

CAREERS EDUCATION & GUIDANCE: Policy Statement & Programme

2021 –2022

Policy of	North Hampshire Education Alliance
Applicable to	Queen Mary's College
Policy owned by	Beth Linklater – Assistant Principal
Point of contact (if different to above)	Victoria Barnes, Head of Transition & Engagement
Approved	10th November 2021: recommended by CMT 17th November 2021: recommended by Local Governing Body (tbc) 14th December 2021: approved by Board of Trustees (tbc)
Cycle of review	To be reviewed annually.
Source documents	<ul style="list-style-type: none"> • <i>Dept of Education Careers Guidance</i>
Associated Policies/documents	<ul style="list-style-type: none"> • <i>QMC Work Experience Policy & Procedures,</i> • <i>QMC Gatsby Audit</i> • <i>QMC External Speakers' Policy & Procedures</i>

CAREERS EDUCATION & GUIDANCE: Policy Statement

Our Vision is

- a) to help and support any student or prospective student (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.
- b) to offer guidance which is impartial and independent, committed to equality of opportunity, and personalised to the needs of the individual.
- c) to ensure that individual programmes of study are, and continue to be, appropriate to the career aspirations of the student.
- d) to seek to develop student awareness of equal opportunities and encourage students to consider career pathways which depart from patterns traditionally dictated by stereotyping.
- e) 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. This will include lectures, presentations, group tutorials, one-to-one tutoring, visits and trips, and Student Portal/careers library materials.
- f) to work in partnership with a range of employers, representatives from Higher and Further Education and apprenticeship providers.

All our careers advice is written up on VISTA where appropriate, and any concerning issues raised are referred on in line with the Safeguarding & Child Protection Policy.

Students are made aware of the Careers service and programme at Induction, in tutorial, on Progression Days, through the student guide, through College News and other promotional work in college, and through attending careers and HE talks. Our student Portal (college intranet) houses all of our careers information, and we have a specialist Careers Library.

Staff are informed of the programme and trained regularly, including in new staff Induction. INSET needs will be identified at appraisal and provided for all staff as required. Personal Tutors will have regular opportunities for training to develop their knowledge of HE and Careers.

Parents/guardians receive regular careers communications via email and the termly mailings and have access to this policy on the website. They can contact relevant staff at any time.

¹ [Careers Strategy Doc](#)

² [Gatsby Guidance](#)

STAFFING

The QMC Careers Lead is Victoria Barnes, Head of Transition & Engagement
victoria.barnes@gmc.ac.uk 01256 417500

The QMC Careers Team are Kirsty Poole, Nicky Mirza, Mia Stewart.

Additional Careers Advice is provided by Basingstoke Consortium (EBP South), who are Matrix accredited.

The Head of Transition & Engagement and careers staff will have the necessary training to deliver the College CEG policy.

The careers department is staffed at the advertised times, including for post-exam results advice in the holidays. Individual appointments with the specialist Careers advisor are available at the advertised times weekly.

The Head of Transition & Engagement, the Careers Administrator, the Careers Advisor and the Work Placement staff will support the work of the Personal Tutor, the Subject Teachers and Directors of Learning in promoting careers education in QMC.

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

EVALUATION & MONITORING

The impact of our policy is measured and evaluated through:

- Feedback from stakeholders collected through such mediums as Google Forms.
- External feedback from such visitors as Ofsted or EQR/PQR reviewers.
- Any parental feedback received.
- Student destinations – via UCAS reports, questionnaires and tutor interviews, which are compared with national and county figures.
- Student retention.
- Annual CMT and Governor/Trustee policy and data review.

Programme

In order to achieve our aims, and as part of our ongoing careers programme throughout the year, the College will:

Pre-College:

- a) Construct a close partnership between 'feeder' schools and the College, including Open Days and specialist school events.
- b) Undertake a series of detailed school 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
- c) Supply relevant and up-to-date careers materials which will enable the individual concerned to make informed judgements appropriate to their situation and aspirations;
- d) 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;
- e) Provide details of specialist support available at the College and seek to inform the prospective student of alternatives and external agencies where available;
- f) Offer each prospective student who applies an individual and impartial guidance consultation with a senior member of college staff, or a member of the College admissions team, followed up with further information, advice and guidance during one to one enrolment consultations;
- g) Offer further, on-going specialist advice subsequent to initial interview and pre-enrolment if mutually deemed necessary.

In College (throughout the year):

Careers Interviews & Guidance

- h) offer independent and impartial careers interviews with a qualified Careers Advisor or careers assistant to all students who require one.
- i) offer group careers interview provision and careers talks to all students, both subject and career specific.
- j) offer mock-interviews for university and jobs on request.
- k) provide specialist assistance for Oxbridge, medical, conservatoire, art foundation, performing arts courses, European and American university applications
- l) through regular one-to-one tutorials and three college Progression Days (October, February, June) encourage the development of personal/soft skills, self-appraisal and inter-personal communication.
- m) Tutorial one-to-ones (once per half term) will include Careers/HE work and reflection, goal setting and research on Unifrog, UCAS and other websites as a regular point of discussion.

Resources

- n) maintain and develop on site interactive and paper-based careers and HE information to which students have easy access, including materials on CV writing, job applications, student finance and HE applications.
- o) through the use of Unifrog, offer all students a careers tool which meets all Gatsby benchmarks and is aimed at students wanting university and apprenticeship progression routes.

- p) ensure that all tutor bases are equipped with posters and materials on HE and job application.
- q) provide weekly careers and HE notices in the College News.
- r) advertise any part-time or full time job opportunities we are aware of on a notice board reserved for this purpose as well as on our Student Portal and in College News.

Talks

- s) provide regular talks and presentations to students both general and subject/career specific. These include general presentations 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.
- t) provide talks to parents on HE and on financing HE (March each year) and direct to talks on apprenticeships at local providers
- u) provide specialist talks for Oxbridge/Russell Group applicants, for medical/veterinary applicants and for art and sport applicants.

Encounters with Employers/HE/FE

- v) provide opportunities for students to experience, sample and progressively gain knowledge of the working environment through work experience, volunteering, work shadowing, visits by and to employers, professionals working in the field, HE lecturers etc.
- w) offer a work experience placement to every student who would like one, and help to organise these, and check all relevant Health & Safety, paperwork etc (see separate policy)
- x) organise an annual trip to a UCAS HE fair, and regular trips to local universities.
- y) organise 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/employers.
- z) offer and support a wide range of summer school opportunities.

Adults

- aa) provide adult students or potential adult students one-to-one advice by telephone or by interview. Where appropriate adults not in college and deemed to be in need of further support will be directed to the impartial services of external agencies.
- bb) identify progression opportunities and raise awareness of IAG support available that is particular to 19+ cohorts.

SEND

- cc) provide 1-1 interviews for SEN students with appropriately qualified advisors.
- dd) provide specially produced careers materials for students with learning difficulties and disabilities.

USEFUL LINKS

[Gatsby Benchmark Info](#) for more information of Gatsby @ QMC, please email careers@qmc.ac.uk

Work Experience Policy and Procedures:

<https://www.qmc.ac.uk/sites/qmc.ac.uk/files/QMC%20Work%20Placement%20Policy%202021-2022.pdf>

November 2021

Annex 1:

Provider Access Policy

Providers have access to college students in line with a broad and full ranging careers program that acknowledges the need for information about providers' education and or training offer. All visitors must abide by our External Speakers' Policy.

Management of Provider Access Requests

In the first instance a provider must contact:

Kirsty Poole
careers@qmc.ac.uk
01256 417500

This complies with the college's legal obligations as per Section 42B of the Education Act 1997 (Baker Clause).

Student Entitlement

- To find out about higher education and technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- To hear from a range of local and national providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses and for employment.