

# Careers Programme Statement

September 2024

## Our Careers Vision Statement

*“Our vision is to ensure all our students are able to make confident, aspirational, and informed career decisions; develop the knowledge, skills, and attitudes to maximise their potential; and achieve success in the world of work.”*

## CEIAG Provision

At Northampton College we provide a comprehensive Careers Education Advice and Guidance (CEIAG) programme.

CEIAG is on-going throughout the academic year and is delivered through curriculum learning with staff who have a wealth of industry experience. Our students also benefit from regular 1:1 support from Academic Coaches who oversee weekly Progress and Support sessions. CEIAG tutorials are part of the schedule for these sessions.

## Accreditation and Quality Assurance

In 2024 Northampton College was again awarded Matrix accreditation; the unique quality standard for organisations to assess and measure their advice and support services, which is a benchmark for effectiveness and high standards. This focused on key teams providing advice and guidance: Student Services, Work Experience, Enrolments, Library, Additional Learning Support, Marketing and Human Resources teams.

## Careers Team

Northampton College’s ‘Futures’ Careers Advisors offer good quality, impartial, careers guidance to both current and prospective students and their parents/carers, and to the wider community. This ensures that they are aware of the full range of options available to them through education (Further and Higher Education), training (traineeships and apprenticeships) or employment. This will support them to make informed decisions about their next steps and help prepare them for a successful career.

Business Centre staff also offer advice and guidance on apprenticeships to potential and existing students in group sessions and 1:1.

The Futures Team Leader ensures that the CEIAG Policy, Strategy and Careers Programme Calendar are designed and regularly reviewed to ensure they meet and exceed the standards outlined in the Gatsby Benchmarks and that they are appropriate to meet the needs of students.

The Futures team offer the following services to our stakeholders:

### **Potential students**

1. Individual advice and guidance appointments for College applicants booked through the Enrolments team, or directly with the Futures team. These can either be in person, a phone call or via email/video calling.
2. Engagement with local schools to promote post-16 options to their students.

3. Advisors attend careers fairs, parents' evenings, and other bespoke events, delivering assembly presentations and workshops. Futures staff also arrange for curriculum staff, college students and ambassadors to take part in some events to share their experiences and skills.
4. IAG provided at College open events throughout the year.
5. IAG offered to the wider community through external events/settings

### **Current students**

1. Support with employment, Higher Education choices and applications, progression options or general careers advice to empower students to make informed decisions, raising their aspirations and challenging stereotypes.
2. Expert help with CV writing, application forms and writing UCAS personal statements.
3. Progress and Support sessions on a range of CEIAG topics at suitable points during the academic year. These further develop students' employability skills, preparing them for success in future employment.
4. Presentations and masterclasses from external guest speakers such as lecturers from Higher Education institutions and employers.
5. An annual Careers Fair held at the Booth Lane site
6. Trips to events such as Careers/UCAS exhibitions, universities and workplaces to support students with their progression planning.
7. IAG at transition review meetings where required for students with an Education and Health Care Plan.
8. Employment opportunities promoted for seasonal part-time employment opportunities through jobs fairs.
9. Access to an online Careers programme providing careers matching, progression options, and current labour market information.
10. Additional support for students to access opportunities relating to progression to Higher Education through the Aspire Higher project.
11. A Futures SharePoint site for students to access featuring links to events, webinars and Futures information leaflets on a range of progression topics.
12. Promoting non-stereotypical employment, training and career choices both in group presentations and in guidance interviews which raise aspirations and challenge barriers.

### **Parents**

1. A Careers newsletter emailed termly.
2. Virtual and in-person parent engagement sessions on topics such as Higher Education and apprenticeships.
3. Access to an online Careers programme for information on progression options and labour market information.
4. Advice and guidance at College Open Events, September/October advice sessions and school careers events
5. Key information sent on how to support your child's UCAS application
6. Parents are encouraged to give feedback on the careers programme and can do so by contacting the staff below.

## **Employers**

At Northampton College we really value employer engagement and understand the positive impact employer advice and guidance can have on supporting students being ready for their next steps.

Employer insights are a key component of the careers programme and we work with an Enterprise Co-ordinator from The South East Midlands Careers Hub to ensure that what we offer is reflecting the needs of business both locally and nationally. Our relationships with local businesses allow us to embed into our courses and apprenticeships the employability qualities employers look for in their workforce. Through these relationships the college and students gain valuable labour market insight to inform future careers decisions.

We welcome enquiries from employers who would wish to advertise vacancies to students or visit us to present to students regarding opportunities and general pathways in your area of business. This could be in a classroom session or larger presentation, via a virtual session or at a careers/jobs fair.

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 Northampton College to support the success of our students.

### **Opportunities for Educational Provider Access**

If you are an education provider and would like to arrange to have access to Northampton College students, please contact our Futures team to identify the most suitable opportunity for you. The College will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The College will also make available ICT and other specialist equipment to support provider presentations. Arrangements will be discussed and agreed in advance of the visit.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Futures team so that they can be displayed/distributed. Links to online resources can also be promoted by contacting the Futures team via the details below.

Further details can be found in our Provider Access Statement.

### **Curriculum Support**

The Futures team support curriculum areas with arranging CEIAG activities including industry weeks, representatives from industry and careers related trips.

They also work closely with course leaders mapping CEIAG activities to ensure that careers education is delivered to a high standard aligned to the Gatsby Benchmarks. This covers the full range of courses and is an opportunity to share and promote good practice within College.

The roles of other key staff engaged in delivering aspects of CEIAG are outlined below:

### **Enrolments Team Customer Liaison staff:**

- Provide initial IAG for potential students making enquiries through phone calls, emails and live chat.
- Offer information about courses, funding, progression and support services, ensuring that they are appropriate to meet the ambitions and need of the individual.
- Send key information to prospective students ahead of enrolment, maintaining communication through their journey to being enrolled.
- Ensure effective enrolment of students.

### **Academic Coaches:**

- Embed planned and agreed elements of the College's careers programme within the Progress and Support sessions which will assist students with their self-development, career exploration and career management.
- Support students and where required, signposting to further support teams, to ensure progressing students are aware of the full range of options available to them.
- Refer students to the Careers Advice and Guidance team or Enrolments team as appropriate.
- Ensure that students are aware of the full range of CEIAG events and services in the College plus externally as appropriate.
- Encourage all students to fully participate in the College's careers programme.

### **Work Experience Placement Officers:**

- Liaise with relevant staff and students to promote the benefits of work placements in relation to students' Study Programme and career goals through presentations and discussions.
- Liaise with employers to establish partnerships and relationships that benefit College students with regards to work placements and liaise with employers and students to prepare for work placements.
- Source good quality and appropriate work placements which meet the needs of students in line with their Study Programme and career goals.

### **Apprenticeship Placement Officers:**

- Assist in employer engagement to identify careers available locally and across industries to support and benefit students in career planning.
- Ensure that potential and current students are aware of the full range of progression opportunities available to them through Apprenticeships.
- Support students to find suitable Apprenticeships opportunities.

### **Study Programmes**

Full-time students will have study programmes comprising of:

- **Core qualification** – includes information about career paths, the labour market and future study options.
- **Maths and English** – essential skills to successfully progress into employment or higher education.
- **Work Experience** – a valuable insight into the world of work.

- **Enterprise and Employability** – events and activities to develop relevant skills and experience in preparation for employment.
- **Progress and Support Sessions** – weekly contact with an Academic Coach to support and monitor progress with referrals to the Futures team for more in-depth progression IAG when required. A programme of topics delivered on

All students need a structured programme of activities to help them choose pathways that are right for them and to be able to manage their life choices and sustain employability throughout their lives. CEIAG is tailored to meet the individual needs of the students at this college and those who are considering enrolling here.

Staff ensure that curriculum learning is linked with careers and up to date labour market information, with CEIAG embedded in their teaching. Staff actively seek to challenge stereotypes and raise aspirations in lessons, ensuring that students are prepared for the realities and responsibilities of further study and employments to maximise their potential for success.

### **Work Experience**

Work Experience is embedded into study programmes and students will also access specialist insight about their chosen vocational areas from their Course Tutors and dedicated Work Experience staff.

Students 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.

### **Careers Resources**

The careers programme XELLO is available for students to use in tutorial sessions and independently or with parents.

A range of key careers information is available on the student intranet including Futures information leaflets, links to higher education webinars and employability resources.

Students and parents can access up to date careers information via the Futures SharePoint site.

Careers recourses are available for students to access at College libraries at each site.

Parents and employers are encouraged to contact the named staff below for further information or to provide feedback on the Careers programme.

### **Impact**

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

1. The destinations of students after leaving their courses. The College commissions research on the destinations of students and reports this to the DfE, Ofsted and local economic partners such as the South East Midlands Careers Hub.
2. The numbers of students accessing the services on offer.
3. Student feedback after 1:1 and tutorial sessions, trips, careers fair and other activities.

4. Curriculum planning and self-assessment reports monitored by the Senior Management Team.
5. Matrix Quality Standard re-evaluation and accreditation.
6. Termly Compass evaluations conducted through The Careers and Enterprise Company.

This Statement has been written with regard to:

1. a) Northampton College Career Education, Information, Advice & Guidance Policy
2. b) Careers Guidance for Further Education & Sixth Form Colleges October 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)

3. 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 2025 and updated accordingly.

### **Key Contacts**

**Careers Leader:** Mark Owen, Assistant Principal Student Services.

Email: [mark.owen@northamptoncollege.ac.uk](mailto:mark.owen@northamptoncollege.ac.uk)

Tel: 01604 734015

**Futures Team Leader:** Kirsty Lee, Careers Education and Guidance Coordinator.

Email: [kirsty.lee@northamptoncollege.ac.uk](mailto:kirsty.lee@northamptoncollege.ac.uk)

Tel: 01604 734030

### **Futures Team**

Email: [futures@northamptoncollege.ac.uk](mailto:futures@northamptoncollege.ac.uk)