



KMS 256 Careers Information, Advice and Guidance Policy

This policy should be read in conjunction with:

Careers Strategy (published on the KMC Website 'Policies' section)

- KMS034 Learning Support Policy and Appendix A Learning Support Student Guidance
- KMS250 Safeguarding Policy
- KMS400 Equality Policy



Created by:	Assistant Principal Student Experience & Progression	Review Date:	November 2024
Approved by:	Strategic Management Team	Responsibility for Review:	Assistant Principal Student Experience & Progression
Date Approved:	February 2023		

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Reason for the Policy

This policy shows the College's commitment to career learning and development and how we intend to fulfil our statutory obligations to the delivery of careers guidance in a further education setting.

This policy supports the College's overall vision and values and can be strongly linked to the College's Quality Improvement Plans.

Governors and Senior Management have a key role in developing and approving this policy securing a place for Careers Guidance within the College curriculum.

Related / additional policies are reviewed annually, with ad-hoc changes made throughout the academic year in response to DfE critical updates that must be applied to policies in FE colleges.

Vision and Values

Kingston Maurward is a specialist provider serving the needs of land-based and allied industries in Dorset and the South West.

Our students will be inspired to achieve their potential and thrive in a challenging but caring environment, enjoying exciting learning and high quality facilities within a vibrant commercial rural estate.

Our core values are

Inspire * Challenge * Care

Our vision at Kingston Maurward is that every student will have the opportunity to access independent and impartial careers information, advice and guidance to support progression onto a positive destination. We have designed an innovative and engaging careers programme to help support students to identify and achieve their career goals.

Kingston Maurward College is

- committed to preparing students to manage their future education and career path throughout adult life delivering a high-quality programme of Careers Education and Work Related Learning
- committed to achieving excellence in this area of the curriculum accredited through Matrix standards
- recognises our statutory duties to secure independent, impartial face to face careers guidance for all learners

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KMCprepared | For study | For work | For life

KMCprepared supports and inspires students to make well-informed career and progression choices, giving them the tools they need to build a positive future.

KMCprepared is Kingston Maurward College's careers programme. It has been designed to help students find their best next step. The College promotes equal opportunities for all, striving to raise aspirations and prepare learners for life after college.

- KMCprepared meets the 8 Gatsby Benchmarks - 'the gold standard of careers education' - <https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>
- KMCprepared is built on the learning outcomes found in the CDI Career Development Framework - https://www.thecdi.net/write/CD1_85-Framework_poster-web.pdf
- We adopt a whole organisation approach so that careers is the golden thread running through our curriculum
- KMCprepared is inclusive and accessible to all students, as we believe access to high-quality careers advice and guidance should be an entitlement not an optional extra
- Careers activities and enrichment provide meaningful, impactful and interactive experiences for students, they are not just a tick box exercise
- KMCprepared delivers positive outcomes for learners that help meet the needs of industry
- KMCprepared is reviewed annually in line with 'Careers guidance and access for education and training providers' – Statutory Guidance. July 2021
- KMCprepared is underpinned by the College 3 values; inspire, challenge, care.

KMCprepared aims to challenge stereotypes, promote equity, diversity and inclusion and help learners to foster positive attitudes towards work.

Statutory Requirements and Expectations

Kingston Maurward College is committed to fulfilling our statutory duties in relation to

- Careers Guidance for Colleges
- Education Act
- Equality Act
- Department For Education funding regulations
- Ofsted Education Inspection Framework

Learner Entitlement

Every student is entitled to high quality, impartial career education and guidance.

This is planned into our overall curriculum model.

KMCprepared responds to the needs of each learner by

- Embedding the Career Development Framework into our curriculum
- Linking personal guidance interviews with annual EHCP (Education Health Care Plan) reviews
- Adopting a flexible approach to teaching and learning
- Using a variety of resources to deliver careers education

The College's Careers Sequencing document breaks down the careers activities and initiatives learners can expect to experience during their time at Kingston Maurward.

Careers activities are designed progressively to ensure that students are building upon their previous experiences and continuing to develop their knowledge, skills and behaviours in readiness for life after college.

Management and Delivery

We recognise the importance of putting in place effective arrangements for the management and delivery of the College's careers provision.

Roles and Responsibilities

All staff have a responsibility for supporting the delivery of high-quality, independent and impartial careers education, information, advice and guidance.

This involves

- delivering the college's careers programme – **KMCprepared**
- helping to raise aspirations
- supporting the development of employability skills
- providing opportunities to learn both sector-specific and transferable skills
- helping students to meet targets signposting where appropriate
- participating in the colleges Careers Content Group
- guiding students to fully complete work placements

The **Careers Team**, led by the college's **Careers Lead**, provide expert and impartial careers advice and guidance. The Careers Lead is responsible for reviewing and evaluating the impact of KMCprepared making changes and amendments as necessary to reflect the current context for careers.

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Academic Teams, led by Academic Managers, are responsible for

- providing basic careers advice within their range of expertise and signposting students as appropriate
- Academic teams are responsible for raising student awareness of KMCprepared and the careers support available
- Course Managers help students to set and achieve targets relating to careers and progression throughout each academic year
- Course Tutors ensure that students undertake relevant work placements and have meaningful employer engagement experiences during their study programme

The **Assistant Principal Student Experience & Progression** is responsible for

- appointed Strategic Lead for the colleges careers provision
- ensuring that the role of Careers Advisor continues to meet the needs of all students
- oversees the role of the college's Careers Lead, the Careers Advisor and the LRC Information Assistants
- ensuring that students have access to appropriate and up-to-date careers resources and that they are available in the Careers Common Room, LRC and also online

The **Senior Management Team (SMT)** has responsibility for

- ensuring that all students have equal access to high quality, impartial careers advice
- ensuring that all staff are aware of this policy and the colleges careers programme – KMCprepared
- monitoring that there are sufficient qualified staff and up-to-date careers resources
- providing access to training, support and resources to all staff which are appropriate to their role
- driving KMCprepared from a strategic level to further embed this into college culture

The **Marketing Department** is responsible for

- updating the college website with relevant and up-to-date careers and course information
- schools liaison
- facilitating college curriculum information open events
- prospective student engagement activities

The Department will refer to academic teams as appropriate.

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The **Corporation** is responsible for ensuring that policies, procedures and monitoring systems are in place to support the delivery of high-quality careers education, information, advice and guidance.

Staff Development

All staff are expected to contribute to the career learning and development of students in their different roles.

To meet the training needs that arise from this, the College will

- Complete a regular staff skills audit to identify gaps in delivering career related learning
- Provide appropriate training and guidance during Staff Development sessions
- Ensure new members of staff receive a thorough induction to KMCprepared
- Encourage and support all staff to take responsibility for their own continued professional development.

Procedures

As a specialist vocational College, Kingston Maurward provides support to students in a variety of different ways.

All students are entitled to

- Information, advice and guidance from Course Managers and other teaching staff (including support staff) with specialist knowledge and industry expertise
- Expert and impartial one-to-one advice and guidance from the Careers Team, predominantly from the Careers Advisor
- Group employability sessions delivered by either Course Tutors or a member of the Careers Team. Content includes but is not limited to:
 - CV writing (including cover letters)
 - Interview techniques
 - Progression Routes and next steps
 - Higher Education and University
- Help with SMART target setting
- Up-to-date careers resources that are available in the LRC, Careers Common Room and online (Higher Education students may also be able to access careers resources provided by their parent H.E.I where applicable)
- Individual and tailored support for SEND students
- Individual and tailored support for NCOP students from the SUN Progression Mentor
- Part-time job vacancies advertised internally
- Access to curriculum-based LMI
- A well-rounded curriculum that promotes employability and life skills across ALL subject areas

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- Support and encouragement to find and successfully complete work placements (whether or not this is a requirement of the curriculum)
- Meaningful and impactful employer encounters through guest speakers, external visits, events and activities
- Discussing progress and development with parent-guardians/carers during Progress Evenings including access to ongoing student progress reports
- Information and guidance focused on progression into Higher Education including completing UCAS statements
- Support from Academic Teams, Learning Support and the Student Welfare Team in overcoming barriers to employment/reaching a positive destination
- Provision and accessibility of progression routes, employment opportunities and Apprenticeship options available within the local area

Progression within education is supported by

- Individual tutorials where students discuss various progression routes with Course Tutors
- Students register interest to attend internal progression interviews
- Progression to Higher Education tutorials
- Tailored support completing UCAS applications available from the UCAS Advisor based in the Learning Resources Centre
- Attending University Open Days and events

Prior to attending College, students receive help in choosing a course to match their career aspirations by having access to

- Up-to-date course information on the website and in printed literature
- Schools liaison service coordinated by the Marketing Team and academic departments
- Bespoke advice from Student Admissions and academic teams responding to prospective student queries

Services are promoted widely using a range of methods including

- Microsoft Teams
- The Careers Common Room
- Group Tutorials and one-to-one referrals
- Student Information Desk
- Internal posters and TV screens

Funding and Resourcing

Funding for careers is allocated in the Learning Support budget in accordance with regulations of further education funding. The College aims to resource the careers provision at the level needed to achieve the aims of this policy.

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Kingston Maurward College also explores sources of external funding where appropriate to financially support the delivery of the careers programme.

Teaching, Learning and Assessment

The College recognises the importance of basing our approach to teaching, learning and assessment on evidence of what works in career education and guidance.

The Career Development Framework is embedded into our curriculum, it is delivered in core units of each study programme and through both enrichment and tutorial programmes.

The College works towards meeting the 8 Gatsby Benchmarks, a framework that is used to improve careers provisions in schools and colleges throughout England.

We adopt a variety of teaching methods to create a rich learning environment and enable the best possible outcomes for learners.

Information, Advice and Guidance

We ensure that all students have access to high quality and impartial information, advice and guidance so that they can make well-informed career and progression choices.

Personal guidance is delivered by a Level 6 qualified Careers Advisor, who upholds the professional standards of the Career Development Institute and the CDI Code of Ethics.

Monitoring, Reviewing, Evaluating and Reporting

The implementation of the careers programme is monitored and reviewed by the Careers Lead, with strategic support from Senior Management and the Link Governor for Careers.

We will evaluate and report on the programme when:

- Significant changes to Government policy are made that will directly impact the delivery of careers related learning
- When the careers programme and associated documentation require amendments
- When socio-economic factors and other factors beyond our control may affect the delivery of careers education at the College

KMCprepared is reviewed annually, with ad-hoc amendments made where necessary throughout the academic year.

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Questions about KMC prepared and the delivery of careers information, advice and guidance at the college are incorporated into a bi-annual student survey. The Careers Team are responsible for collating these results and presenting the results to SMT during an annual strategic meeting.

Students have other opportunities to provide feedback about careers through their Course Manager, Student Council or the College complaints system.

Destinations are monitored via the Staff Portal (UnitE), a post course survey and careers are referenced within the High Needs Students & Learning Support sub-SAR. All student interactions with the Careers Team are also recorded on UnitE student profiles.

The College uses the Compass auditing tool to establish, reflect and identify improvement for its current practices.

Organisational Priorities

This policy considers the delivery of careers guidance in line with the wider context for careers viewed on both a national and economic level.

The College will respond positively to changes within the education landscape, in particular the introduction of T-Levels, planned for delivery at the College from 2024.

The Careers Lead will keep their knowledge up-to-date on current trends in the sector by attending local Careers Leader forums and subscribing to receive newsletters from relevant organisations e.g. Careers and Enterprise Company, Association of Colleges, Department for Education, Institute of Apprenticeships, Education Skills Funding Agency, Awarding Organisations, and Ofsted.

Stakeholders and Partners

➤ **Parents, Carers and Guardians**

We recognise the important role that parent-guardians and carers play in the development of a young person's career. Parents, carers and guardians are co-partners and key influencers throughout the career planning and decision-making process.

The College supports parent-guardians and carers to develop their confidence and capability in contributing to the career planning and decision-making process by

- Providing resources and advice on the College website
<https://www.kmc.ac.uk/college/information/careers/parent-guardians-carers/>
- Encouraging communication between parent-guardians/carers and the Careers Team, course tutors, Heads of Department and Senior Management where appropriate

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- Having a robust complaints procedure in place to formally address any concerns with regard to the careers support young people have received during their time at Kingston Maurward

➤ **Careers support agencies**

Kingston Maurward have a dedicated Enterprise Coordinator who supports the College to meet the Gatsby Benchmarks. The Enterprise Co-ordinator is employed by The Careers and Enterprise Company and Dorset Council. Their role is supported by the Local Enterprise Partnership.

Kingston Maurward has an appointed Enterprise Advisor who develops employer links with the College within the local area. The Enterprise Advisor role is voluntary.

➤ **Southern Universities Network**

Kingston Maurward have a collaborations agreement with SUN – Southern Universities Network, to support the delivery of the National Collaborative Outreach Programme (NCOP) project.

The project aims to

- reduce the gap in higher education participation between the most and least represented groups
- support young people to make well-informed decisions about their future education
- support effective and impactful local collaboration by higher education providers working together with schools, colleges, employers and other partners
- contribute to a stronger evidence base around 'what works' in higher education outreach and strengthen evaluation practice in the sector

Quality and outcomes are regularly monitored by the SUN Regional Manager.

The Collaboration agreement is reviewed annually in compliance with the regulations of funding for the NCOP project.

➤ **Employers, community partners and learning providers**

Kingston Maurward is committed to collaborative working, with a range of employers, community partners and local learning providers involved with the design and delivery of KMCprepared.

The College champions equality, diversity and inclusion. We ensure that stakeholders share this value before agreeing to work with them.

The vocational and technical education courses and qualifications offered at Kingston Maurward are labour market led. The career and employment pathways for students are designed to meet the needs of industry and help students to secure skilled employment in the future.

APPENDIX

- **Statutory guidance: Careers Guidance for Colleges**

Careers guidance and access for education and training providers (DfE, 2018)
<https://www.gov.uk/government/publications/careers-guidance-for-colleges--2>

All young people in England are required to continue in education or training between the ages of 16 and 18.

- **Education Act**

Colleges have a legal requirement to provide all college learners with guidance materials and a wide range of up-to-date reference materials relating to careers education and career opportunities. (Section 45 of the 1997 Education Act).

- **Equality Act**

Colleges have a public sector duty to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics (2010 Equality Act).

- **Department For Education funding regulations**

All 16- to 18-year-olds (and 19- to 25-year-olds with a current EHC Plan) in college must have access to independent careers guidance (as set out in their funding agreement).

All ESFA funded education for 16 to 19-year-olds should be delivered as a study programme which combines qualifications and other activities, and which is tailored to each student's prior attainment and career goals.

- **Ofsted**

Schools and colleges are expected to be accountable to Ofsted for their performance. In full inspections, inspectors are required to make judgements about careers. Inspectors are legally required to comment on the careers guidance provided to learners at colleges.

The Further education and skills inspection framework handbook

<https://www.gov.uk/government/publications/further-education-and-skills-inspection-handbook-eif>

- **Career Development Framework**

https://www.thecdi.net/write/CD1_85-Framework_poster-web.pdf

- **Gatsby Benchmarks**

<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>