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Aquinas College Careers Education Information and Advice (CEIAG) Policy

Introduction

Aquinas College sets out its own Careers Education, Information, Advice and Guidance policy in line with the College's Mission Statement which aims to prepare students for the next steps.

Overall Statement Aim:

Aquinas College is committed to delivering excellent careers education, information, advice and guidance together with meaningful employer encounters to provide support and inspiration to our students to make well-informed decisions and appropriate choices about their future plans when they leave Aquinas College. In short, the aim of the Careers Service is:

To inspire, encourage and support students so they understand where different choices could lead them in the future.

Our Key Values

- **Approachability** - we are accessible, welcoming, easy to talk to and friendly
- **Collaboration** - we are connected, consultative and work in partnerships
- **Impartiality** - we are inclusive, objective and fair
- **Innovation** - we are progressive, developmental and adaptable
- **Professionalism** - we are highly qualified, expert, skilled and reliable

Quality Aims of the Careers Service

ADVICE AND GUIDANCE: To provide a professional, accessible and impartial advice and guidance service to students to help them take ownership of their own career path developing the skills for managing their career independently.

ACCESSIBILITY: To provide an accessible and welcoming service for students and staff so they feel able to approach the service for information, advice and guidance and therefore engage with the service.

PROVISION OF INFORMATION: To provide impartial, accurate and clear careers information in a style which appeals to students to assist their development of ideas for careers in order to motivate them to achieve.

COLLABORATIVE WORKING WITH TEACHING STAFF: To work with teaching staff and career ambassadors to raise the profile of embedding careers information within curriculum

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areas highlighting the relevance of subjects to future career paths and supporting employer contributions.

COLLABORATIVE WORKING WITH PASTORAL TEAM: To design a stable careers programme in consultation with the pastoral team. The programme will include employability and labour market information, skill needs of the local, regional and national economy and challenging stereotypical thinking, which will be delivered through the college tutorial programme.

PARTNERSHIP WORKING WITH EXTERNAL ORGANISATIONS: To foster stronger links with universities, colleges, employers, training providers and relevant agencies so that students are better informed and exposed to a wider range of information about future choices.

Responsibilities - who we are, what we do

Our Careers Service staff are well qualified in Advice and Guidance and are committed to updating their skills and knowledge through Continuing Professional Development. The appointed Careers Lead is John Morrison - who takes a strategic overview of the service working with the Careers and Enterprise Company's Enterprise Coordinator, Claire Walker from GM Hub on implementing the Gatsby benchmarks. John is also a qualified Careers Adviser. Marina Bowden and Louise Wilson are both Careers Advisers whose primary role is to enhance the students' knowledge of the full range of options available to them. Through workshops, group sessions, one-to-one interviews, employer and university visits and talks; the aim is to ensure each student has the resources and support available to them to make informed choices about their career and education.

Performance is monitored in a series of ways through peer to peer reviews, observation and student feedback.

What the Aquinas College Careers Service asks from

Students

- To show respect and courtesy to all staff and be honest about their needs.
- To attend booked appointments, talks and workshops on time and to take an active part where appropriate.
- To inform us as soon as possible if unable to keep an appointment.
- To conduct themselves in a responsible manner when communicating with universities, employers and training providers. If appointments have been made with these organisations we would expect students to attend or cancel when appropriate.
- Give feedback on our service when requested to enable us to improve the service we offer.

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Universities, Employers and Apprenticeship Providers

- To provide us with employment vacancy opportunities that conform to all equal opportunities legislation. The Aquinas College Careers Service reserves the right not to accept vacancy opportunities that contravene legislation or do not conform to best practice.
- For the universities to give advice on applying, personal statement writing and up-dated information on courses.
- For training providers to act in the best interests of the students, to make available to the college vacancy opportunities and to inform the college when a student has been successfully placed.

Parents/carers

- To encourage your child to engage with all the career opportunities available so they are able to make an informed choice.

In return employers, universities and apprenticeship providers can expect from Aquinas College Careers Service the facilitating of access of all students to open days, employer and apprenticeship vacancies, events, recruitment information, support with UCAS applications as well as the organisation of our After Aquinas Event (post-18 options evening) and Careers Day (a day in the life of...).

Service Availability

The main hours of the service are Monday to Friday from 8.30am to 4.30pm. These hours may vary depending on the number of external events that take place during the week. There are a range of ways that students can access the service. All students can request to arrange a careers appointment with a careers adviser during opening hours or be sent relevant careers information. Careers-related tutorial sessions, the Aspire programme and workshops also provide opportunities to engage with their career planning and exploring possibilities. After hours the careers service can be accessed through email, our google classroom, weekly student career newsletters, and the careers section of the student hub. Students are also encouraged to use recommended careers resources including their Unifrog account. When students request support from the Careers Advisers, they aim to respond within 48 hours. Adult education students can book an appointment in consultation with the Careers Advisers. The service uses Twitter and Instagram to communicate relevant news and opportunities.

Monitoring Success

The careers service will take part in Aquinas College's Quality Review Process each year. The team will decide on the key performance indicators and targets which will be agreed by the Quality Review Panel in line with the overall quality aims and of the college.

The success of the careers service goes hand in hand with the success of the college. We will monitor the service by using:

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- The COMPASS Tool and work closely with the College's Careers and Enterprise Coordinator and Careers and Enterprise Adviser to review the progress in meeting the Gatsby benchmarks.
- Internal surveys from staff and students.
- Feedback from employers, apprenticeship and training providers, universities, colleges and parents/carers.
- College MIS data reports providing information about student employer encounters, employer visits and skill development.
- Student destinations to measure the proportion of students achieving positive progression.
- Subject audits which identify areas of the curriculum that can be enhanced by an encounter with an employer, industry representative or experience of the workplace.
- Numbers of students engaging with the careers service.
- Working towards the Quality in Careers Standard Award.

Complaints

We aim to offer a professional but welcoming and transparent service to all students and will try to ensure that all students are offered an independent and impartial service regardless of sex, ethnic origin, age, sexuality, religion or disability.

Feedback on the service will be collated and analysed on a regular basis. Complaints about the Aquinas Careers Service will be dealt with independently of the Careers Service and should be sent to Danny Pearson, the Principal.

Review of the Statement of Service

A review will be carried out annually as part of the quality review cycle using feedback obtained from students, staff, the college's governing body, parents and information from external partners including apprenticeship training providers, employers and universities.

Personnel

Link Governor - Michael Taylor

Careers Leader - John Morrison

Careers Team - John Morrison (fully qualified to level 7 Careers Adviser), Marina Bowden (fully qualified to level 7 Careers Adviser), Louise Wilson (fully qualified to level 7 Careers Adviser), Teresa Turnbull (Careers Librarian).

Annexes

This policy should be read in conjunction with the Student Entitlement Statement for Careers and the Aquinas College Careers Programme.

Links to other relevant documents

- [Student Entitlement Statement for Careers -
https://www.aquinas.ac.uk/app/uploads/2023/02/Gatsby-Linked-Student-Careers-Entitlement-Statement.pdf](https://www.aquinas.ac.uk/app/uploads/2023/02/Gatsby-Linked-Student-Careers-Entitlement-Statement.pdf)

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- [Aquinas College Careers Programme](https://www.aquinas.ac.uk/app/uploads/2023/02/AquinasCareersProgramme-web.pdf) - <https://www.aquinas.ac.uk/app/uploads/2023/02/AquinasCareersProgramme-web.pdf>

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