



Loreto  
sixth form college

## **Careers Education, Information, Advice and Guidance Policy**

Policy Owner	Deputy Principal
Policy Category	Student
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Statutory	Yes
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Reviewed by	Standards Committee
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### **Mission Statement**

Loreto College is centred in God, rooted in Christ and animated by the spirit of Mary Ward, the founder of the Institute of the Blessed Virgin Mary. Our vision is that it will be an educational community where each person has the experience of being loved and valued as a sacred individual created by a loving God; a community where students enjoy an enriching and liberating education that helps them grow into the fullness of life and empowers them to be men and women of courage who are alive to the needs of humanity and committed to making a better world.

Loreto College has the highest expectations of personal, academic and professional excellence.

### **Policy Context**

The College recognises Careers Education, Information, Advice and Guidance as an essential part of the student experience. We aim to provide a focussed approach to careers education and employability that enables all students to develop transferable skills so that they can succeed in a competitive job and/or Higher Education market. By working closely with partners and employers, we will endeavour to ensure students leave Loreto ready for the world of work, further or higher education.

This policy has been developed to incorporate developments including:

- Careers strategy: making the most of everyone's skills and talents (Department for Education, 2017), a strategy which placed the eight Gatsby Career Benchmarks at its heart.
- The Gatsby Foundation 'Good Careers Guidance' report. Eight benchmarks of excellent careers advice and guidance.

- October 2018 – Department for Education: Careers guidance: for further education colleges and sixth-form colleges.
- September 2022- Statutory Guidance on Careers guidance and access for education and training providers.
- Statutory Guidance for Governing Bodies, School Leavers and School staff. DfE, January 2018.
- The Quality in Careers Standard criteria.
- Skills for Jobs: Lifelong Learning for Opportunity and Growth (Department for Education, January 2021)
- This document includes the following topics:
  - Aims of CEIAG at Loreto
  - Careers department and provision
  - Information for stakeholders including parents/carers and employers
  - Evaluation and monitoring of advice and guidance.

### **Aims of CEIAG at Loreto**

The vision of the careers department is to create a culture of Careers Education, Information, Advice and Guidance (CEIAG) across the college that is awarded the ‘Quality in Careers Standard’, fulfils the Gatsby Benchmarks and contributes effectively to the skills needs of employers and the local, regional and national economy.

### **Careers Department and provision**

The careers provision in the college is managed by a Careers Manager, supported by Curriculum Department Representatives, Careers Events Organiser and Administrators and Careers Advisers. This is overseen by the Deputy Principal/Head of Student Services. Loreto has a Careers Governor, who oversees and supports the work of the department on behalf of the Governing Body. The careers department is pro-active and dynamic in ensuring that all students are kept aware of careers opportunities and that a variety of activities and events are provided for all students to keep them informed of a range of careers opportunities relevant to their needs and to current Labour Market needs. The Careers Manager ensures that all students have access to a stable and relevant careers programme.

*Gatsby Benchmark 1: A stable careers programme.*

### **Careers Tutorial**

#### **All students are entitled to:-**

- Be made aware of the different progression opportunities open to them when they leave Loreto College
- Be given information which will enable them to make informed choices about their future

- Have support with writing a CV, personal statement and/or completing application forms.

All students are required to attend weekly tutorials throughout their time at Loreto College.

Over the course of a two-year, Level 3 programme this will include a variety of careers related tutorial sessions. These sessions include topics such as; Employability, CV writing, Unifrog platform launch, Careers Fair preparation, Apprenticeships, Interview techniques, and Student Finance.

Level 2 Students have a variety of careers related tutorial sessions on Employability, Unifrog and Careers, Looking to Level 3, CV writing, Careers Fair Preparation and attendance at the Careers Fair.

Any reminders and notices that are careers related, such as UCAS information, are given by the Head of Hall during assemblies.

All students are able to access the software package Unifrog, this is a universal destinations platform. Each student has an individual account where they are able to access individualised careers support. This can help them to access information about universities and apprenticeships which are relevant to their needs. This package also includes a careers library, CV builder and Personal Statement builder. In addition to up to date Labour Market Information and hundreds of videos and guides.

*Gatsby Benchmark 1: A stable careers programme.*

*Gatsby Benchmark 2: Learning from career and labour market.*

*Gatsby Benchmark 3: Addressing the needs of each student.*

### **Departmental Responsibilities**

All students are entitled to:

- Access to careers knowledge and experiences related to the subjects they are studying.

Each department has a Careers Representative who will ensure that the Employability Skill of the Month is displayed within the department, the Career Flight Plan document is up to date, and that each department arranges at least one careers related event, and show one careers related video per year group, each year.

Careers events include at least one meaningful encounter with an employer for all students and a range of other activities. A 'meaningful' encounter is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace. This may include watching videos, attending employer talks, workplace visits and

work related projects. Additional careers activities may include visiting speakers, University Taster Days, Progression events, University speakers and department trips.

Each subject has displayed in the department a Careers Flight Plan poster, with associated leaflets, to inform students of the careers opportunities in their subject.

*Gatsby Benchmark 3: Addressing the needs of each student.*

*Gatsby Benchmark 4: Linking curriculum learning to careers.*

*Gatsby Benchmark 6: Experiences of workplaces.*

*Gatsby Benchmark 7: Encounters with further and higher education.*

### **Individual Careers advice**

Loreto will offer all students:

- A one-to-one careers advice appointment at a time during their course when it is relevant to them
- Impartial, individualised careers advice.

All students will have access to a one to one careers booking system on MyLoreto and can book a careers appointment at a time which is convenient to them.

All Level 2 students will have a careers appointment in January to discuss their options at the end of their course. Following this, all students who are not successful in their applications to study at Level 3 at Loreto College will then have a follow up careers appointment in May to discuss their next steps.

All Level 1/Entry Level students will have a careers appointment as part of their programme. Employability skills are an integral part of the level 1/Entry Level programme.

All Non-university applicants, Looked After Children and students with Special educational needs and disabilities (SEND) are monitored by their Heads of Hall and reported on, ensuring that, where appropriate, they are supported to access the careers support available to them.

Students applying for Medicine, Dentistry and Veterinary Science are offered additional support through the Medsoc enrichment programme.

Students in High Achiever tutor groups are offered additional support from staff in the high achiever's unit. This includes tailored sessions as part of the tutorial programme, additional speakers and further guidance on the university application process.

*Gatsby Benchmark 3: Addressing the needs of each student.*

*Gatsby Benchmark 8: Personal Guidance.*

### **Information for stakeholders including parents/carers and employers**

Parents and Carers are entitled to:

- Information about the progression opportunities which are provided to students, during their time at Loreto, to best prepare their son/daughters in planning for their next steps.
- Be updated on careers activities in college.
- Able to request to attend a careers appointment with their son/daughter

Parents and carers will be informed of their sons'/daughters' options after college in a Progression Evening to be held annually at the end of their lower sixth year in college. All parents of Lower Sixth students are invited to attend this evening.

Information about careers events and activities in college are included in the parent's weekly newsletter.

Labour Market information is available to parents through their optional Unifrog account, the Parent Portal and through links provided in the careers section of the college website.

*Gatsby Benchmark 2: Learning from career and labour market.*

### **Contact with Universities**

All students are entitled to:

- A progression tutorial in Lower Sixth where students will experience a meaningful encounter with a Higher Education provider
- Have access to information about universities and entry requirements.
- Speak face to face with representatives from a range of universities at events organised throughout the year, and the Colleges annual careers fair.
- Access support with UCAS applications through careers related tutorials and 1:1 careers appointments.

Links with Universities are actively sustained and developed both by the careers department and at a departmental level.

Departments will take advantage of opportunities to make links with universities and arrange visits and contact as appropriate throughout the academic year.

The Loreto Careers Fair is attended by universities and a range of tariff providers from across the country. Students are prepared for the Careers Fair in a tutorial, so they are aware of how to make the most of this opportunity.

*Gatsby Benchmark 3: Addressing the needs of each student*

*Gatsby Benchmark 5: Encounters with employers and employees*

*Gatsby Benchmark 7: Encounters with further and higher education.*

### **Contact with Employers**

All students are entitled to:

- Find out about Apprenticeships and Technical Qualifications as part of the College Careers Programme during their time at the college.
- Get information from a range of local providers about the opportunities they offer through lunchtime talks in college open to all students, the Careers Fair and Work Experience Day, subject specific departmental visits and events and the weekly careers opportunities in Loreto Weekly and Careers Weekly and on the college screens.

The college will provide opportunities for students to have access to providers through talks, visits, the college Careers Fair and Work Experience Day, and departmental activities.

There will be regular talks about apprenticeships, how to register with the government website and the types of apprenticeships on offer. This will also form part of the college's tutorial programme.

*Gatsby Benchmark 2: Learning from career and labour market.*

*Gatsby Benchmark 3: Addressing the needs of each student.*

*Gatsby Benchmark 5: Encounters with employers and employees.*

*Gatsby Benchmark 6: Experiences of workplaces.*

## **Loreto College Provider Access Statement**

### **A. Introduction**

This statement sets out the college's arrangements for managing the access of providers to students at the college for the purpose of giving them information about the provider's education or training offer.

'Loreto College takes seriously the responsibility to support our students in making choices that are based on their skills, interests and aspirations. In addition to our ever increasing links with a range of universities and employers, Loreto College's careers department is keen to welcome visits from other institutions including University Technical Colleges, FE colleges, Apprenticeship Providers and New Institutes of Technology.'

This complies with the college's legal obligations under Section 42B of the Education Act 1997.

### **B. Student entitlement**

All students in years 12-13 are entitled to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point:

- to hear from a range of local providers about the opportunities they offer, including universities, technical education and apprenticeships – through tutorial lessons, assemblies, careers talks and events.
- to understand how to make applications for the full range of academic and technical courses.

**If you are a university, employer or other provider and would like to be involved with arranging a visit to the college we would encourage you to get in touch.**

Please do not hesitate to contact our Careers Leader, contact details are below.

### **C. Management of Provider Access Requests Procedure**

A provider wishing to request access should contact Helen Cross, Careers Manager:

Telephone: 0161 226 5156 / Email: [careers@loreto.ac.uk](mailto:careers@loreto.ac.uk)

Providers can also make contact via the 'contact us' section of the college website.

### **D. Opportunities for access**

A number of events, integrated into the college careers programme, will offer providers an opportunity to come into college to speak to students and/or their parents/carers. A more detailed outline of the opportunities that are provided for students can be found on our website.

#### **Work Experience**

Students are entitled to:

- Have access to work experience opportunities if these are required as part of their course
- Be informed about work experience opportunities and receive support to apply for these if they require it
- Be made aware of the advantages of work experience in developing employability skills
- Be guided and advised how to access work experience to support their career development

- Have a DBS check arranged for them through the college if they require one in order to take advantage of a work experience opportunity.
- Gain at least one experience of the workplace, facilitated by the college on Work Experience Day, during their time at Loreto

The college has a team of Careers Staff who arrange work experience placements for students who require these as part of their course.

The college has a team of Careers Staff who support students in securing work experience opportunities to develop their career skills.

Work experience opportunities will be circulated to all students via the careers weekly newsletter. If subject or sector specific opportunities arise these are circulated to students via targeted emails and through departments. Where appropriate and where there are multiple opportunities, work experience providers will be invited into the college to speak to students. Students will be able to get support with applications via their tutor, Head of Hall, the careers department and Careers Events Organisers and Administrators.

Students will be made aware of the importance of work experience via; emails, posters, the employability skill of the month, through college tutorials and assemblies and during the Careers department's Work Experience Focus Week; a week where there is a range of lunchtime talks or drop-ins focussed on this area.

Students who are requested by a work placement provider to have a DBS check can arrange this via the Careers Events Organisers and Administrators.

Students will be closely monitored by the Careers Events Organisers and Administrators to ensure that all have had the advice and support necessary to take up work experience opportunities.

To ensure all Lower Sixth students have an experience of a workplace during their time at Loreto, the Careers Department, with the assistance of some curriculum departments, will be run an annual Work Experience Day.

*Gatsby Benchmark 3: Addressing the needs of each student.*

*Gatsby Benchmark 5: Encounters with employers and employees.*

*Gatsby Benchmark 6: Experiences of workplaces.*

### **CEIAG resources**

All students are sent a weekly careers newsletter via e-mail with updates on activities taking place within the Careers department.

The careers email provides all students access to weekly talks within the careers department in addition to the talks and events across curriculum areas.



All students can access the Careers SharePoint where they can access additional materials including information on employability skills, open days, apprenticeships and labour market information.

All students can access one to one careers guidance and confidential interview facilities.

All students can access the Unifrog careers platform which encompasses search tools for UK universities, apprenticeships and Further Education colleges. Additionally, Unifrog provides information about US and Canadian universities, and degrees taught in English in Europe, Asia and Australasia. Unifrog also provides students with the tools to tailor their research and gain reliable information on careers relating to their subject areas, entry requirements, labour market information, personal statement writing tools, additional reading materials, information guides and videos, MOOCs and a CV builder.

### **Monitoring, Review and Evaluation**

Careers provision is reviewed as part of the college's self-assessment cycle and through the department development plan.

Feedback from learners is achieved through the student surveys and the College's Student Voice model.

Careers provision features in the annual parent survey. Feedback is also requested at parental events.

Employer feedback is gathered after visits at the annual college Careers Fair in addition to employer feedback forms.

The main external tool for quality assurance is Compass. Compass assesses the college's progress against the Gatsby benchmarks on a termly basis. It is completed by the college's Careers Manager supported by the Enterprise Advisor (a partnered volunteer from business/industry) and the Enterprise Co-ordinator (a representative from the Greater Manchester Combined Authority).

Careers provision is also reviewed in applications for the Quality in Careers Standard – a national quality award for careers education, information, advice and guidance, fully complying with the Department for Education's statutory guidance.

### **Key Personnel**

- Careers Governor
- Deputy Principal
- Assistant Principals – Heads of Student Services
- Careers Leader
- Heads of Hall – Pastoral Team.
- Careers Team – Careers Advisers and Careers Events Organisers and Administrators.
- Careers in Curriculum Departmental Representatives