

# **SHCG COMMITMENT TO CAREERS EDUCATION AND GUIDANCE**

<b>Responsible</b>	Director of Marketing, Careers & Admissions
<b>Review Cycle:</b>	Annual
<b>Last Review:</b>	July 2025
<b>Due for Review:</b>	At end of each academic year

# **SOUTH HAMPSHIRE COLLEGE GROUP**

## **1.0 Statement of Principles**

South Hampshire College Group is committed to equip all students with the knowledge, skills and opportunities to enable them to make informed, balanced and appropriate decisions about their futures and enhance their employability profile to move into their future progression/next steps.

Careers Education Information Advice and Guidance (CEIAG) will respond to the suggested student outcomes following guidance from: Good Careers Guidance – The Gatsby Foundation 2013 and compass; Career Development Framework CDI, April 2021; Skills for Jobs: Lifelong Learning for Opportunity and Growth (Jan 2021) and the Careers Guidance and Access for Education and Training Providers (July 2021).

South Hampshire College Group (SHCG) comprises of Eastleigh College, Fareham College, Southampton College, CEMAST and CETC, and was formed as one collaborative organisation on 1st August 2023. This college group offers vocational, work-based, distance learning and Higher Education provision to a range of learners aged 16+.

South Hampshire College Group will ensure that each student is offered the opportunity to develop the necessary skills through their own career aspirations and there will be an equality of access to all careers services irrespective of gender, race, creed and ability. This will be achieved through consultation with the Governing body, staff, students, parents/carers and the statutory impartial careers advisers at each college location.

## **2.0 Scope**

2.1 For the purpose of this document, the use of the term 'students' refers to learners on full-time, part-time, higher education and apprenticeship programmes.

2.2 This will apply to all College systems and website(s).

## **3.0 Intent**

3.1 South Hampshire College Group aims to;

- Provide students with access to comprehensive careers education, information and impartial guidance to enable them to make informed choices regarding their career pathway.
- Equip and empower students with the necessary information to make informed choices for their progression and future.

- Give opportunity for the exploration of future careers and the local labour market including opportunities to experience the workplace.
- Raise aspirations and challenge stereotypes in order to improve social mobility, and so supporting and assisting students to reach their full potential.
- Work with student support and curriculum to ensure that careers related enrichment activities further complement student studies and expose students to the statutory requirements of the Gatsby benchmarks.
- Ensure that CEIAG is embedded throughout curriculum (16-18 full time) using the Gatsby benchmarks.

### 3.2 Roles and responsibilities

To maintain and run an effective Careers Service the following staff have a specific role, and their roles and responsibilities are laid out below.

#### 3.2.1 Senior Leadership

- Ensure the careers programme is well resourced to deliver the agreed careers plan.
- Ensure the Executive Team are kept informed of industry or legislative changes which may impact their responsibilities.
- Report on annual surveys to measure stakeholder satisfaction with the careers programme and identify affordable improvements that can be made.
- Ensure staff are aware and understand careers objectives and they are implemented across the college group.
- Ensure the College meets the statutory careers requirements and industry quality standards where appropriate.
- Review progress and achievements against the careers strategy and make adjustments as necessary.

#### 3.2.2 Group Manager Careers Implementation and Admissions (Careers Leader)

- Ensure students are informed of career possibilities and effectively supported with their future career.

- Engage with stakeholders to ensure opportunities for our students.
- Work closely with the Careers and Enterprise Adviser & Coordinator to maintain a strong link with local employers and to continuously improve on the careers service provided at SHCG.
- Support the College's progression process to ensure students are fully supported towards their next steps and smooth transition from year to year.
- Work with the Director of Marketing, Careers & Admissions to oversee the operational implementation of a cross college careers guidance programme for students.
- Provide operational management of the College's careers service and associated staff members.
- Conduct annual surveys and audits to report on stakeholder satisfaction as well as collaborate on Student Voice to ensure students views and feedback are captured.

#### 3.2.3 Curriculum and Pastoral Teams

- Ensure that students are aware of the career paths possible from their programme.
- Ensure that career options and relevant labour market information is provided to students as appropriate.
- Provide opportunities for students to have encounters with employers, Higher Education and Further Education providers, as appropriate during their course.
- Provide opportunity for Work Experience and / or industry placement as appropriate as well as work-related activity, encouraging students to source and arrange their own work experience.
- Deliver tutorial sessions to students to support next steps, as directed by the Assistant Principal of Quality and Student Experience.
- Promote the Careers Service to students, encouraging them to engage with opportunities provided.

#### 3.2.4 The Careers team include:

- Group Director of Marketing, Careers & Admissions
- Group Careers Implementation & Admissions Manager
- Careers Advisors (1 at each of the 3 x main college locations)

#### 4.0 Our commitment

South Hampshire College Group will:

- Provide a careers programme that supports all student's preparation for the world of work and beyond. See Annex 1.
- Allow all students to have access to 1:1 impartial careers information, advice and guidance from a qualified and impartial careers adviser.
- Provide CEIAG enrichment opportunities including work related learning, work placements, talks by external stakeholders (including employers, universities and other training providers) and visits to external stakeholders (including employers, universities and other training providers). See also Annex 2 for Provider Access.
- Refer students to appropriate agencies in order to meet individual needs.
- Provide a progression programme that supports a student's career plan and intended destination.
- Make available to all students and staff, up-to-date information and technology relating to careers and employability.
- Maintain up-to-date careers resources.
- Promote internal and external events related to progression.
- Provide opportunities for parents/carers to obtain information about student progression where relevant.

#### 5.0 Monitoring and review of our Careers Service

SHCG believes that it is important to ensure the robust monitoring and review of our processes and procedures to provide a framework for on-going improvements.

FOCUS	METHODS	BY WHEN
The Matrix Standard	External assessment through the matrix quality standard. Capturing feedback from students, staff and external stakeholders to evaluate our service.	Achieved Jan 2025
Senior Leadership and Governors	The Careers programme will be reviewed on an annual basis by	Annually

	<p>SLT and will be visible to all stakeholders on the College website. Governors will engage in activity to assess and feedback on our offer and the service provided.</p> <p>The Group Manager for Careers Implementation and Admissions will review the careers provision regularly to the needs of our students.</p>	Termly
Student Voice	<p>We will gather feedback on how well we are preparing students for their next steps from Student Voice conferences, event evaluations, careers interactions and college surveys to understand how we are meeting need and identifying opportunities to improve.</p> <p>We will gather feedback from Student Governors on how well supported students believe they are.</p>	Ongoing
Employer Feedback	<p>Feedback after Careers events and fairs and through our Enterprise Advisor working with the Group Manager and Careers Advisors, constantly reviewing careers and employability both locally and nationally.</p>	<p>Ongoing</p> <p>Termly</p>
Parent Activity	<p>Hosting events to inform parents/carers of progression opportunities and evaluating their feedback.</p> <p>Providing relevant information online on our website.</p>	<p>Twice yearly</p> <p>Ongoing</p>
Careers Benchmarking	<p>To align to one college group and complete the self-evaluation exercise. Results of the assessment will be used to identify further improvements.</p>	April 2025 and termly review

## 6.0 Our commitment to Careers is to be read in conjunction with;

- Admissions Policy
- SHCG Careers Programme
- SEND Policy

### Annex 1

## SHCG Careers Programme

<https://shcg.ac.uk/careers/>

### Annex 2

## Gatsby Benchmarks

How Careers Activity is matched against the Gatsby Benchmarks

Gatsby benchmark	Intent	Implementation	Impact
A stable careers programme	Create and embed a comprehensive and inclusive careers programme to ensure all students have equal entitlement for an effective careers and employability programme to enrich their curriculum learning	Careers programme will be delivered through tutorials and posted on intranet and website so all staff and students can see what the student entitlement is. This is created with the support of our Enterprise Advisor (EA) and student feedback from previous years' activities  Students will have the opportunity to join student voice/changemaker movement to be involved with careers planning and review	All students understand and fully utilize the careers and employability support on offer to be able to make informed decisions about their future progression. That curriculum also understand the role they need to play in helping deliver the contents of the programme  Students will have input into how the programme is shaped and how activities are delivered
Learning from career and labour market information	Students understand the potential progression opportunities within their chosen career ideas, the types of job roles their course can lead to, potential employers and what they do	Employer engagement through: Careers & HE fairs Mock interviews Guest speakers Work experience Employer visits  Research activities within curriculum specifically linked to their course as	Students have careers exposure which may be wider than they originally thought  Students know how to search and apply for employment or apprenticeship vacancies  Students understand

		<p>part of their studies</p> <p>An opportunity to find out more about apprenticeships and how to apply through ASK apprenticeship presentations/workshops</p> <p>Access to LMI tools/useful websites delivered in Tutorial programme</p>	<p>how their career choice may be impacted by social mobility</p>
Addressing the need of each young person	<p>All relevant Careers (CE) IAG is tailored to support all students</p> <p>Stereotyping in careers is challenged</p>	<p>Careers Advisers to prioritise careers appointments for students who are:</p> <ul style="list-style-type: none"> <li>LAC</li> <li>Have EHCPs</li> <li>Risk of NEET</li> <li>Coming to the end of their study programme</li> </ul> <p>This may be through referral from students themselves, curriculum or support staff.</p> <p>All students treated equally and fairly despite what course they are on and what career aspirations they have</p>	<p>Students will feel ready for moving on with set plans after their studies</p> <p>Students feel equipped to make informed decisions about their future progression</p> <p>Destination data shows students progressing into some form of education, employment or training (EET)</p> <p>Students enter careers and job areas based on their interests, without stereotyping boundaries</p>
Linking curriculum learning to careers	<p>All students are clear about where their course can lead and understand the relevant transferable skills they have, and how employers value them</p>	<p>Students are able to understand the jobs/careers their course can lead through their study programme and by their tutor who has previously/continues to work in the profession</p> <p>Students will have opportunities to recognize their worth and understand what they are good at/what skills they have through various classroom activities and opportunities to engage in extra-curricular enrichment activities</p>	<p>Students are able to identify jobs/careers linked to their skills and interests</p> <p>Students are able to effectively talk about their strengths in CVs and applications</p>



	All students recognise the importance of English and maths, and how these may be relevant for their future jobs and careers	Identifying skills/worth in tutorial programme  Curriculum areas have effective displays and relay activities around why such skills are important in their future careers	Improved attendance in English and maths classes, where students are enrolled, and pass rates enhanced
Encounters with employers and employees	All students on full-time study programmes will have multiple opportunities to learn from employers about their organisation, careers and skills	Students will have opportunity for a range of 'meaningful encounters' with employers through a variety of means, including:  Work experience Guest speakers Trips to employer organisations Careers Fairs Mock interviews	Students will have more confidence in networking  Students will have a fuller understanding of workplace behaviours and skills required  Students will have a fuller understanding on potential career paths and what organisations do
Experiences of work places	All students on full-time study programmes will have at least one experience of a workplace, in addition to any part-time jobs they may have	Students will have opportunity to experience being in a workplace. This could be through: Work experience Visit to an employer  Students may be involved in 'commissioned projects' with local employers	Students will be more confident in dealing with a range of new people and understand the importance of working in a team  Students will be able to 'feel' what being in a workplace is like, so that they can be better equipped to move into employment in the future  Students will get to experience performing a task as directed by an employer  Students will be able to receive feedback from an employer about their work – enabling them to reflect on their experience
Encounters with FE & HE	All students have the opportunity to find out about provision available elsewhere	This may be through: Careers and HE Fairs Don't walk...talk events UCAS exhibitions	Students will be better informed of options allowing them to make informed choices

	<p>All students on relevant programmes will have the opportunity to meet and engage with HE providers</p> <p>As such, the above encounters will enable students to make informed choices about their futures</p>	<p>Referral through Careers Guidance appointments</p> <p>Guest speakers</p> <p>Personal statement workshops</p> <p>HE presentations</p> <p>Apprenticeship presentations</p> <p>University visits</p>	<p>regarding their progression</p>
Personal guidance	<p>All students have the opportunity to request 1:1 careers advice from a guidance specialist. (This specialist may be a Careers Adviser in training or an external provider such as NCS)</p>	<p>Careers Guidance interviews can be requested by emailing the relevant careers team on each college site.</p> <p>All appointments are person-centered and impartial.</p> <p>Guidance is also offered by curriculum staff as part of the 'next steps' process, where curriculum staff are experts in their industry area</p>	<p>Allowing students to get support with making choices and action planning, specifically at transitional stages or for future-proofing their career ideas</p>

This is reviewed termly across the college group, through completion of the Compass Report (Careers & Enterprise Company).

### Annex 3

## **SHCG Provider Access**

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

### **Our Commitment**

South Hampshire College Group (SHCG) is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved

technical education qualifications, Higher Education programmes and apprenticeships. SHCG is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

SHCG endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: “Baker Clause”: supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

In providing access to other providers SHCG aims to;

- Develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications, higher education programmes and apprenticeships.
- Support young people to be able to learn more about opportunities for education and training outside of college before making crucial choices about their future options.
- Maximise retention from courses and avoid the risk of students becoming NEET (young people Not in Education, Employment or Training).
- Support students by allowing a number of encounters with employers, and training/education providers. This will be done through guest speaker events and other careers events within the college group.

### **Requests for access**

Requests for access should be directed to the Group Manager for Careers Implementation and Admissions:

[Trudy.mckenzie@shcg.ac.uk](mailto:Trudy.mckenzie@shcg.ac.uk)