Enabling Progression
Realising aspirations
Career programme 2024-25

Guiding principles

1. West Nottinghamshire College is a large general further education college whose core purpose is to enable its students to achieve their career aspirations and potential. For many of our young people in particular progression to college marks a watershed moment, a point in time where individuals start to crystallise career ambitions. College for many acts as a steppingstone to further study, to higher education and into the workplace either as an apprentice or as an employee.

2. The college will work closely with young people and adults to explore the range of career opportunities that are available and is so doing will aim to enable all students to realise their full potential within the jobs market and within their local communities.

3. Good quality impartial careers education and guidance will be essential in enabling the college and individuals to realise this vision. In drafting this career programme, the college is mindful of the national priority given to careers education and guidance. The college is fully compliant with the requirements of the national career's strategy and work collaboratively and creatively to ensure it meets the eight Gatsby benchmarks.

What is careers advice and guidance at West Nottinghamshire College? Student Entitlement.

4. Careers education, advice and guidance at the college is broad ranging. The college has taken a holistic view when putting forward its careers programme. **Every student at the college will be entitled to the following as part of their careers programme:**

    - Access to a range of online career and development platforms that provides a range of resources and opportunities to develop skills for employment.
    - Initial advice and guidance related to careers aspirations and potential programmes of study in order to meet these career aims and objectives.
    - A range of career interventions, guidance tutorials and experiences relevant to the student's individual next steps.
    - Guidance and support in compiling CVs, job applications and applications for educational progression (including into HE).
    - At least one, one to one advice and guidance interview with a qualified careers advisor.

- Access to impartial advice and guidance at key transition points through the student's journey at the college. Students' self-referral, or teachers, parents and at key transition points through the student's journey at the college.
- Regular progress reviews with a named personal tutor to review progress towards achievement of career aims.
- A tutorial and wider learning programme that supports career choices, job applications, next steps, employability skills.
- Access to a range of events, trips, and activities to support students to understand their options and make informed choices. These will include careers fairs within the college, CV workshops, Personal Statement sessions, university visits and guest speakers.
- Opportunity to meet with a range of employers from disciplines relevant to career aspirations and goals.
- Support to find suitable and relevant experience of the workplace through formal external work placement
- For those students needing to develop their employability skills before accessing external work placement, internal or supervised work experience as a steppingstone.
- The opportunity to gain employability skills through a range of other opportunities including volunteering, enterprise activities, involvement with college clubs, societies and social action projects.
- A tutorial programme to raise awareness of employability skills and explore career pathways.
- Teaching, learning and assessment that links classroom tuition to the world of work.
- Access to systems and labour market information to enable the individual to make informed choices about their future career aspirations linked to both their own skills but opportunities within the local community
- Students with Special Educations Needs and Disabilities, Educational and Health Care Plans and those in care or previously so, or with complex needs will receive person centred careers support through one-to-one appointments, group work, aspirational careers coaching and advocate on behalf of the students.

5. Aspects of the above entitlement will be mandatory for all students with other aspects accessed dependent on next steps and career goals.

6. The career programme and entitlement as above will enable all young people to:

    - Develop **knowledge and understanding** of the workplace in sectors specific to their eventual career goals.
    - Develop their own **behaviours and personal attributes** so that they are effective employees in the workplace.
    - Develop the **technical skills and expertise** to be successful in their chosen career pathway.
    - Develop **aspiration, awareness, and attainment** as part of the 'progression equation'.

7. The college will publish a visual summary of the annual careers programme and a calendar of centrally organised careers interventions and both will be made widely available to students and their parents.

8. The college will invite a wide range of external partners, employers, education and training provides to allow them to talk to students about Apprenticeships, higher education, and other technical education routes to meet the objectives within its career programme.

9. Our careers programme will expose young people to career possibilities that they may never have thought of before, it will raise aspirations and will encourage young people to consider the broad range of career and further education options available to them.

10. At its heart, the college's careers programme, will recognise that some young people from more vulnerable groups may need more support and guidance to reach their full potential in the world of work. We are committed to not allowing any form of personal characteristic or background to become a barrier to progression.

Leadership of the careers programme

11. The overall strategy leadership and oversight of the careers programme will be owned by the Vice Principal: Communications, Engagement and Student Experience. She will chair a careers strategy group which in totality will form the careers leadership team. This strategy group will comprise:

    - The Vice Principal: Communications, Engagement and Student Experience
    - The Vice Principal: Curriculum and Quality
    - Employability and Progression Manager
    - Apprenticeships and Projects Manager
    - Assistant Principals
    - Head of department representation
    - Teacher and personal tutor representation
    - Careers Governor

12. The careers leadership team will oversee the implementation of this strategy and will monitor the impact of the careers programme on young people's progression.

How will the college meet the Gatsby Benchmarks?

13. Table 1 below sets out how the college will meet the Gatsby benchmarks those items in italics are still in development:

Table 1

The Gatsby Benchmark	**How the college meets or will meet this benchmark.**
A stable careers programme	A published careers programme. An identified careers leadership team. Matrix accreditation.

The Gatsby Benchmark	How the college meets or will meet this benchmark.
	A tutorial and wider learning programme that support career choices and next steps. Every student receives a career and employment toolkit which they can utilise in future career planning.
Learning from career and labour marketing information	Links to LMI information included within course and career information on the college's website, at events and a career platform accessible from students' mobile phone and their student portal. LMI information used in one-to-one specialist IAG and careers sessions. Supported internships for students with SEND. Targeted programmes aimed at encouraging underrepresented group into certain careers.
Addressing the needs of each student	All students to have a personalised career development plan that is reviewed regularly by their tutor. The collection and analysis of destination data to inform future practice. Specialist careers advisor to work with our most vulnerable group's both pre and post enrolment, providing learners and targeted support to remove barriers to progression.
Linking curriculum learning to careers	Classroom learning relates to the world of work wherever possible. A range of opportunities are provided to young people to meet with employers and experience a range of workplace settings.
Encounters with employers and the workplace	Every level 2 and above student will complete a work placement, and the the opportunity to complete an extended industry placement. Employer partnerships will be used to design and develop the curriculum and provide students with real project briefs. Employers will be engaged in industry days in the college. Students will be provided with the opportunity to visit the workplace.
Experiences of the work place	All study programme students studying at level 2 and above will be given the opportunity for meaningful experiences of the workplace through formal external work placement. Volunteering, internal, virtual and enterprise experiences will provide 'pre-placement' opportunities for those students who may not meet basic employability framework standards. Work placement advisors will mentor, encourage self-placement skills and support all students interested in

The Gatsby Benchmark	How the college meets or will meet this benchmark.
	completing a work placement to benefit their future progression.
Encounters with further and higher education.	An annual careers fair including input from other providers and employers. Attendance of other HE providers at college open evenings and events for parents and students. A University Directory ensures a range of higher education encounters with academics and university outreach teams are embedded into curriculum, during lessons, industry and careers events and university visits. Attendance at the annual UCAS exhibition.
Personal guidance	Every student will have access to at least one, one to one guidance interview by a level 6 qualified professional. Students can book a 121 with a careers professional, tutors make referrals direct as a result of 121 reviews. Students who are identified as at risk will receive specialist careers support, mentoring and coaching to enable them to make decisions about their future and ensure they are confident of their next steps. Specialised careers support for learners attending entry level and level one programmes and learners with EHCP's. Guidance information is shared with students on the college system and is viewable by students, their support and teaching staff to monitor careers guidance provided and action points or research students may be tasked to complete to ensure they are building skills to manage their career decisions in the future.