

## Careers Programme Statement

Updated August 2018

The College employs a professionally qualified Careers Team who offer Careers Education, Information, Advice & Guidance (CEIAG) to both learners and the wider community. The CEIAG Policy and Careers programme is designed to meet the needs of learners and to propel the College Group to achieving all of the Gatsby Benchmarks.

### Programme

For enrolled learners these services are offered through a variety of formats to increase learner engagement and meet the needs of a diverse student body.

The Careers Team are based at:

Bedford College - Careers & Jobshop, Towerblock building

Tresham College – Student Services – Kettering

Tresham College – Student Services - Corby

The Bedford Sixth Form – Students Services, The Hub

Shuttleworth College – Student Services office

Across these sites we offer:

1. 1:1 appointments booked through Personal Tutors, the Student Recruitment, the Student Services team or with the Careers Team ourselves.
2. A drop in desk at all sites.
3. Tutorial sessions from a menu of CEIAG topics at suitable points during the academic year
4. At the Bedford College site, dedicated drop in for SEND learners.
5. Talks from invited speakers such as Employers or Higher Education institutions,
6. Noticeboards frequently updated with local job vacancy and other opportunities relevant to learners.
7. A Careers library with hard copy resources for learners to use for research.
8. At the Tresham sites, an annual Careers fair.

At Brooks Salon, The Learning Centre, the Vehicle Technology Centre and the Gas & Plumbing Technology Centre we offer Tutorial Sessions, invited speaker talks and (pre booked through the Personal Tutor) 1:1 appointments.

Online we offer:

1. The Student Services Yourspace website Careers section - <http://www.yourspaceonline.net/jobs-and-careers>
2. A Moodle virtual learning environment
3. A Jobs & Opportunities bulletin
4. “Ask an Adviser” available through the Bedford College website every term time Wednesday afternoon

Learners can access information regarding the Careers programme at these sites via their Personal Tutor, their Moodle learning platform or by visiting any of the Student Service offices. Parents and Employers are encouraged to contact the named staff below for further information or to provide feedback.

Employer insights are a key component of the programme and we work with an Enterprise Co-ordinator from SEMLEP/The Careers & Enterprise Company to ensure that what we offer is reflecting the needs of business. We welcome enquiries from Employers who would wish to advertise vacancies to students or visit us to present to learners regarding opportunities and general pathways in your area of business. Young people welcome learning about the world of work from professionals and research shows that this can be extremely beneficial for their employment outcomes so please do get in touch at the contact details below if you would like to discuss working with the College Group.

Work Experience is embedded into their study programme and learners will also access specialist insight about their chosen vocational areas from their Course Tutors and Work Experience Co-ordinators. Learners can gain employability skills from a wide range of activities and they should be open to experiencing and participating in all those available to enrich their studies and enhance their progression opportunities.

## **Impact**

The Careers programme at these sites is assessed for its quality and positive impact on learners through a number of methods:

1. The destinations of learners after leaving their courses. The College Group commissions external research on the destinations of learners and reports this to the DfE, Ofsted and the local economic partners such as SEMLEP
2. The numbers of learners accessing the services on offer
3. Learner feedback after 1:1 and tutorial sessions
4. Department planning and self-evaluation reports monitored by the Director of Student Services and the College Group Executive Team
5. Matrix Quality Standard re-evaluation and accreditation.

This Statement has been written with regard to

- a) Bedford College Group Career Education, Information, Advice & Guidance Policy
- b) Careers Guidance for Further Education & Sixth Form Colleges February 2018 – DfE  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/679639/Careers-Guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/679639/Careers-Guidance.pdf)
- c) Careers Strategy: Making the most of everyone's skills and talents December 2017 – DfE  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/664319/Careers\\_strategy.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf)

## **Review**

This document will be reviewed in August 2019 and updated accordingly.

## **Contact**

Careers Leader: Fiona Phillips Director of Student Services

Bedford contact: Russell George – Lead Careers Adviser [rgeorge@bedford.ac.uk](mailto:rgeorge@bedford.ac.uk) 01234 291423

Tresham contact: Naj Mistry – Student Services Careers Adviser [nmistry@bedford.ac.uk](mailto:nmistry@bedford.ac.uk) 01536 413232