

Careers Education, Information, Advice and Guidance

Commitment Statement

The Cheadle and Marple College Network is committed to meeting the Gatsby Career Benchmarks Standards of Excellence; ensuring that careers education information advice and guidance is designed and delivered to meet the needs of students.

Students are entitled to impartial and confidential CEIAG which is person centred, meets professional standards of practice and is delivered by specialist personnel.

Activities are integrated into the curriculum and based on a partnership with students and parents / carers (if applicable) and employers. Activities are differentiated and personalised to ensure progression in student career learning development and to ensure student motivation, aspirations and attainment are strengthened. CEIAG aims to challenge stereotyping and promote equality and diversity.

Activities include but are not limited to; one to one careers guidance interviews with a Registered Careers Development Professional, careers education workshops, research activities, on line (Moodle) resources, work placement, employer visits, specific development masterclasses in CV writing, interview and presentation skills, employer career journey talks, HE and Employment Fairs.

The Assistant Principal (Student Progression) is accountable for CEIAG provision, ensuring the Careers and Guidance Leader manages a careers education programme, and an Employer Engagement Plan integrated into study programmes is implemented by the Quality & Employer Engagement Manager and Employer Engagement Team in consultation with Heads of Faculties.

Funding for CEIAG will be allocated annually. The Careers and Guidance Leader and Quality & Employer Engagement Manager are responsible for ensuring effective deployment of resources.

Advice and guidance will be delivered by individuals with the appropriate skills to do so. The Careers and Guidance Leader and Careers Advisor have undertaken suitable training and professional development to ensure that they are able to manage their role and responsibilities. The Careers and Guidance Leader and Careers Advisor will attend relevant CEIAG training opportunities and network meetings to update knowledge and skills and disseminate information relating to CEIAG to colleagues.

The C&M College Network is committed to continual professional development, including that related to CEIAG for all colleagues and recognises the benefits of such training and awareness raising to the CEIAG programme.

The C&M College Network monitors and evaluates provision via student destinations, employee, employer, parent/carer and student feedback and external accreditation standards such as the matrix Standard. CEIAG provision is reviewed annually and a report submitted to Principalship, as part of the self-assessment and continual quality review cycle.

Signed:

Jenny Singleton

Title:

Principal and CEO

Date:

23/04/2018

THE CAREERS TEAM

- ✓ Qualified at least to level 6
- ✓ Registered Career Development Professionals so abide by the CDI Code of Ethics and commit to regular continuing professional development
- ✓ Impartial
- ✓ Confidential
- ✓ Friendly
- ✓ Supportive

Victoria Geary – Careers and Guidance Leader (based at Marple)

Careers Office by the glass corridor

0161 484 6641

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Helen Priest – Careers Advisor (based at Cheadle)

Careers Office C30

0161 486 4678

helen.priest@cmcnet.ac.uk

The college Careers Team is supported by our link advisor from Stockport Services for Young People, Vanessa Gilbert, who works closely with students on Level 1 programmes, those who are at risk of becoming NEET and those with SEND.

Referral Process: students can book a careers appointment via their House Monitor who has access to the careers team diaries. A variety of appointment days and times are available to ensure that students can see their Careers Advisor outside of lesson time.

CAREERS PROVISION

ONE TO ONE CAREERS APPOINTMENTS – Via their House Monitor, students can make an appointment with one of our qualified RCDP registered careers advisors at any time during their course to discuss university, apprenticeships, employment or career plans in general. UCAS drop-in sessions are offered throughout October for students to discuss their course choices. All UCAS course choices are signed off by a Careers Advisor.

THE LEARNING HUB – Information on careers inspiration, UCAS, Apprenticeships at all levels, part time jobs, CVs and gap years which students can access at any time via their college intranet homepage.

CAREERS BULLETIN – The careers team publishes a weekly Careers Bulletin which students can access via The Learning Hub careers page. This includes upcoming careers events, university taster days, opportunities from employers e.g inspiration days and local apprenticeship opportunities, part time job vacancies and Career of the Week careers inspiration. The Careers of the Week are planned for the year using local and national Labour Market Information and ensure that a range of entry routes and careers paths are displayed. Equality and Diversity are taken into account so we ensure that the resources we link to and posters displayed challenge stereotypes e.g. Women in STEM, men in healthcare, a range of people from different ethnic backgrounds working in different professions.

WORK PLACEMENT – All students are able to access a Work Placement arranged by the Employer Engagement Team during their time at college. Additional work placements are embedded within vocational programmes.

EMPLOYMENT FAIRS – The careers team and employer engagement team arrange employment fairs during the year to enable students to meet with potential employers.

CURRICULUM VISITS – Curriculum staff organise a range of trips to and visits from employers in conjunction with the Employer Engagement Team.

TUTORIALS AND EVENTS – The majority of Careers Education is delivered through the tutorial programme by personal tutors using materials provided by the Careers Team. In addition, the Careers and Employer Engagement Teams organise various events throughout the year, differentiated by level of study, as detailed below

TERM 1

MONTH	Level 1 & 2	Level 3 Year 1	Level 3 Year 2
August	All students receive guidance from curriculum staff at enrolment to ensure that they are on the correct course. A qualified RCDP Careers Advisor is available to all students throughout the enrolment period.	All students receive guidance from curriculum staff at enrolment to ensure that they are on the correct course. A qualified RCDP Careers Advisor is available to all students throughout the enrolment period.	All new and former Year 13 students can access a qualified RCDP Careers Advisor for help with university applications and progression guidance from A level results day in August.
September	TUTORIAL Careers 1 Where Am I and Where Can I Go From Here? <ul style="list-style-type: none"> Options after your course iCould Buzz Quiz for career inspiration Help and advice available in college/outside of college 	TUTORIAL Careers 1 <ul style="list-style-type: none"> UNIFROG Activities and Competencies – understanding what you have gained from your experiences and how this makes you employable Introduction to START Profile – how to explore careers that might suit you 	TUTORIAL Careers 1 <ul style="list-style-type: none"> UCAS Application Researching apprenticeships and employment TUTORIAL Careers 2 <ul style="list-style-type: none"> UNIFROG Activities, Competencies and MOOCs EVENT 30th September UCAS Early Applicant internal deadline (Oxbridge/Medicine/Vet) EVENT Access to Leeds talk
October Black History Month		TUTORIAL Careers 2 <ul style="list-style-type: none"> UNIFROG Activities and Competencies – understanding what you have gained from your experiences and how this makes you employable START – exploring careers 	TUTORIAL Careers 3 <ul style="list-style-type: none"> Personal Statements iDEA badge Making Successful Applications EVENT w/c 1st Oct Degree Apprenticeship and Student Finance parent talk EVENT w/c 15th Oct Uni personal statement appointments EVENT 15th Oct UCAS early app deadline (Oxbridge/Med/Vet)
November			EVENT 5th Nov College internal UCAS deadline

December		TUTORIAL Careers 3 MOOCs (Massive Open Online Courses) <ul style="list-style-type: none"> • How they can help you • How to search using UNIFROG 	
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TERM 2

MONTH	Level 1 & 2	Level 3 Year 1	Level 3 Year 2
January	TUTORIAL Careers 2 Career options and employability skills <ul style="list-style-type: none"> • Options with your subject • Alternative options • Employability skills you already have • How to gain the skills you lack 	TUTORIAL Careers 4 <ul style="list-style-type: none"> • Employability Skills – What employers from different sectors want • Employability skills you already have • How to gain the skills you lack 	EVENT w/c 21 st Jan Visits to The Apprenticeship Store TUTORIAL Careers 4 Interview Skills for uni or employment TUTORIAL Careers 5 Responding to uni offers Student Finance (uni) Apprenticeship Research (non-uni)
February		TUTORIAL Careers 5 <ul style="list-style-type: none"> • Researching your options (university/apprenticeships/employment) • Using UNIFROG to search for degree courses and apprenticeships • Preparing for the UCAS Convention 	TUTORIAL Careers 6 <ul style="list-style-type: none"> • UNIFROG Secondary pathway (Putting together a Plan B) • UCAS Extra and Clearing
February	EVENT - CAREERS ENRICHMENT DAY <ul style="list-style-type: none"> • Event for all students at all levels on all programmes • Theme of 'Career Inspiration' • Students can choose which sessions to attend – no requirement to go to a session linked to the subject of study. Aim is to 'think outside the box' • Includes a 'Speed Networking' event with local employers to find out more about the opportunities they have and what they look for in prospective employees • Option for students intending on applying for apprenticeships to attend a mock assessment centre to prepare for competitive recruitment processes 		

<p>March</p> <p>4th-8th March – National Careers Week</p> <p>8th March – International Women’s day</p>	<p>EVENT NATIONAL CAREERS WEEK</p>	<p>EVENT NATIONAL CAREERS WEEK</p> <p>EVENT 6th March UCAS Convention Manchester – students off timetable in order to attend</p>	<p>EVENT NATIONAL CAREERS WEEK</p>
<p>April</p> <p>2 April - Autism Awareness Day</p>	<p>TUTORIAL Careers 3 What Next?</p> <ul style="list-style-type: none"> • Progression planning • Course options • Apprenticeship options • Summer jobs • Volunteering 		

TERM 3

MONTH	Level 1 & 2	Level 3 Year 1	Level 3 Year 2
<p>May</p>	<p>TUTORIAL Careers 4 Job applications and CVs</p> <ul style="list-style-type: none"> • Where to look for jobs • How to apply • CVs • Job interviews 	<p>TUTORIAL Careers 6 Preparation for Progression Day</p> <ul style="list-style-type: none"> • The purpose of Progression Day • How to get the most out of it 	<p>TUTORIAL Careers 7 Progression Planning</p> <ul style="list-style-type: none"> • Finalising progression plans • Student Finance check • Summer jobs: where to find them and how to apply
<p>June</p> <p>1-7 June – Volunteers Week</p> <p>23rd June – International Women in Engineering Day</p>	<p>Ongoing support from careers advisors available for students who are unsure of their future plans.</p>	<p>TUTORIAL Careers 7 Student Finance Introduction</p> <ul style="list-style-type: none"> • What is available • How to apply <p>EVENT w/c 10th June (Marple) w/c 19th June (Cheadle) Progression Day Universities, employers and apprenticeship providers deliver:</p> <ul style="list-style-type: none"> • UCAS Workshop – how to register • Researching universities and courses • Personal Statement 	<p>Ongoing support from careers advisors available for students who are unsure of their future plans.</p>

		Workshop <ul style="list-style-type: none"> • How to apply for Apprenticeships • Careers Fair 	
July	Ongoing support from careers advisors available for students who are unsure of their future plans.	EVENT w/c 8th July UCAS Application Handbook sent via email This covers: <ul style="list-style-type: none"> • The college buzzword • Key deadlines • How to complete the UCAS form • Personal statement advice • The college internal UCAS process • Applying for Art Foundation courses 	Ongoing support from careers advisors available for students who are unsure of their future plans.

CHOICES Provision

Students on our CHOICES courses receive a programme of Careers and Employability education which is delivered 1 day per week as part of their studies. All students also undertake a work placement. When they are coming to the end of their course, CHOICES students work with their tutors, Stockport Services for Young People and the college careers team to progress onto mainstream college courses, Supported Internships or Work Development courses with Pure Innovations.

Apprentices

CMCNET Apprentices have access to the college careers advisors and the online resources available via the college student intranet.

Access Students

Students on Access courses have access to the college careers advisors and the online resources available via the college student intranet. Access tutors also embed CEIAG in the curriculum given the nature of these courses as a route into HE.