**Careers Strategy –Buxton and Leek College**

**An Overview of Careers Education and Information, Advice & Guidance**

**March 2020**

Young people need high quality careers guidance to inspire them in their career choices. Access to impartial careers education and guidance enables young people to make informed decisions and help them to progress to a successful working life.

Buxton & Leek College (BLC) and the University of Derby delivers impartial careers education, information and advice and guidance (CEIAG), and by working with cross college teams and curriculum, it will implement the Gatsby Benchmarks to enhance this. The Careers Leader is Nadia Shalan (Operations Manager, Learner Journey team), who sits on the Senior Leadership Team of the College.

Careers information, advice and guidance is available to students before and during their studies, as well as to former students. A careers consultant is available for advice and guidance at main college events such as open evenings and during enrolment. All students have access to high quality CEIAG from experienced staff to enable them to achieve their aims by understanding the options available to them and encouraging them to make informed decisions. BLC also engages the services of the University of Derby Careers and Employment Service (CES) and external agencies, including DANCOP, Higher Horizens, EnTrust and through Derbyshire Starting point to work with prospective and current students at key decision-making periods.

Advice and guidance is responsive and flexible and is offered through guidance appointments, a drop-in service, email and by telephone. CEIAG will be promoted at key times of the year to enhance support at crucial stages in a student’s time at college.

The CES, the apprenticeships team and the marketing and recruitment team all attend a wide range of external events forging links with schools, training and education companies, statutory agencies and partners.

The college organises a range of activities, events and workshops to help students achieve, including UCAS support, CV workshops, and HE events – the full careers activity programme is available below. Young people also have access to relevant work experience activities, a range of encounters with employers and opportunities to develop their employability skills.

A referral process is in place between course teams, learner journey team and the careers team, for those at risk of being withdrawn from their college course, in order to aid retention. The college works with other providers to reduce instances of NEET, operating an appropriate referral process.

Students also have access to a number of careers resources such as Careers Hub, Kudos and a whole bank of useful websites within the careers section of udo on the BLC website.

The eight Gatsby benchmarks of Good Career Guidance are:

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

**BLC CAREERS PROGRAMME 2020-21**

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| **Activity** | **Delivery Team** | **Pre-Summer** | **Autumn Term** | **Spring Term** | **Summer Term** |
| **Introduction to College** |  |  |  |  |  |
| School taster days- Bespoke for high needs | Schools |  |  |  |  |
| Course interviews | Cross College |  |  |  |  |
| Open days/Advice Evenings | Cross College |  |  |  |  |
| GCSE results guidance | Cross College |  |  |  |  |
| Induction | CES (Careers)/Cross College |  |  |  |  |
| Swap don't drop- advice and guidance | CES (Careers)/Progress Coaches/ Cross College |  |  |  |  |
| **Employability** |  |  |  |  |  |
| Work placements/Industrial placements | CES (WEX Team) |  |  |  |  |
| CV, Applications and Covering Letters | CES (Careers)/Progress Coaches/ Curriculum |  |  |  |  |
| Job Search | CES (Careers) /Progress Coaches |  |  |  |  |
| Trips, visits, speakers | Enrichment/Curriculum |  |  |  |  |
| Interview Skills | CES (Careers/Employer team) |  |  |  |  |
| What Employers are looking for | CES (Careers)/Progress Coaches |  |  |  |  |
| **Preparing for Higher Education** |  |  |  |  |  |
| Preparing for university/UCAS | CES (Careers) |  |  |  |  |
| UCAS Fair | CES (Careers)/Progress Coaches |  |  |  |  |
| Personal statement workshops/drop ins | CES (Careers)/Progress Coaches |  |  |  |  |
| University visits | Curriculum |  |  |  |  |
| Student finance and myth busting | CES (Careers) |  |  |  |  |
| UCAS drop-in sessions | CES (Careers) |  |  |  |  |
| **Options and choices** |  |  |  |  |  |
| Progression Options | CES (Careers)/Progress Coaches |  |  |  |  |
| Apprenticeship and Traineeships | CES (Careers)/ Apprenticeship Team |  |  |  |  |
| Career exploration- skills and qualities | CES (Careers) |  |  |  |  |
| Career Decision making | CES (Careers) |  |  |  |  |
| Advanced level and degree apprenticeships | CES (Careers)/Apprenticeship Team |  |  |  |  |
| Transition reviews | Careers/High Needs Team |  |  |  |  |
| Careers & Employability Drop in | CES (Careers/Employability) |  |  |  |  |

**Contact Information:**

If you are a parent or potential student with any queries relating to Career Planning, please contact [equiries@blc.ac.uk](mailto:equiries@blc.ac.uk)

If you are an employer and would like to speak to someone regarding opportunities to engage, please contact [equiries@blc.ac.uk](mailto:equiries@blc.ac.uk)

If you are a current BLC student and have any questions about Careers please speak to your tutor or Progress Coach.

To access impartial Careers support online please go to https://nationalcareers.service.gov.uk