

## Careers Education, Information, Advice & Guidance (CEIAG) Strategy 2019-2022

### About the aspire2work Careers Strategy

This Careers Strategy sets the vision for, and objectives of, our careers and progression programme. The careers programme contributes to the overarching aims of the aspire2work 16 to 19 study programme, providing work-related learning and experiences of work to enable learners to successfully progress to learning at the next level or into employment. The Strategy describes the range of careers and progression opportunities provided to every learner on programme. The Strategy provides stakeholders with an explanation of the Quality improvement and Review process and the key staff involved.

The strategy is our response to the Government’s plan for careers work in the FE sector, as outlined in the publication, ‘Careers Guidance for Further Education Colleges and Sixth Form Colleges’ (February 2018). Providers of post-16 education and training, including independent learning providers such as Aspire-igen, are encouraged to follow the guidance as a statement of good practice.

In line with the DfE departmental advice for education providers on the planning and delivery of 16 to 19 study programmes, work experience is a key component of aspire2work, as is embedded IAG to support learners to make informed choices.

Guidance for colleges requires 16- to 18-year-olds (and 19- to 25-year-olds with a current EHC Plan) to have access to independent career guidance. Aspire2work learners have access to the ‘Shine’ Careers Service to be supported to make decisions about their next steps and to take action to ensure a successful transition to an education, training or employment pathway.

Close attention has been made to the Careers and Enterprise Company ‘What Works?’ publications, to further model our approach based on research evidence of good practice for careers programmes and in post-16 provision. Our work placements, employer engagement opportunities and embedded career guidance (IAG) forms a comprehensive programme which is aligned to the 8 Gatsby Benchmarks highlighted in the DfE guidance as an indicator of good career guidance practice.



## Vision:

We are committed to our mission to change lives for the better through learning and work. Aspire2work aims to create a talent pipeline of motivated, aspirational and work-ready young people, able to transform the economy and make a positive contribution to society. The aim of our Careers Programme is to ensure that all aspire2work learners are able to progress into a positive destination.

The aspire2work career and progression programme equips aspire2work learners to be:

### Aspirational, Skilled, Positive, Informed, Ready and Employable

**Aspirational** in their career choices, inspired by their experiences of work and their interaction with employers

**Skilled** in their vocational area and able to succeed in the workplace, with the skills, behaviours and attitudes valued by employers

**Positive** about their futures and focused on their goal to progress through learning and on to an achievable and ambitious next destination

**Informed:** They are able to make informed decisions about potential career opportunities regionally, nationally and internationally

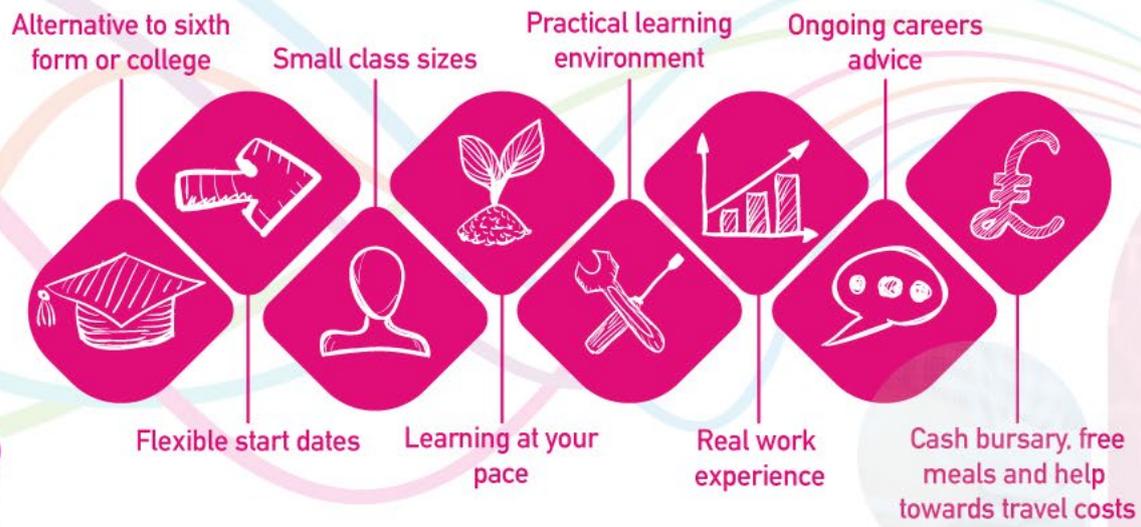
**Ready** to move into a positive destination, having taken action to apply for their next step in learning, training or work

**Employable:** They are prepared for job interviews and can confidently describe their suitability for work

## Our objectives and expected outcomes for learners:

*The Careers and Progression programme ensures that:*

- Aspirational:** Every learner gains experience of work and has the opportunity to engage with employers and opportunity providers
- Skilled:** Every learner is work-ready and motivated to progress into work, with evidence of having developed skills for work



- Positive:** Every learner identifies their progression plans from the outset, with opportunities to review their plans throughout the programme
- Informed:** Every learner has access to careers information and advice about opportunities and personal guidance
- Ready:** Every learner is supported to make a successful transition to a positive destination upon completion of their course
- Employable:** Every learner identifies their skills and personal qualities and is able to describe them to an employer

### Key Staff:

Our **Careers Leader, Karen Morgan**, is responsible for the *aspire2work Careers Strategy* and for reporting on the effectiveness of our careers programme in line with national frameworks and guidance for work-related learning providers.

Our **Progressions and Destinations Coordinator, Rachel Percy** coordinates teaching staff, the Learner Support Team and opportunity providers to ensure that our learners get access to experiences of work and are provided with timely career guidance to be able to identify an intended next destination.

Our **Performance Managers, Peter Lee-Gallon, Erin Daykin, Emma Morris, Rob Mifsud, Allison Cuthbertson and Jamie Barrett** and course tutors work closely with **Placement Officer, Nick Gordon**, to provide appropriate work placement opportunities for identified work-ready learners.

Our **Enrolment Officers (Karen Bickerton, Irim Mobin and Donna Cowling)** are responsible for ensuring all enquiries from young people considering aspire2work are referred for pre-programme IAG from a member of the Learner Support Team. The Centre Performance Managers each have an assigned **Learner Support Officer** responsible for learner recruitment to the study programmes at their centre.

Our **Shine Careers Service Manager, Karen Morgan**, is responsible for ensuring that a Careers Adviser from the Shine team can be available to respond to requests from the course tutors and Progressions and Destinations Coordinator for on-programme personal guidance, as well as requests for group careers advice input from Shine.



## The Careers & Progression Programme

The Careers & Progression Programme for 2019-2022 is accessible [here](#).

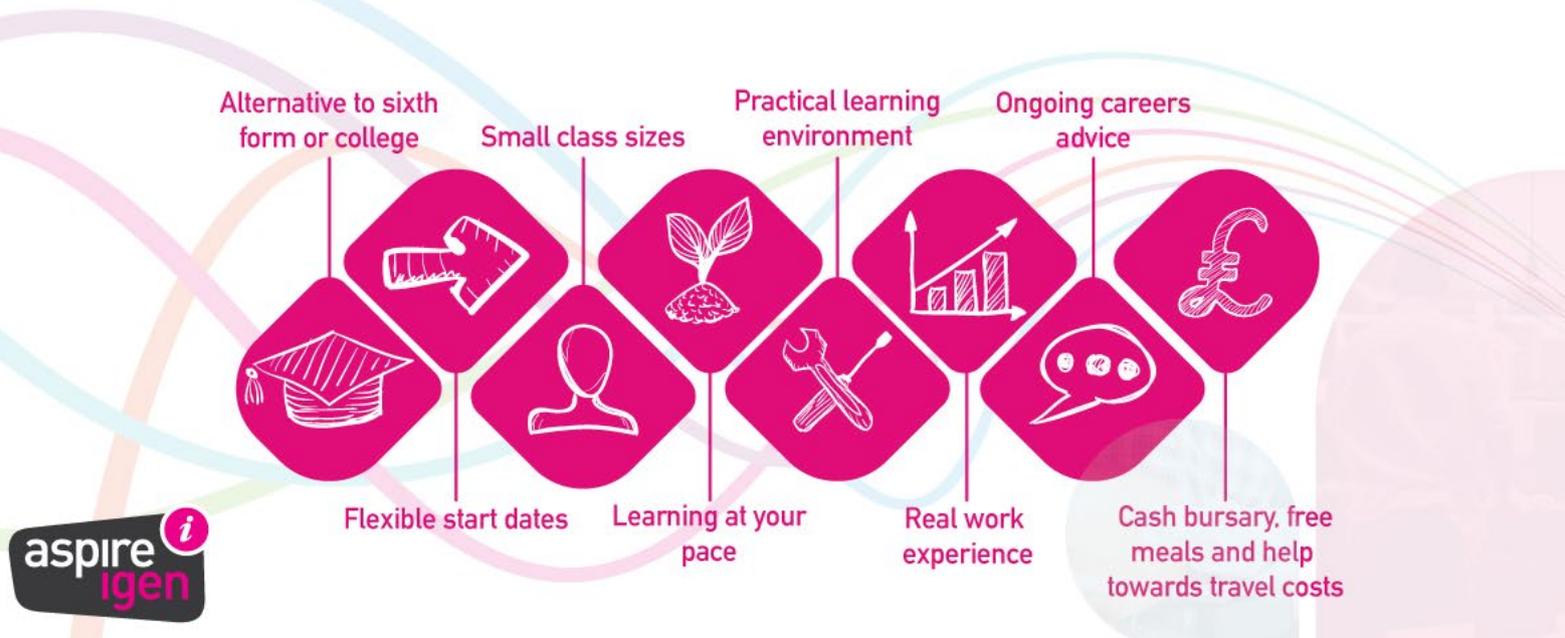
Aspire2work provide a consistent offer for learners in all delivery centres. The Careers & Progression Programme is aligned to the 8 Gatsby benchmarks of good career guidance:

1. A Stable Careers Programme
2. Learning from Career and Labour Market information
3. Addressing the needs of each learner
4. Linking Curriculum Learning to Careers
5. Encounters with Employers and Employees
6. Experiences of Workplaces
7. Encounters with Further and Higher Education
8. Personal Guidance

<b>All aspire2work Delivery Centres provide:</b>
<b>1. Work Experience (Gatsby benchmarks 1, 2, 5, 6)</b>
<b>2. Encounters with employers and employees (Gatsby 1, 2, 3, 4, 5)</b>
<b>3. Embedded Careers &amp; Progression Scheme of Work: 'Preparation for Work' (Gatsby 1, 2, 3, 4, 5)</b>
<b>4. Encounters with further and higher education (Gatsby 1, 7)</b>
<b>5. Personal Careers Guidance (IAG) (Gatsby 1, 2, 3, 4, 8)</b>

## Quality, Improvement and Review Process (QIRP)

The Careers and Progression programme has been developed in line with the Gatsby benchmarks for career guidance in education. The aspire2work Careers Leader is responsible for ensuring a continuous process of improvement and review of the Programme. A Self-Assessment and Review (SAR) document, identifies the processes, actions and resources required to support achievement of all 8 Gatsby benchmarks, linked to the overarching objectives and learner outcomes for the Careers & Progression Programme. The SAR is reviewed twice yearly by the key staff, listed above, involved in planning and delivering careers IAG and work experience.



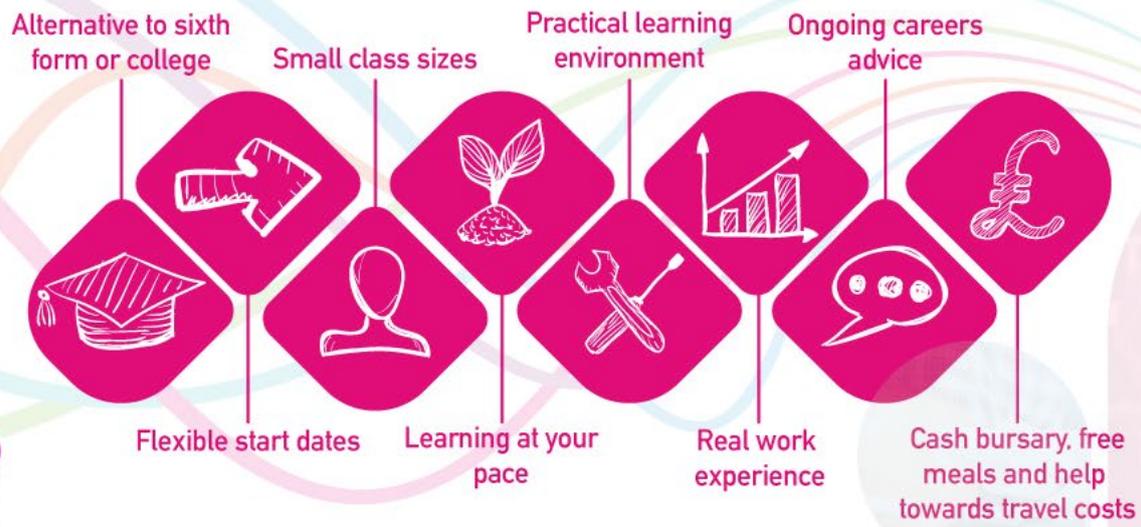
Key staff meet every 4 months, to review the progression plans and learner engagement with employers. The objectives of this liaison are:

- To ensure the Centre Performance Managers and staff are seeking and taking up opportunities to offer careers and employer-related insights through their delivery.
- To ensure that information and advice is provided to support learners with course choice and/or course change decisions. This would apply to both prospective and current learners.
- To provide information and updates on the aspirations of individual learners, for subsequent follow up by the curriculum staff with individual learner meetings, including potential referral for further career guidance support from a qualified careers adviser from the Shine Careers Service. Examples might include: applicants for next level apprenticeships with deadlines, job application support, learners with ambition to progress to opportunities only offered by other providers and colleges, learners without a clear idea of their next steps, and many more queries requiring additional personal support from a Careers Adviser.
- To ensure learner attendance (as appropriate) at events.

Success measures (below) are reviewed and actions for improvement agreed upon and shared with aspire2work Centre Performance Managers responsible for each delivery centre.

**Methods of evaluation and success measures are:**

- **Start Profile Career Choice Reports:** Provide evidence that learner career choices align to their chosen aspire2work study programme, or follow on from opportunities to review career plans with guidance professionals.
- **Start Profile Learner Locker:**
  - Contains evidence of skills developed following employer engagement activities and experiences of work.
  - Contains documents that provide evidence of successful work placements.
  - Contains documents that provide evidence of learner completion of preparation for work activities such as personal statements, CV's and employer feedback. This is further evidence of learner readiness for work.
  - Contains Career Action Plans for learners accessing personal career guidance from Shine.



- **Start Profile Intended Destination Reports:** Provide evidence of intended destinations and action taken or still required to enable each learner to successfully progress into a positive destination.
- **Aspire2work Learner Destination Reports:** Aim is for 100% progression to EET destinations for learners completing aspire2work programmes.
- **Employer feedback reports:** Evidence of learner work-readiness following work placements, workplace visits, learner talks, careers events and employability events – aim is for overall 98% positive employer evaluations in all categories.
- **Learner surveys and learner voice:** Evidence of learner satisfaction with the aspire2work Careers Programme and with opportunities to access personal careers guidance and experiences of work. Aim is for 98% positive evaluations across all categories.
- **Shine learner satisfaction survey reports:** Evidence of learner satisfaction with personal careers guidance from the Shine Careers Service. Aim is for 98% positive evaluations across all categories

**Strategy implementation milestones:**

- **September 2020** – First QIRP Meeting for academic year 2020-21, including review of Careers programme SAR. Subsequent meetings every 4 months.
- **By Dec 2020** – All tutors trained to use the Start profile tool from U-Explore. Tutors will be able to use Start in the classroom to embed careers information and labour market information in schemes of work. Tutors will be able to use Start to support learners to search for job, apprenticeship and further learning opportunities. Tutors will know how to access and create career action plans for learners, upload evidence of employability and participation in employer activities, and record learner progression intentions.

**September 2020**  
**Last Review Date: September 2020**  
**Next Review Date: Jan 2021**

