**Careers Education Information Advice and Guidance**

 **(CEIAG) Programme 2024-25**

1. Objective:

To provide a high quality and impactful careers programme to all students, in line with the Department for Education Careers Strategy and the 8 Gatsby Benchmarks: <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>.

1. Introduction and Context:

Weymouth & Kingston Maurward College supports and inspires students to make well-informed career and progression choices, giving them the tools they need to build a positive future. The college promotes equal opportunities for all, striving to raise aspirations and prepare students for life after college. The Weymouth campus employs a qualified Senior Careers and Guidance Advisor with over 37 years of experience in post-16 (6th form and in Further Education), a qualified CIAG Adviser and a trainee CIAG Adviser. The Kingston Maurward campus employs a qualified Careers and Guidance Advisor with over 30 years of experience supporting a wide range of young people in schools, colleges and in the community. The team also has extensive experience working with students who have special educational needs.

Both campuses at Weymouth & Kingston Maurward College hold the Matrix Standard for its quality of delivering Information, Advice and Guidance (IAG).

This document outlines the careers programme delivered by the college team in detail and is presented within the context of the Gatsby Benchmarks.

1. The Careers Programme

**Benchmark 1: A stable careers programme. Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.**

The teams at both campuses deliver a dynamic careers programme that is designed to help students find their best possible next step. The programme consists of individual advice and guidance, work related activities, taught employability curriculum and planned, practical interactions with employers.

Both campus-led career programmes are inclusive and accessible to all students. The content and activities are designed with individuals in mind and deliver positive outcomes for students that help meet their aspirations to enter employment across a wide range of industry sectors.

**Benchmark 2: Learning from career and labour market information. Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.**

Weymouth & Kingston Maurward College study programmes are all designed to focus on progression to the next levels of study and also into employment. All study programmes are driven by relevant LMI that is used by staff to determine the most valuable mix and range of academic and practical content. Students and their families can further explore the LMI information during events and meetings with teaching staff and trained advisers. Students can also access trained advisers for one-to-one guidance as required. The lecturing staff provide students with updated LMI relevant to their course, and workshops delivered through the curriculum provide students with current LMI to use for their own research into career options. Employers regularly provide industry specific LMI to students and college staff through guest speaker presentations or via workplace visits.

**Benchmark 3: Addressing the needs of each student. Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. The careers programme should embed equality and diversity considerations throughout.**

The careers programme at both campuses takes in to account the differing needs of students. Where some students can be provided with IAG and independently research their options, others need more support. For students enrolled on specialist Foundation or Entry level programmes, specific qualifications in progression are built into the study programme alongside group workshops delivered by the careers team. Additionally, all students can access one to one supported IAG when group work is not suitable for them.

On both campuses, careers information, advice and guidance is tailored to meet the individual needs of students, and the careers team is an openly available and accessible resource for all students to utilise as and when required. One to one support, specifically careers guidance interviews, are completely recipient-led and are personalised to meet the individual needs and aspirations of the student. All aspects of the careers programme (and any SEND support required) is planned in accordance with individual needs and alongside scheduled academic events.

**Benchmark 4: Linking curriculum learning to careers. All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.**

All vocational teaching staff are industry professionals and therefore plan all learning activities to link logically with real work experiences. The importance of STEM and digital skills is promoted within each area when looking at professions and progression. Employers and HE institutions are invited to talk to students in lessons and students are given the opportunity to visit employers and HE institutions. The college adopts a whole organisation approach so that careers education information advice and guidance is delivered throughout the curriculum; support is available to students from both the academic teaching teams as well as the careers team at both campuses.

**Benchmark 5: Encounters with employers and employees. Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.**

Across the college, every subject area has multiple and varied links with employers who are regularly invited in to speak with students and/or deliver presentations and workshops that focus on employability and career pathways. This rich connection to the huge range of local and national employers is highly valuable to building student’s aspirations and increasing their knowledge of the widest possible range of careers options in their chosen sector.

The college also provides regular opportunities for students to widen their horizons through attending local and regional careers, apprenticeships and HE events where they can meet employers, universities, training providers, charities and volunteering organisations.

**Benchmark 6: Experiences of workplaces. Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.**

All students across the college are engaged with meaningful work-related activities and where suitable, work placements. These activities are a central part of all study programmes and allow students to develop practical and professional skills that will be used in the workplace and beyond. Work placements are monitored and regulated by academic staff.

The careers team at Kingston Maurward is available to support students if they need guidance in how to find and secure a work experience placement and are encouraged to be as proactive as possible throughout the process. All students keep a log of the tasks and activities completed on placement to track progress and development. Many students come to college already undertaking part time employment, and they will be given the opportunity to evaluate this experience. The work placement platform ‘Grofar’ is used to support the students at the Weymouth campus on their work placement journey.

Weymouth & Kingston Maurward College have developed excellent links and a network of local and national employers and industry experts, who provide students with industry-led career information and advice. Through positive encounters with employers, employees and alumni, students better understand the career and industry opportunities available to them; enabling them to make well informed decisions regarding their next step and career ambitions.

Employer engagement activities include:

* Guest speakers, in-person and online
* Visits to the workplace
* Contributing to industry weeks
* Hosting work placement students
* Connecting with academic teams to review the curriculum, and ensure that study programmes meet local and regional skills needs
* Exhibiting at annual careers and progression fairs
* Delivering workshops to parents/carers
* Industry-led mock interviews

**Benchmark 7: Encounters with further and higher education. All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.**

All students are given the opportunity to attend HE fairs and to meet with HE partners to discuss progression options and a variety of universities and higher education providers also attend the annual careers fair. On Weymouth campus, the careers team deliver a bespoke programme for level 3 students wishing to progress to higher education. The programme of Careers Education also includes sessions on HE level Apprenticeships and distance learning, for those students that don’t necessarily want to go to university full time.

The college employ a SUN Progression Mentor who supports students in their progression towards HE and assists students through 1:1 mentoring, group work sessions, providing information about student finance and organising external trips or guest speakers. Both campuses also provide access to an experienced UCAS Advisor, who supports students that want to apply for higher education and setting up their UCAS account, as well as completing the application process.

**Benchmark 8: Personal guidance. Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.**

Every student at the college has access to high-quality careers education, information, advice and guidance to support their progression onto a positive destination. The college recognises that these positive destinations vary and are individual to each student; as such, the careers team is responsible for making sure careers delivery is relevant to every student, and that the careers programme is responsive to current employment trends and world events. This ensures the careers programme provides meaningful experiences for all students, to both support and inspire them to make well-informed career and progression choices.

At Weymouth & Kingston Maurward College all students have access to one-to-one careers/guidance appointments and can self-refer using a range of in-person or interactive methods. For students who do not or cannot self-refer, staff make direct appointments throughout the academic year. During progression week on the Weymouth campus, students who are unsure of their progression direction are automatically booked a guidance appointment. On the Kingston Maurward campus, students are referred to the careers team and appointments are arranged for them if they require any advice or guidance regarding their progression options.

Students are also regularly referred for more general employability support, for example CV writing, preparing for interviews and using LinkedIn for networking.

**Contact the team**

**Kingston Maurward Campus**

careers@kmc.ac.uk

01305 21500 Ext 3701

**Weymouth Campus**

Deborah\_Hepburn@weymouth.ac.uk / 01305 764806

Kimberley\_Holman@weymouth.ac.uk / 01305 764841