experience in Year 10 and support them in the Post 16 application process.

The college is committed to supporting students with their post 16 choices. The college is a member of the Cambridge Area Partnership and provides a programme of support and guidance in the transitions process.

### **Partnerships**

Annual partnership agreements are negotiated between the school and the Employability Partnership in relation to Work Experience. The school is also part of the Cambridge Area Partnership which relates to students' transition to Post 16 centres. The careers leader is part of the CAP transition group which meets 4 or 5 times a year. All students apply to Post 16 centres using the online application system Mychoice@16

The school has an Enterprise Advisor who volunteers their time to provide tailored support to the college through their professional and personal networks and their business expertise.

### **Resources**

Funding is allocated in the annual budget planning round. Many activities rely on volunteers from local businesses and social enterprises.

### **Gatsby Benchmarks**

The Gatsby Benchmarks are a framework of 8 guidelines that define the best careers provision in schools and colleges. The Careers Strategy at Cottenham Village College is structured around each benchmark (see appendix). In order to ensure that we meet the benchmarks, an assessment tool (Compass) is completed **every term**. This also enables us to review our provision and implement further improvements on a continual basis.

### **Communication**

Events are organised at key times throughout the year to communicate important information to parents, these include:

- Parent Information evenings for year 10 and 11 year groups
- Post 16 evening
- Apprenticeship information evening
- Applying to competitive universities evening
- Work Experience Information evening.

The Careers Department has a separate website that is accessed through the college website. Information about the Careers programme and many links to career related sites can be found here. All events are communicated at key times via Parentmail and the careers office is open during normal school hours.