



Careers Education Information Advice and Guidance Strategy



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Take a step in the right direction

Careers Advice Zone Team

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1. WORKING TOGETHER: THE COLLEGE AND THE CAREERS ADVICE ZONE

1.1 Introduction

The Chelmsford College Careers Strategy represents the commitment of the Careers Advice Zone, in collaboration with its teaching and support staff, to provide quality information, advice and careers guidance services to anyone accessing the college. The aim is to enable learners to make informed career choices so that they can progress and be able to fully participate in education, training and employment.

1.2 College responsibilities

The guidance from the Department for Education states that all further education (FE) colleges and sixth form colleges in England are subject to a requirement to secure access to independent careers guidance. This forms part of FE college and sixth form college funding agreements. Colleges also 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.

The guidance applies to:

- All learners in college up to and including the age of 18
- 19-25-year-old with a current Education, Health and Care (EHC) Plan

Typically, the guidance includes:

- **Working collaboratively with the local authority** to provide information about young people who drop-out of education early, are at risk of NEET and support the September Guarantee process. The college have generated a withdrawal system that tracks each student withdrawing from the college. Each learner is tracked through the system and offered guidance as part of the process so that they can be supported with their next steps and referred to alternative provision and Essex County Council NEET team. Students are less likely to disappear without being offered guidance and a plan for their future.

- Providing **career and work related education** through the curriculum with all students to enable them to develop the skills, knowledge and understanding to make and implement informed choices about learning and work.
- Giving access to impartial and independent face to face **careers advice and guidance** for all students who require it.
- Provide **transition and progression support** for young people with SEND, Care Leavers and other vulnerable groups in partnership with the local authority and other providers.
- Supporting all students to develop their skills to use **careers and labour market information** resources.
- To use the Gatsby Charitable Foundation Benchmarks to develop and improve careers provision across the college.
- To maintain the MATRIX standard.

1.3 Careers Advice Zone responsibilities

- To provide an information, advice and careers guidance service to all who access the college.
- To provide targeted work at different points within the academic calendar to support students with key career and transition decision making.

- To support the Lifeskills and tutorial programme and all tutors with careers resources and targeted group workshops.
- To offer information and advice to all staff to enable them to support their learners to help with career planning and transition by ensuring that careers education is embedded in the curriculum.

1.4 Careers Advice Zone Targeted Groups

Careers advisers can provide targeted careers and transition advice, guidance and support with individuals who are vulnerable and at risk of becoming NEET. This is done through the withdrawal system.

- To increase the number of 16-18 year olds participating and progressing in suitable education, training or employment with accredited training opportunities.
- To reduce the numbers of 16 and 17 year olds (up to 25 for LDD) who are NEET (not in employment, education and training) by targeting interventions and moving them into sustained learning.
- To improve transition and progression for vulnerable young people including Looked After Children/Care leavers.
- To work closer with tutors to identify those at risk of dropping out and offer intervention strategies to re-engage those learners.
- Guidance advisers will also provide information and advice to the parents/carers of targeted young people to ensure their involvement with the transition support process.