



CAREERS EDUCATION, INFORMATION ADVICE AND GUIDANCE (CEIAG) STRATEGY

Mission Statement

We are a Catholic Sixth Form dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

- Provide the highest standards of teaching and learning.
- Expect students to show commitment to their studies and the Christian values of the Sixth Forms.
- Provide equality of opportunity, with mutual respect and positive encouragement.
- Build and further develop a partnership with parents, schools, parishes, higher education, employers and the local community.
- Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole Sixth Forms.

This Careers Strategy has been fully updated to reflect our response to the Government's new plan for careers work as outlined in the publication, '*Careers Guidance for Further Education Colleges and Sixth Form Colleges*' (February 2018). The College acknowledges all of the 'Gatsby Benchmarks' targets set out in this paper and our strategy reflects that. We are fully committed to the development of our careers work to achieve those requirements not already fully provided by our service to students.

About Christ the King Sixth Forms (CTK)

We are a group of highly successful sixth forms – CTK Aquinas, CTK Emmanuel and CTK St Mary's – in south London and Kent. Offering exceptional, expert teaching in a welcoming, friendly atmosphere, each sixth form creates an environment where high achievement is promoted and attained. Our students work hard, aim high and enjoy being part of our sixth form community.

CTK Aquinas is a selective A Level centre for excellence, offering a wide range of A Level courses aimed at high achieving students. CTK Emmanuel is a professional centre for excellence, offering Applied Technical programmes equivalent to three A Levels. CTK St Mary's offers a wide curriculum of A Level and Applied Technical qualifications.

Our three sites are designed to support our strategic objectives and to ensure that students develop outstanding personal qualities, attributes and opportunities in line with our motto "Ut Vitam Habeant" which means "So that they may have life."

CTK Strategic Objectives supported by the Careers Strategy

The Careers Strategy supports a number of the strategic goals including:

- The subjects and programmes on offer are highly valued by universities and employers and promote local, regional and national priorities.
- Students are ambitious, work hard and are challenged to develop the skills and qualities that will support their aspirations and success.
- Students make exceptional progress and leave to study or work in leading universities, companies and professions.
- Strong relationships with universities, employers and other schools are brokered and prosper so that outstanding opportunities are provided for staff and students.
- The central functions deliver high quality, specialist services and model the efficiencies that can be gained in a multisite institution.

Principles and Values

The principles and values underlying the strategy are to provide a service that is:

- Of high quality, impartial and delivered by appropriately qualified and trained staff.
- Based in dedicated, open access and well signposted service areas. Due to our three unique site specialisms, at Aquinas and St Mary's, the careers service and all it provides will be referred to simply as the Careers Service and at CTK Emmanuel the service will be referred to as the Progression, Careers & Work Experience Hub.
- Welcoming, friendly, personalised and aspirational.
- Fully aware of and responsive to diversity, equality of opportunity and the need to challenge stereotypes.
- Designed to develop self-confidence, self-sufficiency and optimism.
- Integrated with the Curriculum and other College support services e.g. Careers, Additional Learning Support, Pastoral, Exams and Admissions.
- Structured to support the continuous improvement of the quality of students' experience and 'social capital' development - locally, nationally and internationally - through integration with: curriculum provision and our pastoral programme.
- Responsive to the local needs of young people through close collaboration with a range of partners.

The CTK Strategy for Achieving the Eight Gatsby Benchmarks for Good careers Guidance

Good careers guidance is critical if young people are to raise their aspirations and capitalise on the opportunities available to them. From 2013, Sir John Holman, Senior Adviser to the **Gatsby Foundation** (www.gatsby.org.uk) developed the eight **Good Career Guidance Benchmarks** (the Gatsby Benchmarks) as part of an international study. The Benchmarks define world class careers guidance.

The Government's careers strategy for colleges (Feb 2018) has placed the Gatsby Benchmarks at the core of all colleges' development targets for their careers work. Christ the King Sixth Forms are already at or very close to compliance of the targets. We are committed to achievement of full compliance for all eight benchmarks.

Gatsby Benchmark 1 – A Stable Careers Programme

We will provide a consistent and stable Careers Programme across our group of sixth forms, endorsed by the Senior Leadership Team, to include the following:

- i. A 'Timeline' and 'Action Plan' of the Careers provision provided at each of our distinct sites is included with the annual Careers Service Review and referred to and updated by the Careers Service throughout the course of the academic year. They set out our key objectives in this context, together with deadlines, allocated responsibilities and appropriate measures of success.
- ii. Achieving the Matrix Standard. The Matrix Standard is a framework for organisations to assess and measure their information, advice and guidance services.
- iii. All activities where possible will be evaluated findings used to inform future provision. Summary analysis can be used to present to SLT and Governors to support engagement around the Careers agenda.
- iv. Destinations data will be compiled and analysed to develop the Careers provision and to support learners.
- v. Advice and support for applicants to the Christ the King Sixth Forms, focusing on course choices and their longer-term career plans.
- vi. Advice and guidance throughout the enrolment process to support students in selecting appropriate courses and course combinations, in line with their potential longer-term career plans.
- vii. Advice and guidance throughout the induction and 'course change' processes.
- viii. Ongoing provision of an 'open door' service to ensure IAG is readily available and with short response times.
- ix. Ongoing provision of careers education tailored to students' needs at different stages of their sixth form life. Full integration of Careers Service provision into the curriculum and pastoral programme. Communication and promotion of personal and professional development opportunities. Extended support for research and applications to the most competitive universities, professional and other competitive courses, higher and degree apprenticeships
- x. Provision of one-to-one careers guidance interviews with Level 6 trained careers staff.
- xi. Provision of internal Careers events to support students' research and opportunities exploration. Close liaison with curriculum staff to identify and facilitate progression-related trips/visits and visiting professionals.
- xii. Internal careers sessions to raise awareness of the full range of 'Options at 18' and steps needed towards realising these possibilities
- xiii. Internal careers events for parents including 'Future Pathways Information Evenings' for Parents and Carers. Availability of Careers staff at Open Evenings for prospective students and parents and at consultation events.
- xiv. A full programme of application and wider Careers provision (mainly for year 13 students and others completing their sixth form studies). To include: awareness-raising, research sources and techniques, one-to-one discussions, application and post-application support for UCAS, Student Finance, apprenticeships/other employment, part-time employment, work experience, volunteering and internship placements.
- xv. An internal event for parents and students on university Student Finance.

- xvi. Support and guidance for students on and after publication of examination results. This provision to include GCSE students intending to join CTK Sixth Forms, Level 1 & 2 students, Level 3 students seeking university or apprenticeship/other employment places.
- xvii. Support and guidance for students seeking to return to CTK Sixth Forms on completion of their current courses. This could be to progress from a Level 1 to Level 2 programme or from a Level 2 to a Level 3 programme.
- xviii. Appointing a 'link' governor to work with the Careers Lead on evaluation and development of the careers programme and provision.

Gatsby Benchmark 2 – Learning from Labour Market Information

The generation, management and provision of careers-related information is the responsibility of the site-based member of the Careers Service as well as the specific Curriculum areas:

- i. Rigorous efforts are made to source and utilise up-to-date and relevant careers-related and labour market information (LMI)
- ii. Information and research resources are displayed, are visible and are available to students in the career's libraries and on Moodle at each site.
- iii. Students are made aware of information and research resources, and labour market information, via the Careers Bulletin, wider Careers Service support and Moodle.
- iv. Information and resources of specific value to the Graduate Programmes are disseminated by a member of the Careers Service designated to this role to the Pastoral teams.

Gatsby Benchmark 3 – Addressing the Needs of Every Pupil

One-to-one support for students is available through a number of sources across our group of sixth forms:

Drop-in visits to Careers with an immediate response available	Careers information and advice appointments with a trained member of the Careers Service	Referral to specialist subject staff for discussion of course choice decisions in individual subjects
Careers advice and guidance appointments with a Level 6 trained member of the Careers Service		Referral to specialists for support with applications and/or decision-making e.g for 'Early Entry Applicants' and, progression for ALS and EHCP students

- i. Management of a system of appointments for designated careers advice and careers guidance interviews is the responsibility of a designated member of the Careers Service at each site.
- ii. The Careers Service will work with both ALS and EHCP students, taking account of EHCP information/plans in their discussions.
- iii. All one-to-one advice and guidance sessions will be recorded on the student's electronic records and made accessible to the student concerned. Students can also give permission for these records to be shared with others e.g. parents.
- iv. The Careers Service work closely with both the Curriculum and other support services in Christ the King Sixth Forms such as Additional Learning Support, Pastoral, Exams and Admissions.

- v. To ensure that support needs deduced or identified in careers discussions are referred for further action (with the student's permission).
- vi. The Careers Service provides support for recent former students seeking to develop their progression opportunities. For UCAS applicants this support will only be available to students willing to link their applications to the Sixth Forms.
- vii. ProMonitor and ProSolution are used by staff and students and staff to track careers activities and progression intent.

Gatsby Benchmark 4 – Linking Curriculum Learning to Careers

Two-way links between the Careers Service and Curriculum staff is the responsibility of the Careers Lead across our group of sixth forms. The objectives of this liaison are:

- I. To insure relevant information and advice is shared to support students on course choice and/or course change decisions. This would apply to both prospective and current students.
- II. Ensuring all students transition from CTK on to suitable destinations, whether it be HE, apprenticeships, employment or other training providers is the responsibility of the curriculum areas with the support of the Careers Service.
- III. To ensure curriculum managers and staff are seeking and taking up opportunities to offer careers-related insights through their delivery. This might be achieved through visiting speakers, engagement with internal events, trips to specialist events, trips to HE and employer venues for curriculum-specific activities.
- IV. To structure and maximise resources and to offer a wide range of curriculum-linked and careers-related events and trips for students.
- V. To ensure the Careers Service is made aware of all of the aforementioned activities.
- VI. To seek information and updates on the aspirations of individual students, for subsequent follow up by the Careers Service. Examples might include: applicants for Oxbridge, for Medicine, for Higher Level apprenticeships with deadlines, for opportunities only offered at other colleges, for armed forces opportunities, for work insight opportunities and many more.
- VII. To seek active motivation of student attendance (as appropriate) at events organised.

Gatsby Benchmark 5 – Encounters with Employers and Employees

The Careers Service, across our group of sixth forms, alongside teachers and Curriculum areas will work to encourage contact with employees and employers through the following means:

Through work placement, work experience, volunteering and other insight opportunities (see point 6 on the next page)	Through visiting speakers to curriculum areas and for presentations open to all	Through motivation to attend off-site careers events
Through events at the sixth forms or organised by Christ the King Sixth Forms	Through trips and visits to leading local employers e.g. EY, BT, Reuters.	Through specialist mentoring schemes e.g. with Barclays and BT.

e.g. visiting the UK University and Apprenticeships Search Fair in London		
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Gatsby Benchmark 6 – Experiences of Workplaces

We support, encourage and facilitate the development of essential employment skills and, wherever possible, direct experience of workplace environments/activities across our group of sixth forms:

- i. A structured programme of Extended Industrial Placements of 45 days is supported by the Co-ordinator of Industry Placements.
- ii. Students enrolled on a Level 2 or Level 3 BTEC Programmes undertake a two-week work experience placement as part of their course of study.
- iii. Course leaders and Assistant Principals refer any student to The Careers Service for whom work insight/experience is seen as being valuable or essential for support in gaining a placement.
- iv. Students seeking to progress towards careers in: Law, Teaching, many healthcare professions, many STEM careers, Social Work and some media/journalism careers are advised to secure work experience and are supported in this by the Careers Service and teachers from the curriculum.
- v. The Careers Service and teachers from the curriculum, in addition to the planned provision mentioned in (i) above, support students with CVs, covering letter and email writing, interview preparation and support with competency-based recruitment.
- vi. Support is provided for students seeking part-time employment and known vacancies will be advertised via the 'Careers Bulletin'.

Gatsby Benchmark 7 – Encounters with Further and Higher Education

Across our group of sixth forms we maintain and develop extensive contacts with HE institutions in order to maximise students' understanding of the environments, facilities and opportunities available. This commitment includes:

- i. Full engagement with the outreach teams of all local universities, encouraging students to participate in opportunities and, where appropriate, organising trips to events. The local universities embraced by this commitment are, Goldsmiths, University of London, University of Greenwich, Queen Mary University of London and others as opportunities arise.
- ii. Arrangement of speakers from HE institutions to visit the Christ the King Sixth Forms to present on specific courses and/or other opportunities. This effort to be developed through liaison with curriculum staff.
- iii. Strong encouragement of potential university applicants to visit Open Days as the best source of information on courses, facilities and environments.
- iv. Organisation of an annual internal Higher Education and Higher/Degree Apprenticeships Fair for Lower Sixth Level 3 students (A-Level and BTEC). This event will also involve local FE colleges offering Level 4 and Level 5 courses.
- v. Support from university outreach teams for our work on aspects of the university application process, notably Personal Statements and Student Finance.

- vi. Attendance by members of the Careers Service at local university ‘adviser update’ days, so as to ensure currency of information and good practice.
- vii. Full engagement with local and regional CEIAG groups so as to maintain strong contacts with other providers on behalf of students.

Gatsby Benchmark 8 – Personal Guidance

One-to-one support for students is available through a number of sources across our group of sixth forms:

Drop-in visits to Careers with an immediate response available	Careers information and advice appointments with a trained member of the Careers Service	Referral to specialist subject staff for discussion of course choice decisions in individual subjects
Careers advice and guidance appointments with a Level 6 trained member of the Careers Service		Referral to specialists for support with applications and/or decision-making e.g for ‘Early Entry Applicants’ and, progression for ALS and EHCP students

- I. Management of a system of appointments for designated careers advice and careers guidance interviews is the responsibility of a designated member of the Careers Service at each site.
- II. The Careers Service will work with both ALS and EHCP students, taking account of EHCP information/plans in their discussions.
- III. All one-to-one advice and guidance sessions will be recorded on the student’s electronic records and made accessible to the student concerned. Students can also give permission for these records to be shared with others e.g. parents.
- IV. The Careers Service work closely with both the Curriculum and other support services in the Sixth Forms such as, Additional Learning Support, Pastoral, Exams and Admissions.
- V. To ensure that support needs deduced or identified in careers discussions are referred for further action (with the student’s permission).

Approved: July 2021
Next Review Due: July 2023