

The City of Leicester College



CEIAG Policy 2021-22

Approved by:	Governing Board	Date: 19/04/2021
Last reviewed on:	March 2020	
Next review due by:	October 2022	
Chair of Governors:	<i>J S Andrews</i>	

Rationale

The City of Leicester College is committed to preparing all of our students for the opportunities that will present themselves in their life beyond our institution. A coherent, planned and structured programme of careers education, advice & guidance is vital if students are to make informed choices for their KS4 and KS5 options. The city of Leicester College is committed to delivering a programme of effective CIEAG for all students from year 7-13. Our key objectives are as follows:

- To raise the aspirations of students
- To make sure that when students leave TCOLC (16 & 18) that they progress onto appropriate destinations
- To meet and maintain the Gatsby Benchmarks
- OFSTED – To meet the standards expected in the Inspection Framework
- To serve the needs of the local community
- To develop transferable employability skills

Aims

- *To develop a thorough programme that meets the 8 Gatsby Benchmarks*
- *To equip all TCOLC students with the knowledge needed for them to make appropriate decisions about their post-16/Post/18 destinations*
- *To reduce the number of students leaving at 16 & 18 without appropriate destinations*
- *To help TCOLC students develop skills which will help them in the labour market*

Delivery

The college objectives will be met by the delivery of the TCOLC Careers Improvement Plan (TIP). This document will be reviewed on an annual basis. (See appendix 1). Key staff involved in the delivery of CEIAG have been identified for the delivery of the plan and the Gatsby Benchmarks:

- Overall responsibility – Careers Leader
- Heads of Year – Benchmarks 5 & 7
- Careers Leader & Adviser – Benchmarks 1,2 & 3
- Head of Department – Benchmark 4
- Careers Advisor and Sixth Form – Benchmark 6
- The college is part of the EAN and the Leicestershire Careers Hub. This provides access to external support to help in the delivery of the Gatsby Benchmarks.

All students at TCOLC will receive a programme of CEIAG that will

- Help them understand themselves and their skills
- Develop their skills for working life
- Help them to understand the nature of different courses and qualifications that they will need to pursue their goals
- Improve their understanding of 16+ and 18+ options
- Help them prepare effective applications for employment, education or training
- Develop confidence and interview skills
- Help students to understand and utilize relevant LMI

Impact Measurement

- Overall provision reviewed annually (summer term) – monitored by Careers Leader. Careers leader to produce Careers TIP and feed this into the whole school development plan (CIP)
- Compass+ continuously updated by Careers Adviser. Reviewed termly.
- Compass + tool used termly to review progress against Gatsby Benchmarks – Careers Leader and advisor
- PHSE curriculum reviewed annually
- Curriculum for all subjects monitored by Heads of Department/STEM Coordinator to ensure careers provision. Careers provision is included in the college 6 Curriculum principles
- External destinations data
- From 2021-22 Unifrog data will track student engagement. This data will be uploaded to Compass+ termly

Appendix 1: Careers TIP 2021

Careers Education							
Objective	CIP	Intended Impact	Actions	Person(s) responsible for action/monitoring	Cost/ Resources	How will you provide evidence that the actions are having impact?	Key Milestones/Dates
Every student should have first-hand experiences of the workplace (Benchmark 6)	5.2	To reintroduce the LEBC work experience programme for Yr10 students To launch the LEBC work experience programme for Yr12 students	SLA agreed and signed Administering the process e.g. working with Yr10/12 tutors Liaising with LEBC Arranging staff to conduct visits	KD/CJD	Cost for Yr10: £6534 from WE budget £5336 from PP budget Cost for Yr12: £5577 from WE budget	All students in Yr10 & 12 are enrolled onto the LEBC programme. Completion records and reports	21/3/2022 (Yr10) 06/06/2022 (Yr12)
To raise the aspirations of all students by providing personalised advice and guidance (Benchmark 3)	5.2	The college keeps systematic records of the individual advice given to each student	In addition to Compass+ the college has purchased the Unifrog software package. This allows every student to build a bespoke portfolio of advice, tasks and research. This is all logged on their individual profile.	CJD/KD/HH	Unifrog Package £2500 from Careers budget	All stakeholders (KD,HH) are using Compass + to record evidence	Compass+ checked termly during CD & HD line management Unifrog rollout: Yr13 already complete Yr12 – 10 Autumn Yr9-7 Spring

		<p>The college careers programme challenges stereotypical thinking and raises aspirations for all</p>	<p>Access to Unifrog will be rolled out across all year groups during the academic year</p> <p>The College will continue its Elephant group subscription for it's new Yr12 intake.</p>		<p>Cost of Elephant Group membership</p> <p>£6000 form Sixth form budget</p>	<p>The impact of TEG membership to be evaluated using ImpactEd software package.</p> <p>A*-B grades on A level subjects for TEG members. Positive VA for TEG group members.</p> <p>Number of students who apply/achieve places at Russell Group Universities</p>	<p>Elephant group launch event Nov 2021</p>
<p>All teachers to link curriculum learning with careers. (Benchmark 4)</p>	5.2	<p>The college curriculum offers opportunities to develop employability skills and knowledge of careers linked to specific subjects</p> <p>All teachers support the career development of young people through their subject teaching</p>	<p>Launch " Career of the Week" Resources will be shared via HOY. Short videos to be shown in Tutor time/assembly weekly. There will also be a career of the week section of the Website and info will be shared on college screens.</p> <p>Subject Specific careers information and resources shared with Maths & Science departments. KD & CD to work with HODs to ensure resources are shared in subject lessons</p> <p>Ongoing curriculum audit work (AAL) to monitor the delivery of curriculum principles inc careers.</p> <p>Introduction of 5 themed weeks throughout the academic year.</p>	<p>KD/CJD /AAL</p>	<p>All resources provided by "Careers in Leicester".</p> <p>Dept. curriculum development time</p>	<p>Bluesky Curriculum audit</p> <p>Departmental SOL documentation</p>	<p>Curriculum audit Nov 2020</p>

			LHJ will use the Unifrog resources to update the SOW in PHSE		Two themed weeks part of Unifrog subscription. Three are national events so resources are free Unifrog Subscription £2500		
All students should understand the full range of learning opportunities... includes academic and vocational routes and learning in schools, colleges, universities and the workplace. (Benchmark 7)	5.2	The college has a multi-pronged approach to ensure students are well supported to choose pathways they value post 18.	To support our existing CEIAG activities at Post-16 the college will use Unifrog to provide a blended approach to UCAS/Apprenticeship research and guidance The pastoral provision for the Sixth Form will be redesigned to include Unifrog sessions and activities The use of Unifrog will be promoted by the pastoral team.	AMC/D IB/CJD	Unifrog subscription £2500	All student activity is logged on their individual profile Unifrog will generate usage reports	Yr12 & 13 using Unifrog in Autumn term 2021
Every student should have opportunities for guidance interviews with a career adviser, they are trained to an appropriate level. (Benchmark 8)	5.2	The college careers advisor will be fully qualified at level 6	KD will enrol on a level 6 workplace apprenticeship. This is expected to last for 27 months before completion.	KD/CJD	£8600 Paid from apprenticeship levy. Agreed with SW.	Progress along the apprenticeship will be logged. Contact with the apprenticeship provider	Sept/Oct 2021 course starts