

## **CAREERS EDUCATION, INFORMATION, ADVICE, GUIDANCE, ENTERPRISE and EMPLOYABILITY FRAMEWORK 2023-2024**

This policy adheres to and should be applied with due consideration to the College's commitment to the Framework for Ethical Leadership in Education.

### **Mission Statement**

Our mission inspired by the Christian tradition is to be a community based on faith, hope and love; developing each individual intellectually, emotionally and spiritually to achieve their full potential.

To achieve this we will:

- Provide a welcoming, supportive community where everyone is valued.
- Provide a high quality, meaningful education which encourages the development of the whole person, inspired by the Notre Dame tradition.
- Promote a caring environment, rooted in the virtues of service, kindness, gratitude and respect.
- Work together for the benefit of each person as well as the wider community.
- Recognise, celebrate and treasure, without exception, the unique gifts and dignity of each person, ensuring equality and fairness for all, as found in the teaching and example of Our Lord Jesus Christ.

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## **Policy**

Notre Dame Catholic Sixth Form College has a clear framework in respect to Careers Education, Information, Advice and Guidance (CEIAG), Enterprise & Employability. The framework outlines the College's strong commitment to provide aspiration, advice, guidance and experience and can be found on the college intranet.

***'Careers education is about aspiration as much as advice', 'We need to provide more inspiration for young people, more real life contact with the world of work so that when they come to make big decisions, they understand where different choices could take them in the future' (HM Government, 'Inspiration Vision Statement', September 2013)***

At Notre Dame Sixth Form College we are committed to ensuring that all of our students have access to experiences and support that enable them to progress and succeed. We want to challenge and motivate our students to build their skills and level of commitment so that they feel confident and able to compete with the very best in any sector. By providing students with opportunities to develop their skills, increase their confidence and resilience, raise their aspirations and broaden their awareness of careers and employability skills, we are able to motivate and inspire our students to be ambitious and to maintain an ethos of high aspiration to help every student reach their potential. Our courses and wider support provide genuine progression from High School to University, apprenticeships or employment.

The College aims to achieve the statutory duty of meeting all 8 Gatsby Benchmarks. We will ensure each student: develops employability skills, has access to work related experiences and broadens their awareness of careers and the world of work. This framework highlights the activities which nurture and encourage the development of all students. The 8 Gatsby Benchmarks:

1. **A stable careers programme**
2. **Learning from career and labour market information**
3. **Addressing the needs of each pupil**
4. **Linking curriculum to careers**
5. **Encounters with employers and employees**
6. **Experience of workplaces**
7. **Encounters with further and higher education**
8. **Personal guidance**

**These will be met as follows:**

**During their time at Notre Dame Sixth Form College, all students are entitled to access:**

### **A Careers Education programme suited to their level of study [Gatsby Benchmark 1, 3]**

- A structured and targeted careers programme is created by the Careers team and delivered to all cohorts through tutorials
- Highly targeted interventions and activities that are relevant to UCAS and U6 jobseekers
- Regular input from external providers such as universities, apprenticeship providers, Notre Dame alumni and employers
- Bespoke programme and support for Level 2 students, EE students, U6 jobseekers and WP students.

### **Impartial Information, Advice and Guidance [Gatsby Benchmark 3 & 8]**

- Fully qualified, well informed and approachable Careers Advisers

- Face to face guidance interviews available 5 days a week at times convenient to students
- Comprehensive *Careers resources* accessible to all students to encourage independent research.
- Many online packages for students to further support decision making and career planning.
- Students signposted to online resources via careers items via email, social media, notices and the VLE
- Mock interviews available, targeted to specific university courses and career sectors.
- Information on the college website for parents/guardians regarding careers support and LMI.

### **Work related experiences through Placements and industry engagement [*Gatsby Benchmark 2, 5&6*]**

- Employability skills are a key part of our Level 3 vocational study programmes through work placements and work-related experiences.
- Students studying on the T-Level programme will complete a minimum of 45 days of industry experience in the workplace.
- Notre Dame links with over 300 employers and alumni who provide opportunities
- Work experience is available to all students regardless of subjects studying. The Careers department support students in accessing this experience.
- Active Alumni group on LinkedIn. Provide regular opportunities for alumni to engage with current students and act as positive role models also used in marketing resources.
- Employers and alumni attend annual College Careers Fair, STEM Fair and HE Day events. These events are held annually and have 40-50 exhibitors attending including apprenticeship providers, employers, volunteering organisations and HEI's. The events are open to all students at Notre Dame Sixth Form College.
- Level 2 employability programme where all students complete Work experience either face to face or virtually as well as completing an employability week. This is designed to ensure students develop and awareness of skills and qualities needed for employment.

### **Comprehensive information about Higher Education and other Educational Alternatives [*Gatsby Benchmark 7*]**

- Links with over 60 universities from around the country
- All L6 students attend Higher Education Day and all parents are invited to a Parent Progression event.
- Universities are in attendance at numerous careers events throughout the year including information stands in canteen area, HE Day, Parents Progression evening, University Life talks, Student Finance Talks, promotion of Widening Participation schemes such as *Reach for Excellence* and *Next Step York*, National Careers week and National Apprenticeship week.
- Apprenticeship providers are in attendance at numerous careers events throughout the year including information stands in the canteen area, Careers Fair, HE Day, visiting Level 2 tutorials and delivering lunch time workshops.
- Local FE colleges are invited to attend Careers Fairs.

### **Activities that develop enterprise skills and entrepreneurial thinking [*Gatsby Benchmark 4,5,6*]**

- Departments lead a number of different challenges, speakers, trips and visits which develop employability skills and an insight to industry. These are evidenced through the ND+ Subject Enrichment and through department SARs. This develops skills and qualities needed for employment in their specific field

### **Cambridge HE+ [Gatsby Benchmark 3, 7, 8]**

Cambridge HE+ is a rigorous but accessible programme which introduces high-achieving students from widening participation backgrounds to university-style learning and fosters applications to the most prestigious universities.

The programme is largely online and consists of:

- 50 minute lectures in Arts/Humanities, Social Sciences and STEM subjects given by local academics and lecturers from Cambridge university
- Subject-specific seminars led by Cambridge academics
- Advice on how to get the best out of lectures and seminars
- Guidance on how to choose the right course at the right university
- Advice on applications and interviews from Cambridge admissions and liaison officers, including guidance on how to prepare for demanding higher level study by extracurricular study and activities and how best to portray strengths in personal statements
- Sessions on academic skills, such as presenting, academic reading, note-taking
- E-mentoring and advice
- An optional trip to the Cambridge open day
- An optional research project which can be submitted for a national competition.

### **Enhancing Excellence - Support of students applying to Oxford, Cambridge and high tariff universities [Gatsby Benchmark 3, 7, 8]**

- Oxbridge conferences twice a year in college – visiting academics and university students cover the application process, expectations and the interviews
- Direct links with Selwyn College, Cambridge and Worcester College, Oxford. Direct support with advice and outreach including WP
- Subject specific academic research and discussion groups
- Entrance test training sessions
- Online programme of lectures, extra-curricular readings and support documents/links
- One to one guidance on Personal Statements, applications, and additional questionnaires
- Advice and support on addition essay submissions
- Optional trips to Oxford and Cambridge
- Access to variety of support and WP programmes such as Zero Gravity, Uniq, Sutton Trust Summer Schools
- Variety of speakers such as Dr Matthaias Dörrzapf, Director of Mathematics and Director of Scholarships & International Programmes at St John's College, Cambridge and Dr Stuart Eves, Undergraduate Admissions Tutor, Director of Studies in Veterinary Medicine
- Support to enter a variety of competitions e.g. Rex Nettleford Essay Competition (Cambridge), Unsung Heros of Science Competition (Oxford)
- Cambridge Law Conference.
- 'Think Cambridge' Webinars
- Practice Interviews with experienced admissions tutors.
- University of Durham Supported Progression
- Various STEM and humanities WP programmes run by high tariff universities
- Support for international applications

### **Enhancing Excellence MEDEV – Supporting Students applying to read Medicine, Dentistry, Veterinary Medicine [Gatsby Benchmark 3, 7, 8]**

- Lecture across the year covering key skills, career routes, application process, work experience.
- Entrance test preparation sessions – UCAT and BMAT
- Links with Leeds Medical school providing a mentoring programme with Current medical students
- Visiting and online speakers with a range of medical, dental and veterinary professionals.
- One to one application and Personal Statement support.
- Support to apply for a wide variety of university run programmes such as Yorkshire Medical Schools Summer School, Healthcare Taster day@ Leeds, Dental and Medicine Futures Programme, Newcastle University Mini Medical School, Get into Veterinary Medicine, Reach for Excellence, Next Step York
- Work Experience support and references
- Continued support for students once they have left ND on their re-applications.

### **Support that continues beyond Notre Dame Sixth Form College [Gatsby Benchmark 3 & 8]**

- Careers guidance staff are present on GCSE and A-level results day and in the days following to give advice and guidance to those students that need it
- Students can continue to access careers support via email and telephone after leaving Notre Dame Sixth Form and a large number of ex-students every year complete a UCAS application via Notre Dame Sixth Form College.
- If appropriate, students will be referred to alternative sources of careers advice such as *National Careers Service*, *Leeds Employment Hub*, and various careers websites.
- All Notre Dame students are followed up over a 7 month period regarding destination data and offered careers support, home visits [where appropriate] ongoing support for any students identified as NEET.