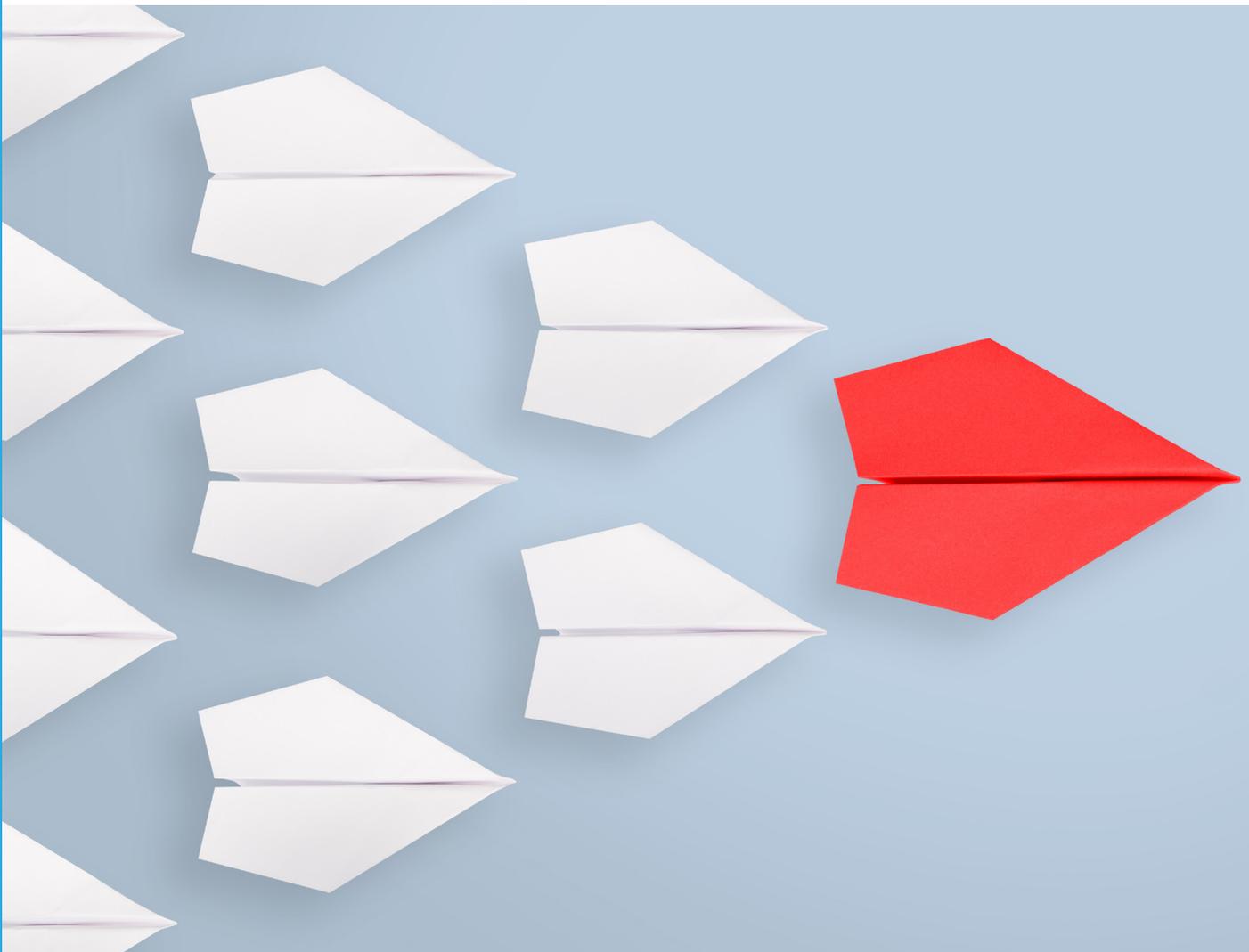


Oldham College

# Careers, Education, Information

Advice and Guidance Strategy



## **Careers Education and Information, Advice and Guidance Strategy – Oldham College 2018/19.**

Oldham College is committed to providing impartial information, advice and guidance on education, training and employment opportunities to prospective, current and former learners. The College believes that high quality IAG and careers education advice and guidance raises attainment and aspirations, supporting learners to achieve their potential. We will embed the 8 Gatsby benchmarks introduced in the Government Careers Strategy in December 2017.

To ensure a high quality service to all learners, including those 19+ the College recognising the importance of working closely with external agencies such as Positive Steps Careers Service, National Careers Service and the local authority in Oldham to utilise referral routes for additional support. The College designs its programmes of study to ensure that learners leave with both qualifications and employability skills, assuring that the College mission is fully realised.

### **Priorities**

- Promotion of the educational provision at Oldham College; maintain high levels of application and conversion of 16-19 year old learners (supporting the RPA agenda and NEET prevention work of Oldham and its surrounding boroughs); maintain operational working relationships with local schools and providers
- Ensure all prospective and current Oldham College learners receive the necessary careers education, information, advice and guidance to make informed choices about their courses, careers and futures

### **The overarching priorities of the Strategy are as follows:**

- To create a programme of CPD for the Careers Team in Oldham College and raise awareness in the college community.
- Deliver Higher Education and Employability tutorials to full time Oldham College learners in accordance with the PDBW calendar. Work with GM Higher and NCOP to ensure we include the harder to reach students where university progression may not be an option.
- Offer a suite of employability tutorials creating a prospectus to reflect options available to all Learners, including students with SEND and EHCP.
- Create the Careers Programme agenda to ensure CEIAG offer is accessible at all and achieve parity of service for all levels of college learners.
- To show that we provide good quality CEIAG provision, demonstrated by securing and retaining the Matrix accreditation.
- To work in partnership with other stakeholders such as National Careers Service, Positive Steps and the local authority in Oldham.
- To ensure students with SEND or EHCP are provided with equal opportunities to access Careers programmes in college so that they achieve positive outcomes and destinations.
- Ensure that no person is treated less favourably than others on the grounds of Race, Age, Disability, Gender Reassignment, Religion or Belief, Sex, Sexual Orientation.

### **Principles and Approach**

The following section outlines the principles of the Strategy and the approaches that will be adopted. This will be subject to an annual review.

Implement an infrastructure that can effectively manage, co-ordinate and deliver CEIAG across the College

## Underpinning principles

- Impartial careers information, advice and guidance
- Support for parents/carers to help learners make informed decisions
- Employability skills are embedded in curriculum delivery
- Access to 1:1 face-to-face CEIAG support
- CEIAG interventions are recorded electronically for learner reference and accountability

## Principles and Approach

**The following section outlines the principles of the Strategy and the approaches that will be adopted. This will be subject to an annual review as the College moves through each year of the three year Strategy.**

### **Implement an infrastructure that can effectively manage, co-ordinate and deliver CEIAG across the College**

1. Personalised and impartial careers information, advice and guidance (1:1 or group sessions)
2. To provide a suite of activities and events to potential applicants to aid informed choices on applications.
3. A Careers Advisor/ School Partner Evening is held each year to focus on progression and career options.
4. Embed the 8 Gatsby Benchmarks into the Careers provision in college.
5. Opportunities provided to ensure learners experience and understand progression opportunities (HE events, UCAS Conventions, HEI visits, guest speakers, HE related activities) and targeted activities based upon needs assessment and intended destinations.
6. To maintain and ultimately grow a specialist CEIAG team (Transition & Progression team) that sits within Student Services and is independent of any faculty and works across college with prospective, current and former learners.
7. Create clear mechanisms and referral channels between the Transition and Progression team. Careers Champions created in each Faculty.

### **Ensure the curriculum offer and the process of pre-enrolment IAG is efficient, robust and enables learners to be placed on the most appropriate study programme**

1. To ensure all new curriculum staff undertake a CEIAG awareness during their induction.
2. To provide pre-enrolment CEIAG to undecided applicants and those who must consider a different study programme
3. To work with local schools to ensure staff, students and their families are aware of the study programmes, including English and maths delivery, support and enrichment available at Oldham College.
4. To provide opportunities for year 10 and 11 to attend taster days at the college.
5. To provide a triage system at enrolment so new applicants are offered the “right level of the right course”.

**Ensure CEIAG delivery can cater for learners of all levels through sessions delivered by Transition and Progression team and College as part of the PDBW tutorial and schemes of work.**

1. To ensure that resources and CEIAG delivery is accurate, relevant and up to date, using LMI to inform this.
2. To monitor CEIAG delivery, ensuring quality and accuracy of delivery.
3. To ensure the importance of CEIAG is signposted and promoted extensively at all stages of the learner journey by the College.
4. To consider the different approaches required for CEIAG for students with learning difficulties or disabilities and offer bespoke programmes where appropriate.

**Implement effective communication, curriculum liaison and quality monitoring to support the effective delivery and co-ordination of CEIAG and recording destinations**

1. The roles and responsibilities of Transition and Progression and other IAG services are communicated to learners, staff and external partners.
2. The Head of Student Services to be a member of the Curriculum and Quality Management Group (CQMG) that meets each month. CEIAG to be a standing agenda item at each meeting.
3. Transition & Progression Manager and Head of Student Services to work with Head of Integrated Student Support.
4. CEIAG interventions are recorded electronically for learner reference and accountability.

**Develop the capacity within the College to deliver and embed CEIAG across faculties via College, enrichment and aspirational activities**

1. To support curriculum staff to improve and embed CEIAG and employability skills in class through targeted Careers and Employability sessions, resources and PDBW.
2. To provide a programme of CPD for the staff involved in CEIAG and have a designated Careers Leader.
3. To evaluate and audit CEIAG practises across college to assure parity of service.
4. To review the approach and staffing in line with changes to government policy and funding.
5. To provide an area for students to access Careers Education in college and provide the resources essential for advice and guidance.

## **Review**

The strategy will be monitored by the Student Services Manager and T&P Manager. It will be reviewed and formally updated annually. The strategy will be communicated to staff and governors.



Oldham College



Oldham College  
Rochdale Road,  
Oldham.  
OL9 6AA



0161 785 4000



[oldham.ac.uk](http://oldham.ac.uk)



[info@oldham.ac.uk](mailto:info@oldham.ac.uk)