



CAREERS ENTITLEMENT STATEMENT

Information

Access to the Job shop for job search techniques, CV writing, local employment vacancies, work experience opportunities.

Labour market information readily available in subject areas.

Career Learning outcomes

Through our comprehensive tutorial programme and our commitment to embedding careers in the curriculum, Students look at the following outcomes

- Developing yourself through careers, employability and enterprise education
- Learning about careers and the world of work
- Developing your career management, employability and enterprise skills

Students will come into contact with Careers, Employability and Enterprise in the following ways:

College careers events, National Careers Week, Apprenticeship week, UCAS fair, Tutorial materials and resources, ILP (Individual Learning Plan) days, Higher Education advice days, work experience.

Advice

The College guarantees impartial and independent advice via a Level 6 qualified Adviser. They are part of the Career Development Institute and on the professional register of career guidance professionals. Appointments can be made by directly contacting the Student Services department and Parents/Carers can attend with the consent of their Son/Daughter. We welcome prospective students of all age groups and will provide former students with appointments as part of our package of guidance.

Careers guidance must:

- Be presented in an impartial manner using the Career Development Institutes code of ethics as a guideline
- Feature information on the range of education or training options, including apprenticeships, T-Levels and other vocational pathways
- Promote the best interests of the students to whom it is given
- Provide access for all students and staff to 'Career Pilot' website and other appropriate sources of guidance
- Promote the National Careers Service Website and Helpline
- Promotion of independent websites relevant to all career needs, from choosing a university or apprenticeship to pursuing a career

- Access to relevant external speakers offering independent sources of information including local and national employers, representatives from professional bodies and organisations including, representatives of higher education establishments and former students, who are a valuable resource.
- There is a senior leader who serves as strategic careers lead with responsibility for Careers and Enterprise education. All staff have a part to play in the implementation of this policy through their role as lecturers/tutors and as subject specialists.

There are also specific guidance appointments offered to those students, to discuss progression from 1year courses to the next level of study. It is also part of a tutor's responsibility to discuss 'next steps' during termly reviews with their tutees to encourage independent research and career planning.

Gatsby

We will commit to the highest possible standards in Careers Education, Information, Advice and Guidance (CEIAG) through a set of standards which define best practice. These are the Gatsby Benchmarks and Truro and Penwith College will implement the following

- 1) **A stable Careers Programme**
- 2) **Learning from career and labour market information**
- 3) **Addressing the needs of each pupil**
- 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**

Parents and carers

We know it is important for parents and carers to be involved, so we will invite them to events and encourage you to talk to them about your decisions. Where Parents feel that they can share their own career related experience we welcome presentations (in person and pre-recorded).

Student views

We'll ask for your views about the help you've received, so we can make sure we are providing an excellent service. Often, we will request feedback in various formats and encourage involvement in career related events.

Equality

Our programme of Careers Education, Information, Advice and Guidance explicitly supports inclusion, challenges stereotyping and promotes equality of opportunity. We actively pursue social justice and social mobility by providing opportunities and insight that develops cultural capital for all students, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.

Students welfare is of paramount importance and the Careers programme follows Truro and Penwith Colleges Safeguarding policy and recognises the contribution we can make to protect and support young people in its care.

If any Student, Parent or member of staff would like further clarity on any aspect of this programme; or if you require a more accessible format/alternative language of this document then please contact Tim Moody, Careers Coordinator – 01872267130

