



PLUMPTON
COLLEGE

Plumpton College

Careers Statement of Intent

Introduction

At Plumpton College we are passionate about developing student aspirations, skills and confidence to enable them to achieve their future ambitions and be role models for others. We aim to provide a comprehensive programme of careers information, advice and guidance, to support curriculum content and work-related learning and experience, in order to prepare our students and their parents/carers for the next step in their career journey into further and higher education, apprenticeships, traineeships or employment. We aim to raise the aspirations and achievement of individual students and equip them with the skills, attitudes, knowledge and understanding to enable success and lifelong career management skills.

Statutory requirements and expectations

We are committed to ensuring that the Careers Statement of Intent and Programme follows local, regional and national frameworks for good practice and other relevant guidance, such as: Section 19 Education Act (2011), The Technical and Further Education Act (January 2017), Careers strategy: making the most of everyone's skills and talents (December 2017), Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff (January 2018); Updated Statutory Guidance (October 2018) as well as guidelines from Ofsted, the Career Development Institute and the Gatsby benchmarks for good career guidance.

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
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

This statement of Intent supports and is underpinned by Plumpton College Strategic Aims and Values, the Operational Development Plan and key college plans, aims and policies for example within work experience, teaching and learning, assessment, and inclusive learning and development.

Students, including apprentices and adults, are entitled to careers education information, advice and guidance which meets professional standards of practice and is both personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to meet the Gatsby Benchmarks of good careers education, raise aspirations, challenge stereotyping and promote equality and diversity. The careers programme is designed to meet the needs of our students and to enable progression through activities that are differentiated by level.

Student entitlement (including apprentices and adults)

- 1:1 impartial personal guidance from a qualified Careers Adviser to enable career planning, consider options and take the next step in career journey
- For 16-19 student cohorts careers and employability activities are embedded within the Professional Development tutorial scheme of work to support the development of lifelong career management.
- A planned programme of employability and careers events designed to inform, raise aspirations and add value to academic and vocational experience
- Access to information, news and resources on apprenticeships, further and higher education opportunities, vacancies and training opportunities locally and nationally via the Careers SharePoint pages.

Careers and SEND

As a further education college, Plumpton College has a statutory duty under section 42A of the Education Act 1997 to ensure all students up to and including age 18, and 19- to 25-year-olds with EHC plans, are provided with independent careers guidance.

Plumpton College careers follows guidance from the SEND code of Practice (2014) ensuring that SEND students have all round access to impartial and professional careers advice and guidance including at key transition points such as:

- Induction
- EHCP reviews
- Progression interviews
- National events such as Green Careers Week and National Careers Week

In order to ensure that our careers advisers are knowledgeable and equipped to support our SEND students, we attend CPD sessions delivered by our ILD team. This includes how to access information about a students' needs and support/provision required. Our advisers also access resources from the Careers and Enterprise company about how to support SEND students.

In line with Plumpton College SEND policy, the careers team work to ensure that SEND students have access to a range of careers activities and learning opportunities to understand their options and plan their next steps.

In addition to SEND students having access to the general careers provision, we also offer our students:

- Careers meeting referrals from EHCP reviews
- High needs careers meetings with students and KLM (Key Learning Mentor)
- Designated quiet time at careers fairs
- Bespoke careers workshops with foundation learning/supported internships
- SEND section of website and parent/carers newsletter
- Support for SEND students with applying for work experience including:
 - CV writing and cover letters/emails
 - Researching employers
 - Telephone skills

SEND students have access to employability sessions delivered by the ILD (Inclusive Learning and Development) team helping students to prepare for the employment world as part of their personal development sessions.

Professional Development Tutorial Package

For 2023/24 all students will benefit from undertaking career related learning within their Professional Development tutorial package which aims to enable students to;

- develop an understanding of self and others including strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values
- investigate opportunities for further learning and employment, make decisions and manage transitions including financial management
- create a personal and portable 'career journey' portfolio which includes reflection and evaluation along with CV, action plans which can be used and added to on an ongoing basis
- leave Plumpton College 'job ready' with the skills, knowledge and understanding to support their long-term career management and employability skills.

Management and delivery

Responsibility for planning, coordination and evaluation of the careers education, information, advice and guidance statement of Intent and programme is;

- Directed by Strategic Careers Leader/Vice Principal Student Support
- Managed and delivered by Operational Careers Leader

Working in close collaboration with the Vice Principal for Support, the Student Development Manager and Curriculum Managers who are responsible for ensuring that;

- career related learning tutorial programme is delivered, accessed and evaluated by all students
- career related events and activities are accessed and evaluated by all students – this includes careers fairs, progression week, employer encounters, FE and HE visits and work experience
- all divisions have a focus on and reference to career development and employability learning, including meaningful employer encounters within their curriculum delivery.
- all career activities are reported to Careers Leader who will record on Careers Calendar to reflect the breadth of internal and external activity on offer
- completing curriculum audit to enable staff to reflect upon training needs in the delivery of careers education, information, advice and guidance.
- Curriculum managers are responsible for the employer engagement of their divisions as well as industry insights.

Assessment, Monitoring and Evaluation

- All 1:1 personal guidance action plans are uploaded to Pro Monitor and can be accessed by students, parents and tutors.
- All students who access 1:1 personal guidance will complete an evaluation of service provided by the careers team.
- All events and activities are evaluated and reflected on completion and in tutorial to assess if aims and learning objectives have been achieved and for future development and improvement of the service.
- Students complete termly survey and take part in focused groups and questionnaires to ensure they feel supported with career guidance and support
- Students, SMT and staff surveyed and invited to comment on effectiveness of the programme which will feed into ODP and improvements for 24/25
- Termly review of the progress within Gatsby Benchmarks through Compass, an online self-evaluation tool

Staff Development

- All curriculum staff complete CPD in November to inform and update on careers provision, accessing the service and resources and update on Gatsby benchmark progress
- Additional CPD in February and August to address training needs which arise from the curriculum audit

Information, advice and guidance

We are committed to delivering impartial career guidance to our students, including apprentices and adults, and all 1:1 personal guidance is delivered by a Level 6 (or working towards) or above qualified career development professional (careers adviser) who upholds the professional standards of the Career Development Institute and adheres to their Code of Ethics.

Stakeholders and Partners

Parents and carers have access to Plumpton college website careers pages, SharePoint space and resources area as well as a regular newsletter which details news and events alongside information and advice to support their young person to;

- Identify their skills
- Consider their options for further study or training
- Research careers and job profiles
- Discover and apply for Apprenticeships
- Find out about university options.

External Partnerships and agreements exist with The Careers & Enterprise Company, East Sussex Careers hub, SLN-COP UniConnect, YES/MyTrust and these partnerships support the delivery of our CEIAG programme and offer to students and are reviewed regularly. We also have links with a variety of local and national employers, further education, higher education, apprenticeship and training providers.

Plumpton College can be accessed and visited by following our Provider Access statement which sets out arrangements for managing the access of providers to students at the College for the purpose of giving them information about the provider's education or training offer. This complies with legal obligations under Section 42B of the Education Act 1997.

Statement of Intent created June 2023

To be reviewed June 2024