



## Wirral Met College

### Careers Education & Information, Advice & Guidance Strategy September 2018

#### Background

1.1 Wirral Met College is committed to offering a Careers Education and Information, Advice and Guidance (CEIAG) service which is accessible to all of our students.

This will seek to ensure that all students are fully equipped with the skills and knowledge that will enable them to operate confidently, effectively and independently in life and work. The service will be delivered by College staff equipped with relevant skills and experience. The College will adopt the Gatsby Careers Benchmarks model (See Appendix A) to measure the results and impact of the service.

1.2 The impartial CEIAG service will:

- enable existing & potential students to understand the range of opportunities available in the Liverpool City Region and also nationally
- inform students about the range of skills and qualifications they will need to succeed in the workplace both today and in the future.
- ensure all students have access to CEIAG which is inclusive and tailored to their individual circumstances
- give students opportunities to access independent careers advice through employer visits, work experience and links with the National Careers Service
- undertake to deliver the range of CEIAG activities prescribed by the Gatsby Benchmarks
- contribute to the College meeting its strategic objectives ( Appendix B)

#### Implementation

2.1 The Director of Student Services will be the Careers Lead for the College and will lead on the delivery of the Gatsby Benchmarks, whilst continuing to meet the standards set by Matrix.

2.2 The College will continue to operate a daily drop in IAG service for existing and potential students at Conway Park.

2.3 Pre-enrolment interviews will take place with vocational specialists. Further IAG from a Student Adviser will be offered if appropriate.

2.4 The College will continue to work with schools across the Wirral and Central Liverpool to provide information, advice and guidance in.

2.5 All students will have the opportunity to access high quality, impartial CEIAG from appropriately skilled staff to help clarify their future aspirations, understand pathways open to them and to help them make informed decisions in terms of job prospects and training.

2.6 Students will receive support to develop their employability skills and to access relevant work experience so that they are equipped to enter the job market and secure and sustain employment in their chosen field.

2.7 The Careers Lead will work with the local Enterprise Co-ordinator in order to further employer links with the College.

2.8 All students particularly those identified as disadvantaged will receive appropriate, tailored support using relevant technology to drive continuous improvements in careers delivery

2.9 The College will offer keep warm sessions for young people who have received an offer of a place for September where they will be able to access IAG and spend time with vocational tutors.

2.11 Parents/ carers of potential students will be welcomed at keep warm events, open evenings and interview evenings and will be encouraged to speak with key staff who will be working with the young person.

2.12 The College will organise a range of events, workshops and activities to support students in understanding their options. These will include Careers and Employment Fairs, Volunteering Fairs; HE events; Support with personal statements, CV Workshops, Student Finance Workshops and external speakers. Students will have the opportunity to meet with a local employer who is relevant to their area of study twice each academic year.

2.13 The College will provide up to date information on employment opportunities on the VLE.

2.14 Student Advisers will be involved in planning the curriculum and will support the tutorial and induction programme.

2.15 Students who are at risk of becoming NEET or withdrawn from their programme of study will be contacted by a Student Adviser with an offer of impartial advice and guidance.

2.16 The College will work collaboratively with other providers and the local authority to reduce the number of young people not in education, employment or training across the borough.

### **Quality, Reporting and Review**

3.1 The Director of Student Services will report to SLT / Board of Governors on a termly basis on progress.

3.2 The quality of CEIAG will be monitored through the Student Services Self-Assessment Report and Quality Improvement Plan.

3.3 The College will use student feedback through focus groups to monitor the effectiveness of the strategy.

3.4 The strategy will be reviewed annually.