

Careers & Enterprise Programme 18/19

The College is committed to providing our students with outstanding and comprehensive, Impartial Careers Education Information Advice and Guidance, adopting the Gatsby Guidelines (see below). We work hard to raise aspirations and equip students with the behaviours, knowledge and skills to become successful career & future planners, who make informed choices in relation to their learning, work and life goals. CEIAG is delivered throughout the learner journey from pre-entry course information at high school and advice on post 16yrs pathways, to education through the curriculum and tutorial system, and students have access to impartial information, advice and guidance services whilst on-course and when progression planning. *(The programme is subject to change, delivery is flexible in order to meet the needs of learners and different course levels)*

Our Careers and Enterprise programme embraces the 8 Gatsby Guidelines and aims to:

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| (1) Provide a stable careers programme | (5) Provides encounters with employers and employees |
| (2) Learning from career and labour market information | (6) Experiences of workplaces |
| (3) Addresses the needs of each student | (7) Encounters with further and higher education |
| (4) Links curriculum learning to careers | (8) Personal guidance |

Careers Education – A variety of activities are embedded into the study programme/course curriculum	Gatsby Benchmark	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Tutorial Sessions – <i>Raising Aspirations</i> along with <i>Equal opportunities /Challenging Stereotyping</i>	1, 2,3,4 ,5		*	*	*	*	*	*	*	*	*	*	
Tutorial Sessions – <i>Self Awareness/Goal setting/ Decision making Career Exploration - KUDOS /Labour Market Information(LMI)</i>	1,2, 3, 4,7		*	*	*			*	*	*			
Tutorial Sessions - <i>Introduction to Work Experience</i>	1, 2, 4, 5		*	*								*	
Tutorial Sessions - <i>Progression Options</i>	1,3,4,7						*	*	*	*	*	*	
Tutorial Sessions – <i>Employability Including-Seeking employment / Completing applications/ CV Writing / Preparing & Attending Job Interviews / Mock Interviews/Social Media Profiles</i>	1, 4, 5, 5,7			*	*			*	*	*	*	*	

Tutorial Sessions – Preparing for HE, making UCAS /HE Applications /Higher & Degree Apprenticeships. (All aspects covered; Researching choices/ UCAS system/ NAS/ Application form, personal statements writing, student finance, accommodation, budgeting etc.)	1,2,3,4,7			*	*	*	*	*	*	*	*	*	*
Professional Study Programmes -Tomorrows Scientists, Lawyers, Teachers, Engineers and College Leadership Team	1, 2,3,4, 5, 6,7		*	*	*	*	*	*	*	*	*	*	*
Widening Participation Programmes e.g.: Liverpool Scholars, Sutton Trust Programme (USA) and the Social Mobility Fund	1,2,3,7	*	*	*	*	*	*	*	*	*	*	*	*
Curriculum linked Careers modules	1,2, 3, 4,5,7				*	*	*						
Enterprise Activities: Foundation Studies & Vocational Students	1,3,4,5			*	*	*				*	*	*	
Work Experience and Industry placements External and internal: Scholars Restaurants, Vita Salon, A Level WEX Week, Cronton Playhouse, Supported work placements in different departments and community projects	1,3, 4, 5, 6		*	*	*	*	*	*	*	*	*	*	*
HE Week & HE Fairs on campus / UCAS Conventions /Open days HE Providers-Universities & Colleges/ Employers -Higher & Degree Apprenticeships, Student Finance)	1,2,3, 5,6,7								*			*	
HE Morning all L3 year 1 Learners off timetable to complete: HE Research/ UCAS Registration/application form/ Personal statement writing/Student accommodation /Student finance and budgeting	1, 2,3,7											*	
National Careers / Apprentice Week / Barclays Life Skills	1,2, 3, 4,							*	*	*			
Apprenticeship Workshops	1, 2,3,4,7									*	*		
Curriculum Trips & Visits ; World Skills Show , Trade Fairs & Competitions and Visiting speakers	1,2,3,4 5,6,7		*	*	*	*	*	*	*	*	*	*	*
Year 9 /10 Gifted and Talent days / Year 10 Sampling / Oxbridge Visits/ New student days/ Vulnerable student taster days/School Link programmes, CV & Employability lessons delivered in schools.	1,2,3,4,7		*	*	*	*	*	*	*	*	*	*	*

Careers Information & Resources <i>Students have access to up to date information and resources to inform decision making through the following:</i>	Gatsby Benchmark	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
College Prospectus / Website /ACE Leaflets /Apprenticeship Leaflets / WEX Booklets / Curriculum Literature/ Personal Tutor Booklets	1, 2,3,4	*	*	*	*	*	*	*	*	*	*	*	*
School work: Assemblies, Parent Events, Admissions Interviews, Year 9 /10 Gifted and Talent days / Year 10 Sampling / Oxbridge Visits/ New student days /School Link Programmes/ Scholarship Interviews /CV & Employability lessons delivered in schools.	2,3,4,7, 8		*	*	*	*	*	*	*	*	*	*	*
Advice Careers Employability (ACE) page Student Intranet /Solar Signposting to: <i>National Careers Service /National Apprentice Service/National Citizen Service/UCAS/ University & College websites / Student Finance England /Employer & Voluntary Organisation Websites</i>	2,3, 7,8		*	*	*	*	*	*	*	*	*	*	
Learning Resource Centres – Access to careers information/ IT	2, 4,7		*	*	*	*	*	*	*	*	*	*	*
KUDOS Software and Careers /Labour Market Information Data Base – Employee videos, Groups sessions / Individual use via Solar ACE Page	1,2,3,4,5,7		*	*	*	*	*	*	*	*	*	*	*
Tutorial & Tutor resources produced by ACE / Programme Managers /Suitcase	1,2,3,4,7,8		*	*	*	*	*	*	*	*	*	*	*
Prestigious University Programme (PUP) & Professional Study Programmes -Tomorrows Scientists, Lawyers, Teachers, Engineers and College Leadership Team	2,3, 4,5,6,7		*	*	*	*	*	*	*	*	*	*	
Widening Participation Programmes e.g.: Liverpool Scholars, Sutton Trust Programme (USA) and the Social Mobility Fund	1,2,3,7	*	*	*	*	*	*	*	*	*	*	*	*
Parents’ Evening UCAS /HE & Degree Apprenticeship & Student Finance	2, 3,4,7,8							*				*	
General Parents / Open Evenings	2,3,7,8		*	*	*			*				*	
Trips to UCAS HE Conventions	2,3,4,7											*	
Trips to World Skills Show / Trade Fairs	2,3,4,5,7				*				*	*			

Apprenticeship Evening – National Apprenticeship Week National Careers Week – Information/ resources circulated	2,3,4,5,7									*				
Industry Placements/ WEX (Block or Weekly placements)	2,3,4,5,6,7		*	*	*	*	*	*	*	*	*	*	*	
Volunteers' fair	2,3,4,5,6,7				*									
Progression System & Events	2,3,4,5,7,8							*	*	*	*			
Job Club Sessions	2,3,4				*			*	*	*	*			
ACE Events : Visiting Speakers (Employers, HE/ Training Providers, Self-employment Support (Chamber of Commerce, Princes Trust)	2,3,4,5,6,7						*	*	*	*				
Careers Advice & Guidance – <i>All students have access to impartial careers Information, Advice and Guidance (IAG)</i>	Gatsby Benchmark	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Careers Guidance Interviews by appointment & drop In, Students have access to qualified Level 6 Careers Advisers, employed by the College and also external providers Career Connect / National Careers Service /Shaping Futures	1,2,3,4,7,8	*	*	*	*	*	*	*	*	*	*	*	*	*
1:1 ACE Appointments – Self referral for Job Search Activities /CV Writing	1,2,3,4,7,8	*	*	*	*	*	*	*	*	*	*	*	*	*
Admissions Interviews/Parent Interviews, School Sampling & New student days (Admissions Advisers / Curriculum staff)	1,2,3,4,7,8	*	*	*	*	*	*	*	*	*	*	*	*	*
Careers and Admissions Advisers area available at Enrolment & Inductions	1,2,3,4,7,8	*	*	*									*	*
Parent interviews/ group sessions/ meetings	1,2,3,4,7,8	*	*	*	*	*	*	*	*	*	*	*	*	*
Parent Evenings (HE/UCAS and Apprenticeship Evenings)	1,2,3,4,7,8							*					*	
College open evenings & Parent evenings	1,2,3,4,7,8				*	*		*	*				*	
College Progression System /Events	1,2,3,4,7,8								*	*	*	*		
Career HE & Apprentice Fair (Higher/Degree)	1.2,3,4,5,7,8								*					

Prestigious University Programme (PUP) & Professional Study Programmes -Tomorrows Scientists, Lawyers, Teachers, Engineers and the College Leadership Team	1,2,3,4,5,6,7,8			*	*	*	*	*	*	*	*	*	*
ACE Events : Visiting Speakers (Employers, HE/ Training Providers, Self- Employment Support Chamber of Commerce, Princes Trust)	1,2,3,4,5,7,8			*			*	*	*	*			
Careers Adviser attends meetings and contributes to written reports (where appropriate), for students who have complex needs, SEND, Education, Health Care Plans (EHCP) or Personal Education Plans (PEP) /Care Plans.	2,3,4,8	*	*	*	*	*	*	*	*	*	*	*	*

Key Dates for the Academic Year 2018/19

- 15th October 18 (Tuesday) -UCAS Deadline for all Higher Education applications to Oxbridge, Medicine, Dentistry and Veterinary Science
- 23rd November 18 – Deadline for the Liverpool Scholars scheme
- 19th December 18 – Social Mobility Fund application deadline
- 15th January 19 (Tuesday) – UCAS Deadline for other Higher Education applications
- 20th January 19 (Sunday) Deadline for Sutton Trust applications (HE USA)
- 4th-9th March 19 National Careers Week and National Apprenticeship Week
- 1st -7th June 19 National Volunteer Week

Quality, Monitoring & Evaluation Systems

The college uses a variety of internal and external processes and methods to monitor and evaluate our CEAIG Programme in terms of quality and effectiveness.

- **Ofsted Inspection** framework
- **Matrix Assessment and Award** – we have consistently held a Matrix Award for delivering good quality Information, Advice & Guidance Services, our last award was issued in October 2017, and we are reviewed annually. The next full Matrix Assessment will be due in 2020.
- **Meetings and written reports** produced for Governors, Senior Management Team produced by Advice, careers, Employability (ACE & Curriculum)

- College **statistical data** on : Student retention, achievement and progression, destination outcomes
- **Student, Parent, Staff, Employer & Partner organisations Feedback**
 - Student Voice Meetings (Student representatives feedback to College Managers)
 - Student Governor –College Leadership Team
 - “You Said –We did” Campaigns (we feedback our actions so students can see how their views bring about change)
 - Survey Monkey – Online short questionnaires to rate and collate feedback from students having 1:1 guidance interviews and group sessions
 - Duty Manager Question Time – managers randomly stop students and ask themed questions – they input responses into iPad /IT system, a short on line
 - Parent questionnaires – issued at events giving parents chance to feedback views
 - 1:1 Guidance and Class /Assembly Observations – Team Leaders observe staff delivering services, feedback this informs PMR/Training Needs/CPD
 - Volunteer / HE Fair / Apprenticeship event Feedback Questionnaires
 - School feedback – including emails
 - PIP and Vikings (sub-contractors delivering College Employability / Self-development programmes and Traineeships)Industry Placement Feedback – Students / Employers (WEX Booklets)

Staff

Careers Lead: Leeann Bellfield, Assistant Principal A levels & Head of Cronton 6th Form College.

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Advice, Careers & Employability Team

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School Liaison, Admissions & Marketing

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Industry Placement Advisers:

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Staff are based in:

- Student Services Riverside College, Kingsway Campus, Kingsway Widnes, Cheshire WA8 7QQ
- CRMZ- SEN Foundation Studies Department, Kingsway, Widnes Cheshire WA8 7QE
- The Programme Management Office, Cronton 6th Form, Cronton Lane, Cronton, Widnes, Cheshire WA8 5WA

Melissa Turk –Deputy Head of School Liaison & Admissions

Email: Melissa.turk@riversidecollege.ac.uk

Christine Williams – Team Leader Adult Admissions

Email: Christine.williams@riversidecollege.ac.uk

A team of 8 School Liaison and Admissions Advisers working with Halton and neighbouring borough schools.

Staff are based at:

- Kingsway Campus, Kingsway, Widnes, Cheshire. WA8 7QQ