

CREATING LIFE CHANGING OPPORTUNITIES FOR ALL

**YEOVIL COLLEGE CAREERS ADVICE
& GUIDANCE STRATEGY**

2023 – 2028

MISSION

Yeovil College has a clear mission statement ‘To create life changing opportunities.’ Our careers service is fully committed to drive this by providing high quality careers education, information, advice and guidance (CEIAG) for all of our learners and apprentices to prepare them to progress into sustainable education, training and employment.

High quality, independent careers guidance is crucial in helping our learners leave Yeovil College with the skills and knowledge they need to make informed choices about their next steps. Our aim is to ensure that all of our learners have access to a range of advice and guidance including industry experts and direct experience of the world of work, a clear view of the labour market and a good understanding of progression routes.

This strategy applies to all learners and apprentices at Yeovil College including our Higher Education learners at YCUC and is inclusive of all levels and study programmes.

This strategy is written in accordance with DFE guidelines and is in alignment with the Gatsby Benchmarks. The Department for Education’s Careers Strategy was published in December 2017. It set out a series of measures to be implemented between 2018 and 2020 to improve careers guidance in England, including the introduction of new benchmarks for careers education, an investment fund for disadvantaged pupils, and a named Careers Leader in every school and college.

The Government’s ‘Skills for Jobs’ white paper on further education and skills, published in January 2021, included further plans to strengthen careers advice. This informed changes included in the Skills and Post-16 Education Act 2022.

Values and behaviours

The college commits to working in line with the following values:

Aspirational – High ambition, expectation and effort

Collaborative – Collaborative, in it together

Exceptional – Innovative and enterprising

Team YC – Valued and supportive

These values are a commitment to each other, our learners and our partners. Our Careers Strategy is led from the uppermost levels of the organisation, the alignment is steadfast with Yeovil College’s core values and specialisms, particularly the commitment to establishing an inclusive talent pipeline.

Context and Place

Yeovil College is a medium-sized Tertiary General Further Education College (GFEC) serving South Somerset and North and West Dorset with approximately 4,500 learners across its provisions. The communities we serve are located across multiple Local Enterprise Partnerships, this includes the Heart of the Southwest (HoTSW), West of England (WoE) and Dorset.

The College remains committed to its role as a tertiary college for the whole community and offers a range of full time and part time Further Education (FE) provision from Pre-entry to Level 6, covering 14 of the 15 subject sectors. This includes Preparation for Life and Work, providing a varied curriculum that promotes appropriate individual progression into a positive destination, contributing within the community. Additionally, the College’s adult and full cost provision is accommodated within the FE and higher education (HE) curricula.

Understanding National Skills Priorities – how we support this

National Skills Priorities have been agreed across Government and are areas with high volumes of vacancies which are expected to increase; long-term structural barriers to recruitment, retention, and progression issues; and are important in providing opportunities for employment in key growth areas such green jobs, creative industries and science and technology (including AI and quantum computing). These identified sectors are:

- Construction
- Manufacturing
- Digital and Technology
- Health and Social Care
- Haulage and Logistics
- Engineering
- Science and Mathematics.

At Yeovil College we will be prioritising the delivery of high-quality programmes that have been co-designed with employers which align to government identified priority sectors, and that are transferable to the local and regional skills requirements. National priority delivery programmes include T levels, Apprenticeships, Free Courses for Jobs, Skills Bootcamps, and Higher Technical Qualifications (HTQs).

As first outlined in the Department for Education’s Further Education white paper, the aim of LSIPs is to give employers a voice and opportunity to collaborate and contribute to the future skills landscape in their locality as an integral part of addressing skills gaps. Yeovil College has a clear geographical focus to serve the skills needs across South Somerset, North and West Dorset and, as a result, the College is engaged across multiple LEP areas and continues to engage with stakeholders across the traditional geographical boundaries. In addition, the College has proactively engaged with the designated employer representative bodies (ERBs) that have been assigned to lead the development of the local skills improvement plans across the West of England, Devon and Somerset (Heart of the South West) and Dorset to ensure the skills being planned, designed and delivered are supporting the needs of its business community.

VISION

Shaping an exciting future with the best education and collaboration

The Learner Journey

Yeovil College is dedicated to prioritising careers throughout every phase of a learner's journey, recognising its crucial role in fostering positive progression and individual development, whether they are currently enrolled, prospective learners, or already employed. With this commitment, the college ensures that careers are integral to the curriculum, emphasising efficient and robust pre-enrolment Information, Advice, and Guidance (IAG) processes. This approach aims to place learners on the most suitable programs aligned with their ability and career aspirations.

Yeovil College remains steadfast in substantial investments of time and resources into a fully qualified Career team and career-related activities at every stage of the learner journey. This includes ongoing collaboration with key influencers like parents and schools to provide comprehensive support for individuals in making informed decisions, achieving progression, and managing their next steps effectively.

YC EDGE

"YC Edge" at Yeovil College represents an overarching ethos that prioritises careers and integrates various experiences for all learners. It emphasises a collaborative approach, resulting in a curriculum that goes beyond traditional qualifications. Here's what it means for our learners to have 'The Edge':

Careers Events: You'll have access to events focused on exploring different career paths, connecting with professionals, and learning about industry trends.

Networking Opportunities: YC Edge provides platforms for networking, allowing you to build connections with professionals in your field of interest.

Employability Skills: You'll receive training and support to develop essential skills that are sought after by employers, enhancing your employability.

Entry to Industry Skills Competitions: You may have the chance to participate in competitions that test your skills and knowledge within specific industries, showcasing your abilities to potential employers.

Curriculum Designed with Employers: The curriculum is tailored in collaboration with employers to ensure it aligns with industry needs and prepares you effectively for the job market.

Working on Live Employer Briefs: You'll engage in real-world projects and tasks provided by employers, gaining practical experience and insights into professional expectations.

Work Experience: YC Edge facilitates opportunities for work experience, allowing you to apply classroom learning in real work settings and explore potential career paths.

Industry Placements: You may have the opportunity to undertake longer placements within industries relevant to your studies, gaining deeper insights and practical skills.

Employer Talks and Workshops: You'll have access to talks and workshops delivered by industry professionals, providing valuable insights and advice about various career paths.

Mock Interviews: YC Edge offers mock interview sessions to help you practice and refine your interview skills, boosting your confidence and readiness for real job interviews.

Overall, YC Edge is designed to enrich your college experience by providing a holistic approach to education that not only focuses on academic qualifications but also equips you with the practical skills, experiences, and connections necessary to succeed in your chosen career path.

SEND SUPPORT

Yeovil College acknowledges the prevalent challenges faced by all young individuals in securing employment, particularly noting that only 5.7% of those with learning difficulties are nationally employed, with 71% working part-time. Recognising the need to improve these statistics on both national and regional levels, there is a focus on addressing the unique obstacles these individuals encounter in transitioning from school to further education and the workplace.

To ensure differentiated and aspirational careers guidance for students with SEND, Yeovil College's Careers Advice Team collaborates with specialist SEND practitioners. This approach tailor's guidance to individual aspirations, abilities, and needs, promoting a personalised approach.

Continuing its commitment to high-quality careers support and SEND outcomes, Yeovil College prioritises the following:

- Listening to the learner voice, what do they want to achieve and how to overcome any barriers to progression.
- Developing individualised pathways for work experience or work-related activities for positive outcomes.
- Offering real-life experiences pitched at the appropriate level.
- Providing close support to employers through extra assistance and dedicated advice.
- Developing progression opportunities through Supported Internships with a clear line of sight to sustained employment.



THE GATSBY BENCHMARKS

The Careers Strategy is underpinned by the eight Gatsby Benchmarks listed in the Gatsby Foundation Report, 'Good Career Guidance', as the required standard for good CEIAG within colleges. Yeovil College is compliant with all benchmarks and continues to push for the best opportunities for all.

1. A STABLE CAREERS PROGRAMME

Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.

2. LEARNING FROM CAREER AND LABOUR MARKET INFORMATION

Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.

3. ADDRESSING THE NEEDS OF EACH STUDENT

Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.

4. LINKING CURRICULUM LEARNING TO CAREERS

All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.

5. ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES

Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.

6. EXPERIENCES OF WORKPLACES

Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.

7. ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION

All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.

8. PERSONAL GUIDANCE

Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all students but should be timed to meet their individual needs

CAREERS SUPPORT OVERVIEW FOR ALL LEARNERS

| Course Type/Level | Careers Support Lead | Activities – IAG Support |
|---|----------------------|--|
| Education Programmes for Young People (16-19 including some adult learners) | Careers Hub | <ul style="list-style-type: none"> 1-1 IAG meetings Work Experience/Work related activities Bookable Careers and Employability Sessions Grofar Springpod Ignite Hub Futures Fest / Apprenticeship and Careers Fair |
| Foundation Learning | Careers Hub | <ul style="list-style-type: none"> 1-1 IAG meetings Work Experience/Work related activities Bookable Careers and Employability Sessions Grofar Springpod Project Choice Futures Fest / Apprenticeship and Careers Fair |
| Access to Higher Education | Careers Hub | <ul style="list-style-type: none"> 1-1 IAG meetings Bookable Careers and Employability Sessions Access to Professional, Part time and Apprentice student information Moodle Page Blue Book Grofar resources Futures Fest / Apprenticeship and Careers Fair |
| YCUC, Including: <ul style="list-style-type: none"> Foundation Degrees Degrees <ul style="list-style-type: none"> HNC HND L5 Diploma in Education and Training | Careers Hub | <ul style="list-style-type: none"> 1-1 IAG meetings Dedicated Careers section on YCUC Moodle Page Grofar resources Futures Fest / Apprenticeship and Careers Fair |
| Professional HE, including: <ul style="list-style-type: none"> L4 and above AAT L5 Leadership and Management L4 Counselling Bootcamps | Careers Hub | <ul style="list-style-type: none"> 1-1 IAG meetings Access to Professional, Part time and Apprentice student information Moodle Page Grofar resources Futures Fest / Apprenticeship and Careers Fair |

| Course Type/Level | Careers Support Lead | Activities – IAG Support |
|---|----------------------|--|
| Adult Education: <ul style="list-style-type: none"> Community learning (non-credited) Pre-Entry ESOL and ESOL Maths and English Vocational related courses | Careers Hub | <ul style="list-style-type: none"> 1-1 IAG meetings Access to Professional, Part time and Apprentice student information Moodle Page Blue Book Futures Fest / Apprenticeship and Careers Fair |
| Apprenticeship | Careers Hub | <ul style="list-style-type: none"> 1-1 IAG meetings Access to Professional, Part time and Apprentice student information Moodle Page Grofar resources Futures Fest / Apprenticeship and Careers Fair |

PARTNERS AND COLLABORATION

At Yeovil College we recognise that we are a small but essential part of a much bigger picture. In order to provide the skills, resources, knowledge and opportunities we maximise every opportunity to engage with our wider community. This includes schools, employers, local leaders and support services. We seek to support local businesses with a workforce at all levels that drives innovation, improved productivity, investment, collaboration and adds value and is a clear element in our Strategic Plan for Yeovil College.

Our partnership with employers supports the college curriculum to develop a range of opportunities to support the diverse levels of our learners’ covering experiences such as:

- Supported Internships
- Apprenticeships
- T Level Industry Placements
- Work Experience
- Career events such as Futures Fest and the Apprenticeship and Careers Fair
- Guest talks and lectures



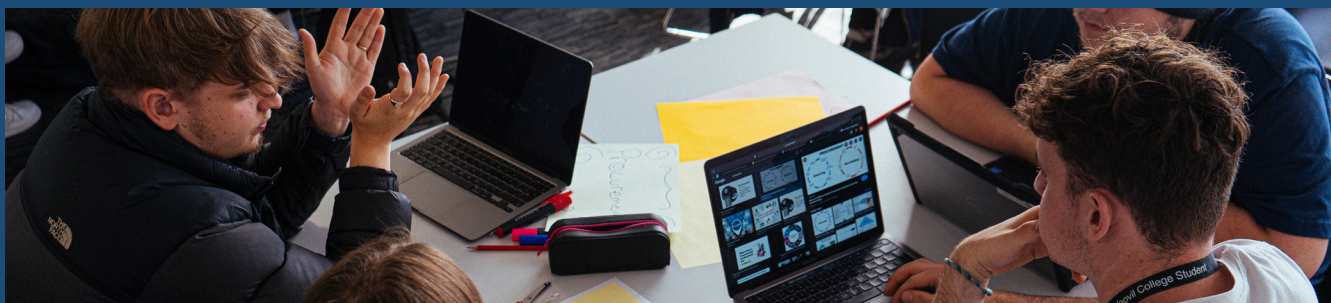
We collaborate with the wider Somerset Careers Hub

and our dedicated Enterprise Coordinator, sharing best practice, reviewing our processes and keeping up to date with changes in the world of careers. We review our offer regularly, seeking feedback from our learners, parents and employers to ensure that our service is supporting to the needs of our community.

KEY ACTIONS AND PRIORITIES FOR OUR CAREERS STRATEGY

Our core purpose is to:

- Implement the College's vision to develop learners' understanding of career opportunities and progression routes through their programmes and enrichment sessions.
- Promote the College's role in supporting learners to successfully progress into the world of work, independent living or further and higher education.
- Raise aspirations, promoting both social mobility and economic prosperity.
- Ensure all learners are inspired to develop robust career plans with personal SWOTs, psychometric tests and a clear understanding of their next steps. Supporting learners to develop hard and soft professional, personal and social behaviours and attitudes.
- Provide representation at Information Events and Careers Events, both pre-16 and post-16 students for IAG.
- Provide the best quality, learner and industry-centric approaches such as independent careers information, advice and guidance and the use of labour market information (LMI).
- Ensure parents and legal guardians are informed, supported and part of the process to understand career options.
- Provide a careers' service committed to fair and equal access to all – with impartial careers advice and guidance; helping to raise awareness of prejudice issues, discrimination, stereotyping that work against equal opportunities.
- Ensuring accessible record keeping on Grofar that enables learners and stakeholders to track advice given to individual students.



Success Criteria

The success of Yeovil College's CEIAG (Careers Education, Information, Advice, and Guidance) services centres on full integration within the broader College Group, fostering success for all stakeholders. These services are committed to being highly responsive to local and national needs and consistently deliver an outstanding experience.

Key indicators:

- Improved progression outcomes for students.
- Active engagement metrics with the Careers service.
- Supporting to reduce the number of NEET learners (Not in Education, Employment, or Training) figures.
- Sustaining quality standards, exemplified by Matrix accreditation and Gatsby Benchmarks.
- Meeting all service standards stated in the Code of Conduct.
- Softer outcomes, including learner voice and feedback, will serve as essential indicators of the strategy's success. Continuous development will be based on factors such as:
 - Increased confidence and career readiness among all learners.
 - Higher service ratings from learners in surveys and feedback.
 - A rise in the number of learners who felt supported in making informed decisions.

This strategy is under the ownership of the Head of Careers, Work Placements and Employability and the Assistant Principal for Employer Engagement. The strategy's aims, operational objectives, and quality improvement plans will be vigilantly monitored by the Head of Careers, Work Placements and Employability and the Assistant Principal for Employer Engagement, working closely with the link governor for careers.

To uphold a coherent program throughout the curriculum, the College's commitment is underscored by Matrix Quality Standard accreditation, ensuring the provision of high-quality information, advice, and guidance for all students as well as termly Compass Benchmark tracker assessments. The strategy's effectiveness will be assessed and resourced through the annual college processes, including the Self-assessment report (SAR) and the associated department's Strategic Plans.



REFERENCE TO RELEVANT SUPPORTING DOCUMENTATION

<https://www.gov.uk/government/publications/careers-strategy-making-the-most-of-everyones-skills-and-talents>

<https://www.gov.uk/government/publications/skills-for-jobs-lifelong-learning-for-opportunity-and-growth>

6144_Gatsby_career_2014_AW.indd (goodcareerguidance.org.uk)

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>