

Careers Education, Information, Advice and Guidance Policy

UTC Swindon

May 2019

Schools

- The Bicester School
 - Bicester Technology Studio
 - Theale Green School
 - UTC Heathrow
 - UTC Oxfordshire
 - UTC Reading
 - UTC Swindon
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Introduction

Statutory Duty

From the 'Careers Guidance and Inspiration in Schools' 2017 document, the Department for Education outlines statutory duty as the following:

"The statutory duty requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from Year 8 (12 – 18 Year Olds) to Year 13 (17 – 18 Year Olds)."

"The governing body must ensure that the independent careers guidance provided;

- Is presented in an impartial manner
- Includes information on the range of education or training options, including apprenticeships and other vocational pathways
- Is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given

Legislation

Our statutory duty meets the legislation Section 42A and 45A of the Education Act, 1997.

School Ethos and Overview

UTC Swindon is a University Technical College that delivers Computer Science, Cyber security and Engineering excellence for 14 to 19 year olds.

We aim to educate and train the next generation of technicians, engineers and industrial innovators.

Our vision is to transform the lives of our students through learning. They will rapidly gain the confidence and both the technical and personal skills to become the creative contributors on whom our business and public services can rely for shaping and driving the future of our society.

The ethos of UTC Swindon is inclusive, enabling and non-hierarchical. Every student and member of staff is encouraged and expected to continuously strive for improvement, setting themselves goals that are both personally challenging and constructive for the community as a whole. In a climate of mutual support and respect, individuals gain the motivation to work with initiative and independence and also the self-confidence to ask questions and to seek the help of others.

UTC Swindon is wholly committed to providing a high quality, planned and impartial programme of careers education, information, advice and guidance (CEIAG) for all students in attendance at the college.

Links to Other Policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies, including;

- Assessment Policy
- SEND Policy
- Curriculum Policy
- Safeguarding Policy
- Disability Access Statement
- Tutoring Policy
- Partnership Protocols for Working
- Mentoring Policy
- Enrichment Policy
- Individual Needs Policy
- Curriculum Partnership Policy
- Equality and Diversity Policy
- Gifted and Talented Policy
- Equality Policy
- PSHCE Policy

Objectives and Aims

Aims

- To ensure every student leaves school prepared for modern life in Britain
- To ensure academic rigour supported by excellent teaching, and developing in every young person the values, skills and behaviours needed to get on in life.
- To ensure all students receive a rich provision of classroom and extra-curricular activities that develop a range of character attributes, such as resilience and grit, which underpin success in education and employment
- To provide high quality, independent careers guidance that is crucial in helping pupils emerge from school more fully rounded and ready for the world of work
- To ensure all students are well informed when making subject and career decisions

Implementation of Objectives

- For all students at UTC Swindon to have a minimum of 10 hours contact time with external industry partners
- For all students to have open access to impartial careers information and resources including information about apprenticeships and vocational pathways.

- To have all staff in the college able to provide impartial advice and guidance to all students, to enable them to reach their academic, personal and career aspirations
- To continue to build upon new and existing relationships with a range of partners including business organisations, employers, local authority networks, colleges, apprenticeship providers, trainers and universities
- To have all key stakeholders engaged and contributing to the provision of CEIAG, including students, staff, industry partners and parents/guardian
- For CEIAG to be embedded in the ethos of UTC and throughout the delivery of curriculum content, PSHE programme and enrichment activities



Monitoring and Evaluation

- Analysis of student destination data and, where possible, information about their progress in further or higher education, training and employment
- Surveys taken by students, staff and industry partners after each significant event
- Department development plans and progress of these
- Monitoring of students at each event including gender, age and year group
- Careers Audit as provided by The Careers and Enterprise Company
- Feedback from industry partners outlining both positive and areas for improvement
- Monitor student progress with applications for university and/or apprenticeships.
- GroFar Platform providing a complete careers guidance management solution

Outline of Provision and Implementation

- Liaise with industry partners
- Organises industry events, such as career talks, workshops, enrichment, mock interviews
- The management and co-ordination of the various aspects of Careers Guidance
- Provides one to one careers advice, and mentoring for students
- Responsible for monitoring the quality and impact of UTC Swindon CEIAG events
- Bridge the gap between staff and SLT
- Raise the profile of and encourage more women into STEM subjects
- Organise and plan CEIAG documentation
- Updating the school's CEIAG policy
- Striving to achieve the Career Mark Quality Standard for UTC Swindon
- Organise, plan and implement all industry partner and employer related activities
- Liaise with industry partners to ensure information is communicated effectively
- Communicating events and CEIAG activities to all key stakeholders; staff, teachers & parents
- Keeping social media platforms and internal marketing platforms up to date with correct and relevant event information.
- Collating and monitoring student attendance at events
- Tracking and monitoring progress of Year 11 and 13 students as they complete post 16, university and/or apprenticeship applications
- Providing referral system to external CEIAG advisor, Adviza

KS4 & KS5 Provision



KS4

- Enhanced self-knowledge of career pathways and employability skills
- Information about future options available e.g. KS5, apprenticeships
- Had at least 20 hours of contact time with industry partners over a two year span
- Gained direct experience of the work place
- Been involved in group mentoring with industry partner support and guidance
- Individual meetings with external company Adviza, on an ad hoc basis
- How to produce, write and maintain a good CV
- Briefings and talks provided by external parties about future careers
- Project Based Learning provided by industry partners linked to their specialisms

KS5

- Increased knowledge of careers and pathways available once leaving KS5
- Had at least 20 hours of contact time with industry partners over a two year span
- Been involved in group mentoring with industry partner support and guidance
- Been supported through the decision making process regarding higher/further education as well as alternative routes such as apprenticeships and employment after Year 13
- Monitoring and tracking through the UCAS application process
- Had the opportunity to take advantage of further work experience opportunities
- Enhanced personal and employability skills valued by employers such as time management, problem solving, resilience, communication and team working
- Had further opportunities to develop interview skills with industry partners
- Attended UTC Swindon Careers Fair which gives impartial advice about future job prospects, as well as university and apprenticeship routes
- Attended University event to support with the university application process
- Briefings and talks provided by external parties about future careers
- Project Based Learning provided by industry partners linked to their specialisms

Work Experience

Work experience is a compulsory part of education here at UTC Swindon. We expect all students in Year 10 and 12 to achieve at least one-week work experience during the year.

Employer Engagement

We are committed to engaging with our local employers and professional community to ensure that our students have access to high quality employer engagement activities to enhance their careers guidance provision. Our lead partners are Intel, Oxford Brooke, Patheon, BMW Mini, Network Rail, Thames Water, Torin Sifan but to name a few. Our industry partners engage with our students in a number of different ways:



- Mentoring and coaching
- Delivering talks to students about the world of work
- Offering work experience and apprenticeships for our students
- Workshop days including problem solving and team building
- Work Related Learning; CoTeach – Employer led curriculum learning
- Careers fairs and Career networking events
- Employability skills workshops
- Representation at Open Evenings and Taster Events
- Delivering impartial careers talks to the public, hosted at UTC Swindon
- CV writing workshops
- Mock interviews for students achieving the Duke of York award
- Trips and visits to the workplace

Information

Students have access to a vast range of information in a multitude of places:

- All students have access to a 'UTC Futures and Destinations', which outlines apprenticeship offers, employment advice, industry partner details, university application processes and UTC KS5 Courses
- UTC Swindon website is consistently updated with the latest information about careers events happening at the College
- External social media platforms and internal marketing platforms are updated on a regular basis providing students with information
- Important information is communicated with students via Email (internal systems) which give details about apprenticeships and other opportunities

Impartial Advice

UTC Swindon works closely with external providers that regularly visit the school and meet students in groups and/or one to one.

- Adviza: Fortnightly presence on UTC Swindon site
- Group Mentoring: Plans for academic year 2018 - 2019 to put in place group mentoring sessions, provided by industry partners through the Pipeline program.

Quality Standards

UTC Swindon is currently working towards accreditation of CEIAG by revalidating its Career Mark award to quality assure the provision of CEIAG delivered at the establishment. The Career Mark is important as the school wants the students to achieve high standards, see the value and relevance of their learning, both to themselves and to the working world and to make good choices that are successful for them. Using Career Mark will enable UTC Swindon to deliver the best possible careers education and employability skills development programme, which is sophisticated, integrated and effective.