



# Totton College Careers and Employability

## Mission statement

Our mission is simple. We want you to be who you want to be and to gain the skills you need to progress onto higher education, training or work.

We believe in providing a creative and supportive environment to cater to your individual learning needs, and we give you a wealth of employability and enrichment opportunities to ensure you have the expertise required for your CV.

We collaborate with leading industry experts and local businesses to ensure our programmes provide the teaching, skills and learning opportunities you need for your future.

We welcome you whether you are aged 16–18, 19+ or still at school and looking to discover more about your future options. It is also the reason why [Nacro](#) Education and Skills provision, including Totton College, has been graded 'Good' by Ofsted in 2019. We hold the [Matrix standard](#) for Information, Advice and Guidance.

We are part of [Nacro](#), a social justice charity committed to serving the needs of the local communities in which we work. Our ambition is to ensure every student has a positive experience at Totton College, which will enable them to develop confidence and self-esteem, gain the skills, qualities and qualifications that learners need and employers want, now and in the future.

All young people at Totton College receive a programme of advice and guidance that is stable, structured and delivered by qualified career professionals and teaching staff with the right skills and experience.

## Government policy context

The [Government's careers strategy](#) published in December 2017, sets out a long term plan to build a world-class careers system that will help young people and adults choose the career that is right for them.

Totton College adheres to the DfE document [Careers guidance: Guidance for further education colleges and sixth form colleges \(Oct 2018\)](#)

To achieve this aim, the careers strategy sets out that every college should use the [Gatsby Charitable Foundation's Benchmarks](#) (see below for more information) to develop and improve their careers.

- 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
- 16 to 19 study programmes are also relevant to 20 to 25 year olds with an education, health and care plan.

### **Gatsby benchmarks**

All schools and colleges are to achieve the 8 Gatsby benchmarks by 2020:

- [1. A stable careers programme.](#)
- [2. Learning from career and labour market information.](#)
- [3. Addressing the needs of each student.](#)
- [4. Linking curriculum learning to careers.](#)
- [5. Encounters with employers and employees.](#)
- [6. Experiences of workplaces.](#)
- [7. Encounters with further and higher education.](#)
- [8. Personal Guidance.](#)

### **Student Entitlement Statement**

You are entitled to receive a programme of impartial Careers Education, Advice, Information and Guidance (CEIAG), based on principles of equality and diversity. The college CEIAG programme will help you to:

- understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make

- find out about different careers, what qualifications you might need, what opportunities there might be
- develop the skills you will need for working life (employability skills)
- Make informed, realistic, but ambitious, choices about courses and jobs
- develop a plan of action for the future
- understand the different options for post-18 training, further and higher education and jobs, apprenticeships and technical education opportunities
- interpret and understand different sources of Labour Market Information (LMI)
- be able to make effective applications for jobs, training and further and higher education
- develop your confidence and motivation

This will include a range of activities such as:

- 1:2:1 careers Information, Advice & Guidance from a qualified careers adviser
- 1:2:1 progress reviews with your tutor
- bespoke careers activities in college and through external activities, such as trips and events
- access to a range of training providers, including CEIAG activities delivered by [ASK](#)
- given careers information and advice that is up to date and impartial.

## **The Careers Programme**

We structure our Careers Programme based on the [CDI Framework for Careers, Employability and Enterprise Education \(Jan 2020\)](#)

Key personnel involved in the delivery of CEIAG at Totton College include the Careers Leader, Careers Adviser, SEND Manager, tutors/teaching staff.

The Careers Programme consists of 8 key elements:

- careers information, advice and guidance delivered by a qualified careers professional
- careers education delivered through the curriculum, progress coaching and scheduled activities (mock interviews, employability workshops, talks, visitors, mentors)
- SEND reviews for students with Education, Health & Care Plans
- progress coaching reviews by tutors and teaching staff – planning and
- work experience
- alumni & mentoring programme
- staff development & CPD
- feedback & evaluation.

The aims of the Careers Programme are to:

- contribute to strategies for raising achievement, especially through motivation
- support inclusion, challenge stereotyping and promote equality of opportunity, particularly focused on students with EHCPs/SEND
- encourage participation in continued learning including higher education and further education.
- develop enterprise and employment skills.
- reduce drop out from and course switching in education and training.
- contribute to the economic prosperity of individuals and communities.
- meet the needs of all our students through appropriate differentiation.
- focus students on their future aspirations.
- involve parents and carers.

An outline of the current careers programme for this academic year can be found below.

### **Engagement with external partners**

Totton College also engages with external providers including the Solent Local Enterprise Partnership, Enterprise Advisers, Local Authorities, Statutory bodies (e.g. social care & DWP), HE institutions.

Totton College works closely with local schools and supports careers programmes through attendance at parent's evenings, assemblies and taster days

Totton College participates in the [OfS UniConnect](#) Southern Universities Network (SUN) activities and initiatives.

Totton College also actively encourages external training providers to support the delivery of its CEIAG programme.

### **Careers Programme evaluation**

We evaluate our careers programme in a number of ways.

- qualitative feedback – surveys, tutor 1:2:1, careers advice feedback, questionnaires and anecdotal feedback from students, parents
- annual audit of information resources and curriculum content
- quantitative feedback - destinations data.

### **Parents and carers**

Totton College seeks to actively engage parents in their child's progress.

Parents are kept up to date with careers and work experience through letters, newsletters, at open evenings and parents' evenings.

All learners will take part in a careers education and progress coaching programme that helps them to:

- understand their education, training, employment and other progression opportunities (Labour Market Information or LMI)
- develop the skills they need to plan and manage their own personal development and career progression,
- access relevant information and learning from taster activities and roadshows
- make and maintain individual progression plans to help them improve their prospects
- offer feedback and ideas on how to improve the careers programme
- have access to, and support with using careers information that is:
- easy to find and available at convenient times,
- online resources including the College iLearn intranet and internet
- clearly labelled and referenced
- comprehensive, giving details of all progression, opportunities and associated support arrangements such as financial help

- impartial and up-to-date Careers Advice delivered by a qualified careers professional.

## **Employers**

We welcome support from a variety of employers and are always looking to develop our links further. We are always seeking to enhance our programme and employers are a vital aspect of this work and can contribute significantly to developing our students further.

If you are a local company and think you can contribute to our programme, please contact our Career Leader Jade Roots on 023 80 874 874.