



Queen Mary's College

**CAREERS EDUCATION
&
GUIDANCE**

Policy Statement & Programme

2017 -2019

This policy is available in different font sizes, formats, languages or on different coloured paper, or someone can go through it with you – please ask in resources or ask your tutor.

The QMC Careers Lead is Beth Linklater, Assistant Principal.

The QMC Careers Team are Kirsty Poole, Nicky Mirza, Clare Dolton.

AIMS

To help and support any student who requires it (regardless of age, gender, race or ability) in making informed decisions about their future, in line with the College Mission to invest in individuals to build better futures.

To offer guidance which is impartial, committed to equality of opportunity, and personalised to the needs of the individual.

To deliver a robust Careers Guidance Programme, in line with the Department for Education guidance¹ and The Gatsby benchmarks² through the tutorial, unifrog and progress review systems (including lectures, presentations, group tutorials, one-to-one tutoring, and firefly materials), in partnership with a range of employers, representatives from Higher and Further Education and apprenticeship providers.

In order to achieve these aims the College will:

Pre-College:

- Construct a close partnership between 'feeder' schools and the College, including Open Days and specialist school events.
- Offer each prospective student an individual and impartial guidance interview with a senior member of college staff, or a member of the College admissions team;
- Undertake a series of detailed interventions (e.g. presentations, Q&A sessions, form-filling advice) which will provide a solid foundation for the individual to make informed decisions and enable them to proceed on that basis;
- Supply relevant and up-to-date careers materials which will enable the individual concerned to make informed judgements appropriate to their situation and aspirations;
- Provide the opportunity to attend a taster event and/or open events for all those considering progression to College in order to help inform decision-making;
- Provide details of specialist support available at the College and seek to inform the prospective student of alternatives where available;
- Offer further, on-going specialist advice subsequent to initial interview and pre-enrolment if mutually deemed necessary.
- Provide a referral service to external agencies where appropriate.

1

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf

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

In College:

- encourage students to appreciate the need for continuing education and training
- enable a close working relationship between the Personal Tutor, Subject Tutor, College Staff, external agencies and the student to ensure that individual programmes of study are, and continue to be, appropriate to the career aspirations of the student.
- offer independent and impartial careers interviews with qualified Careers Advisors to all students.
- offer group careers interview provision both inside and outside the College to all students who require it.
- offer mock-interviews for university and jobs on request
- maintain and develop on site interactive and paper-based careers and HE information to which students have easy access.
- ensure that all tutor bases are equipped with posters and materials on HE and job application.
- provide weekly careers notices in the College News.
- provide, as part of our Careers programme, regular talks and presentations both general and subject specific. These include general lectures from the 2nd term of the 1st year on HE research, and finance and personal statement/CV writing talks given as part of the tutorial programme.
- provide talks to parents on HE and on financing HE (March each year)
- provide specialist programmes for Oxbridge/Russell Group applicants, for medical/veterinary applicants and for sport applicants.
- provide materials on CV writing, job applications, student finance and HE applications through the tutorial programme, Unifrog, in the careers library and on firefly.
- provide opportunities, as part of our Careers programme, for students to experience, sample and progressively gain knowledge of the working environment through work experience, volunteering, work shadowing, visits by employers, professionals working in the field, HE lecturers etc.
- organise, as part of our Careers programme, an annual trip to the Surrey HE fair (February/March), and regular trips to local universities
- organise, as part of our Careers programme, an annual College Careers Week (February) Careers & Volunteering Fair (February/March) and College Careers Day (July) with stands and talks from a wide variety of institutions.
- offer and support a wide range of summer school opportunities.
- through regular one-to-one tutorials encourage the development of personal/soft skills, self-appraisal and inter personal communication. One-to-ones will include Careers/HE reflection, goal setting and research on Unifrog as a regular point of discussion.

- Provide adult students or potential adult students one-to-one advice by telephone or by interview. Where appropriate adults deemed to be in need of further support will be directed to the impartial services of external agencies.
- identify progression opportunities and raise awareness of IAG support available that is particular to 19+ cohorts.
- provide specially produced careers materials for students with learning difficulties and disabilities.
- advertise any part-time job opportunities we are aware of on a notice board reserved for this purpose.
- advertise any full time job and apprenticeship opportunities we are aware of on a notice board and within a separate folder as well as on our firefly site and in College News
- seek to develop an awareness of equal opportunities and encourage students to consider career pathways which depart from patterns traditionally dictated by stereotyping

An office and interview room will provide confidential on-site facilities where staff can provide advice and guidance on careers matters. All our careers advice remains confidential where appropriate, unless in circumstances of child protection (see Safeguarding & Child Protection Policy)

Staff are made aware of this service at induction, college INSET, through the student guide, through promotional work in college, and through attending support services talks.

Students are made aware of the service at induction, through the student guide, through promotional work in college, and through attending support services talks and careers talk in tutor time.

STAFFING

The careers department is staffed at the advertised times. Individual appointments with the specialist Careers advisor are available at the advertised times weekly.

The Assistant Principal (Personal Development, Welfare & Progression), the Careers Assistant, the Careers Advisor and the Work Placement staff will support the work of the Personal Tutor, the Subject Tutor and Directors of Learning in promoting careers education in QMC.

The Admissions team offer advice and guidance by telephone or in person during the normal working week.

INSET

Personal Tutors will have the opportunity for training for developing their knowledge of HE and Careers. The Assistant Principal (Personal Development, Welfare & Progression), and careers staff will have the necessary training to deliver the College CEG policy. INSET needs will be identified at appraisal and provided for all staff as required.

EVALUATION

Feedback about careers guidance will be gathered from students following careers interviews. A survey of UCAS and Oxbridge procedures takes place annually. Students are given regular opportunities to provide feedback about the service to their tutor, or through the confidential complaints procedure. The Student Support SAR and mid-year review process includes careers.

This policy should be read in conjunction with the Quality Standards for Careers, the QMC Employability Statement, the Work Experience Policy & Procedures, and other IAG policies – counselling and student welfare.

Beth Linklater