

Careers and Guidance Policy

TYPE: Policy

PURPOSE: To inform staff, students, parents/ guardians and all other service users of the central careers policy and provision Solihull College & University Centre, Woodlands Campus and Stratford upon Avon College has in place to students & potential students.

SCOPE: This policy applies to all students, potential students, staff, parents & carers

RESPONSIBILITY: The Vice Principal HR & Student Services is responsible for this policy. The Director Student Services is responsible for the monitoring of the policy.

LEGAL CONTEXT: Careers Guidance for further education colleges and sixth form colleges (October 2018), Careers guidance and access for education and training providers (January 2023), Education Act of 2011

1. Introduction.

Solihull College & University Centre/Stratford College is committed to providing students & potential students with quality impartial careers education, advice, and guidance.

The principles of the Careers Service are governed by.

- Careers Guidance for further education colleges and sixth form colleges (2018)
- The Gatsby Benchmark
- The Matrix Standards
- The Quality in Careers Standard
- Career Development Institute

The Careers Team

The Careers team consists of a team of three Careers Advisers and a Careers Service Manager. They work in conjunction within the wider student services team, working in conjunction with curriculum staff and external providers to help learners fulfil their potential.

They provide:

- Impartial careers education, advice, and guidance to prospective, current, and former students at the college
- Specialist knowledge, training, and advice to support teaching staff.
- A Careers Programme which meets the standards of the Gatsby benchmarks, needs of the community and wider business context.

This is achieved by providing access to information resources, impartial individual guidance, and, once enrolled at the College, a range of co-curricular activities designed to develop skills for employability, career management planning and decision-making.

Everyone can access the careers service via email – careers@solihull.ac.uk or by contacting the Careers Team at the college by telephone or on campus. Enrolled students can access a range of further information through the Student Hub - [Hub | Careers | Careers Information \(solihull.ac.uk\)](#)

2. Activities, Resources and Tutorials

The Careers team provide support to tutors and students by delivering targeted careers education tutorials on progression pathways which are bespoke to the curriculum area. These are supplemented by a range of generic tutorials developed for each term. These are detailed below.

Autumn Term – Delivery of employability programs to all HE students to support attainment of graduate schemes and permanent employment opportunities. Ongoing support to students applying through UCAS wishing to achieve higher education progression is provided. These tutorials are supported by our annual Higher Education Fair, forming a focus for tutorial delivery. The Careers team will maintain links with the curriculum areas to ensure information about courses is up to date.

Spring Term – Delivery of Enhance scheme of work across levels One, Two and Three to promote successful progression onto further education courses, apprenticeships, and employment. This work is supported by the Careers and Apprenticeship Fair giving each student an opportunity to engage with employers and for them to understand the labour market information and the different career pathways.

Summer Term – Delivery of Higher Education Progression and Parents/Student days in partnerships with local universities, covering a range of topics to assist students in successfully securing a place at university.

We coordinate a variety of information evenings for students and parents to attend. For example, a post 18 options evening is delivered to inform people of potential options and opportunities for them to access. Information about forthcoming events will be notified to students through their personal tutors, student hub, posters, hub news and social media channels.

3. Partnerships

The college has productive partnerships with local Universities and local Employers and local Training Providers which help us meet the needs of the economy, education, and the community.

The College works closely with Local Enterprise Adviser, who provide advice and guidance at a strategic level to the Careers Leadership Team to achieve all the Gatsby Benchmarks.

As a result of accessing the Careers Service students will be able to:

- Identify the most suitable path to achieve your career goals.
- Identify your strengths, weaknesses and understand how to bridge any gaps.
- Being equipped and confident to identify relevant information on learning & career progression
- Agree a plan of action to help you achieve your goals.
- Access other sources of valid, up-to-date careers information to support your ongoing development.

4. Our commitment to you

All our services are regularly reviewed. After your interview you can complete a questionnaire and leave your comments about the level of service you have received and how we can improve our service & standards – your views are welcome. You are not required to give your name if you do not wish to. We will ensure that careers staff:

- Follow the ethical principles of IAG delivery ensuring that information provided is independent and impartial.
- Respect confidentiality

- Respond to e-mail enquiries within three working days.
- Respond to telephone messages within 24 hours.
- Record client information to provide information, advice, and guidance services in accordance with the college's GDPR Policy. If relevant, we will seek permission to share limited details with third parties.
- We are committed to following The Gatsby Benchmark (*full description of the Gatsby Benchmark further in the policy*)

The Careers Guidance Statement of Service operates in accordance with MATRIX and the National Quality in Careers Standard and our published General Privacy Policy

5. Organisational Responsibilities

The Careers Service Manager / Leader has overall responsibility for the Careers team, who submits regular reports to the Director of Student Services. The Careers Policy is reviewed on a yearly basis.

Every member of the Careers team has specific roles and responsibilities to ensure that the service is delivered effectively.

Careers education and guidance is a whole college responsibility. Both teaching and support staff engage in careers education and guidance, whether through supporting work placements, supplying information on course and job opportunities, labour market information, providing learning or tutorial support to facilitate progression.

The College works in partnership with the local authority and local partners to focus on those young people whose IAG needs are greatest and who are most 'at risk' of dropping out of college or becoming NEET. For 19+ students we work closely with the National Careers Service Team

Staff participate in relevant careers related development, an example of which is UCAS reference writing for personal tutors. In addition to this the Careers team undertake a range of training and development activities as recommended by the CDI. All the Careers Advisors are members of the CDI who follow the CDI Code of Ethics and are fully qualified Level 6 and 7 in Careers Guidance.

6. Monitoring & Review

- The careers team regularly monitor feedback from students, parents, carers, and external providers to provide a robust and effective service.
- The feedback is collated and is added to the Careers QIP (Quality Improvement Plan)

- Student Learner Voice and College Termly Surveys are reviewed to provide a more effective career service.

7. Parents, Carers and Guardians

Solihull College & University Centre/Stratford College aims to work in partnership with parents, careers, and guardians to raise students' aspirations and support them in helping young people make informed decisions when planning their learning and career pathways. This is achieved through interactions during the learner journey.

- Application, admissions, and enrolment processes
- Schools Liaison
- Careers guidance interviews
- Parental engagement events
- Open days and recruitment events
- College publications

8. Career Development Institute Code of Ethics

Impartiality: We provide unbiased information, advice & guidance that allows you to consider all the options available to you

Accessibility: We are committed to making all clients aware of the services we offer and to make sure that all clients can access the service. We do this by working together to provide facilities and materials suitable for all clients in a way that does not exclude anyone from benefiting from the service.

Confidentiality: We will treat all information about our clients as strictly confidential as required by the Data Protection Act. We can provide a confidential space for pre-booked careers appointments. Drop-in sessions will be within an open space unless otherwise requested. We will not pass on any information without the written permission of the client except for safeguarding disclosures.

Equality of Opportunity: We are committed to equality of opportunity for all our clients and will monitor services on a regular basis to ensure that we uphold this principal in delivering our IAG service. We will provide a copy of our equal opportunities policy to any client on request.

Transparency: The information, advice & guidance process should be made clear to every client. We aim to use plain language and ensure that all clients understand what is available through the IAG service, including our roles and responsibilities.

Individual Ownership: We ensure that the information, advice, and guidance we provide is focused on the needs of the individual and that the service is welcoming and responsive to their present and future needs. We encourage client feedback on our service and provide opportunities for clients to give us their opinion.

Professional: We ensure that our staff have the skills and knowledge to identify and address our clients' needs. The College is committed to providing opportunities for continuing professional development to IAG staff.

Client Referral: We will refer clients within the College as appropriate and onto other agencies following prior agreement with the client.

9. Careers Leadership Team

Solihull College & University Centre/Stratford College has established a Careers Leadership Team. The team meets at least once a term and oversees the effective implementation of the careers, advice, and guidance at the college in accordance with the Gatsby Framework

The members of the Careers Leadership Team include:

Director of Services for Student Services (Careers Leader/Chair) – Adam Thomas
Careers Service Manager – David Richards – 0121 678 7020 emails:

David.richards@solihull.ac.uk

Assistant Principal – STEM Faculty

Assistant Principal – Commercial Faculty

Additional Needs Manager

Work Experience Manager

Head of Personal Progress & Development

10. Management of provider access requests

A provider wishing to request access should contact: Adam Thomas Director of Student Services/Careers Leader who is responsible for Information, Advice and Guidance
Telephone: 0121 678 7000 Email: adam.thomas@solihull.ac.uk

11. Opportunities for access

Events, integrated into the college's careers programme, will offer providers an opportunity to come into college to speak to students and/or their parents/guardians/carers.

Please speak to David Richards, The Careers Service Manager, Tel: 0121 678 7020 or email: careers@solihull.ac.uk to identify the most suitable opportunity for you. The college policy on safeguarding sets out the college's approach to allowing providers into college as visitors to talk to our students.