

## Careers IAG 2021-22

The careers programme at Birkenhead Sixth Form College is designed to inform, support and inspire our students to be positive and ambitious about their future plans and to equip them with the skills and qualifications they need to progress into either higher education or the world of work. The College's careers programme is delivered by the specialist Student Development Team who provide a range of careers and progression advice. The College aims to provide a world-class careers provision and the careers programme is audited annually to ensure it is compliant with the Gatsby Benchmarks set out below:

1. A stable Careers Programme
2. Learning from career and labour market information
3. Assessing the needs of each student
4. Linking curriculum learning to careers
5. Encounter with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Numbers in square brackets throughout this document relate to the relevant Gatsby Benchmark

Along with assessing our careers programme against the Gatsby Benchmarks, we analyse the effectiveness of our provision through destination, retention and attainment data.

## The Careers Team

Careers education is embedded across the curriculum with all teaching staff and tutors having an on-going duty to link curriculum learning to careers. The following people have specific responsibility for careers provision at the College:

- **Careers Leader:** Jo Wood, Head of Student Development
- **Careers Officers:** Andy Farnham and Tom Walker, Tutors.
- **Curriculum Careers Link:** Claire Morgan
- **SEND Careers Link:** James King
- **SMT Careers Lead:** Paula Blakemore, Vice Principal
- **Careers Link Governor:** Emily Wagstaff
- **Careers Promotion:** Sarah Crosbie, Director of Marketing and Management Operations
- **Careers and Work Experience:** Jacqui Hammond, Student Engagement Officer & Karyn Jones, Health & Social Care Work Placement Officer.

The team follow a professional code of conduct and achieved the Quality in Careers Standard accreditation in March 2020, ensuring all students receive impartial and confidential support.

All students and parents have access to extensive careers information via their personal log-in to the **Unifrog platform** which contains lots of useful information, links and resources to support with career and progression planning. Other relevant sites for students to access careers advice, information and guidance include:

- Prospects: [prospects.ac.uk](https://prospects.ac.uk)

- National Careers Service: [nationalcareers.service.gov.uk](https://nationalcareers.service.gov.uk)
- Apprenticeships: [findapprenticeship.service.gov.uk/apprenticeshipsearch](https://findapprenticeship.service.gov.uk/apprenticeshipsearch)
- Not Going to University: [notgoingtouni.co.uk](https://notgoingtouni.co.uk)

## Careers Education is embedded at all stages of a student's journey at the Sixth Form College:

### Pre-enrolment

- **IAG from Student Development Team and Partner High School Liaison Officer-** The Student development team work closely with the 5 partner high schools, and increasingly with other partner high schools, to provide information and advice to students in years 8-11. They regularly attend parents' evenings, assemblies and careers days. [3,4,7,8]
- **Three Open Evenings:** These give students the opportunity to speak directly with curriculum staff and current students. [3,4,7,8]
- **Taster Session Programme:** This runs in February/March and gives students the chance to try subjects prior to enrolment. [3,4,7,8]
- **Year 10 Experience day.** This runs in July for Partner High Schools and pupils chose 4 subjects to have a taster session. [3,4,7,8]

### Careers and Curriculum

- **Unifrog:** The College uses this complete destination programme which is a one-stop shop for students to review and compare every university course, apprenticeship and FE course in the UK. [1,2,3,4,7,8]
- **The Student Engagement Officer:** The Student Engagement Officer delivers a programme of Life Skills, Sport, Clubs and Societies and Volunteering to give every student the opportunity to develop essential competencies. [3,8]
- **Work Experience and Volunteering opportunities:** The Student Engagement Officer supports students to source relevant placements and runs a Volunteering Fair at the start of October. [1,3,4,6,8]
- **Careers Resources:** Each student has access to a range of on-line resources via the Unifrog platform and on the College VLE (Moodle) and physical resources such as books and prospectuses are available in the designated careers section of the Hub. [1,2,3,4,7,8]
- **Mock Interviews:** Mock interviews, conducted by a student development tutor, are available to students at any time for a part-time job, university place or apprenticeship. [3,8]
- **Curriculum Trips and Visits:** Trips and visits to universities, workplaces, employers and cultural and scientific facilities are an important part of all courses. Students have many opportunities to enrich their curriculum learning and to learn from employers and industry about employability skills and the world of work. [1,3,4,7,]
- **Encounters with employers:** These are organised by the curriculum departments and are advertised to all students through the **Visiting Speaker Programme.** [1,2,4,5]
- **Employability skills:** These are embedded in all schemes of work across all curriculum areas. All curriculum areas provide students with access to relevant HE institutions and employers to motivate and inspire learners. These skills are also facilitated by the students' work on Unifrog competencies. [1,2,3,4,7]
- **Opportunity updates:** Regular updates about external opportunities at universities, employers and industry sector organisations are delivered weekly via the Student Bulletin in tutorial and are promoted extensively across the college screens. The weekly Bulletins are e mailed to all students to enable them to directly access links. [1,2,3,4,5,7,8]

- **EPQ:** The Extended Project Qualification allows students to pick a topic outside of the curriculum to research. Students then create an essay or product based on their findings. [3,8]
- **Unifrog recording:** Students record all careers curriculum interactions on Unifrog and these are the subject of 1:1 reviews with tutors to enable meaningful interaction and progress. [1,3, 4,8]

### Careers and Enrichment

- **Bar Mock Trial Competition:** Students prepare prosecution and defence sides of a criminal case and compete in regional Crown Courts. Students mentored by local barristers. [4,5,6,8]
- **Youth Speaks:** Debating competition with teams of a Chairperson, Speaker and Proposer debating issues of national importance. [4,5]
- **Rotary Public Speaking Competition:** Debating competition [4,5]
- **The Girls Network:** A widening participation programme connecting girls to a mentor and a network of professional female role models. [3, 4, 5, 6, 8]
- **Gold Duke of Edinburgh Award:** Programme where students gain skills and confidence beyond the classroom. [4,5,6,8]
- **Young Enterprise Programme:** Empowers young people to set up and run a company under the guidance of a business volunteer, gaining practical experience and key skills. [4,5]
- **Peer Academic Mentoring Programme:** This enables Year 13 students to mentor Year 12 students in specific curriculum subjects and is particularly helpful for students considering teaching. [3,4]
- **BPS and Primary School Mentoring Programme:** This enables Year 12 and Year 13 students to work at the local high school and primary school with younger students and support them in reading and curriculum subjects. [3,4]

### Careers and Foundation Students

- **Personal Tutor from Student Development Team:** Every student is assigned to a Personal Tutor (non-teaching member of staff) who will track academic progress and assist with IAG on careers related matters and progression opportunities. Each student has at least one scheduled 1:1 meeting every term when they have access to IAG on careers. [1,3,4,7,8]
- **Tutorial Programme:** This includes topics such as:
  - Introduction to Unifrog
  - Unifrog Careers session, including careers research tasks
  - Independent Careers research project.

### Careers and Year 1 students

- **Personal Tutor from Student Development Team:** Every student is assigned to a Personal Tutor (non-teaching member of staff) who will track academic progress and assist with IAG on careers related matters and progression opportunities. Each student has at least one scheduled 1:1 meeting every term when they have access to IAG on careers. **[1,3,4,7,8]**
- **Tutorial Programme:** This includes topics such as:
  - Use of Unifrog to introduce different careers
  - Role of Student Engagement Officer to support work experience
  - CV creation
  - Researching universities/apprenticeships/careers
  - Personal Statement sessions
  - Student Life and Finance**[1,3,4,7,8]**
- **Year 1 Careers Evening for parents:** This session, in January, provides information for parents on how to support young people with careers research and applications. **[1,3]**
- **Futures Day.** All Y1 and Foundation students are off time-table for 1 day when an exhibition is held on-site attended by universities, employers and apprenticeship providers. Students are required to attend at least 3 pre-selected careers talks by different providers. **[1,3,4,5,7]**
- **Shaping Futures:** Regular meetings with Stuart Nicholls, the College's assigned officer to identify specific students by post-code to provide targeted intervention and to facilitate a menu of different activities to support students. **[3,8]**
- **Careers Appointments:** Careers Officers offer 1-1 careers appointments where students can get IAG on a range of issues including applying for jobs and writing a good CV. Appointments are booked easily through Teams. **[1, 3, 8]**
- **Vocational Work Placements-**Work related experience is a core element of vocational study programmes such as Health and Social Care. Students are assigned to workplaces by the College Placement Officer and gain experiences that are directly relevant to their curriculum and career plans for the future. **[1,3,4,5,6]**
- **Trips & Visits:** Trips and visits to universities are promoted in the Student Bulletin and by the Student Engagement Officer and bursary support given to facilitate travel costs where necessary. **[4,7]**
- **University Summer Schools:** Students are encouraged to take part in summer schools to help them prepare for the transition to HE. A large range of summer schools are promoted to students including UNIQ and Sutton Trust Summer schools. **[4,7]**
- **Year 1 Parents Information Evening:** Parents are given information about the College and the success triad, including the support given in terms of CEIAG which includes their own Unifrog log-in. **[1,3]**
- **Aspiring Professionals Programme:** The Social Mobility programme opens up route into 11 different professional career sectors. Students are supported with UCAS applications and are offered amazing work placement opportunities as well as mentoring. **[2, 4, 5, 6, 8]**

- **Scholar's Programme:** A widening participation scheme to make the University of Liverpool more accessible to all students. This can result in reduced grade offers. [4, 7, 8]
- **Pathways to law programme:** A widening participation programme run by the Sutton Trust which inspires students to explore a range of careers in law with real-life experiences, work placements and networking opportunities. [2, 4, 5, 6, 8]
- **The Girls Network:** A widening participation programme to inspire and empower girls from disadvantaged backgrounds by connecting them to a mentor and a network of professional female role models. [3, 4, 5, 6, 8]

## Careers and Year 2 students

- **Personal Tutor from Student Development Team:** Every student is assigned to a Personal Tutor (non-teaching member of staff) who will track academic progress and assist with IAG on careers related matters and progression opportunities. Each student has at least one scheduled 1:1 meeting every term when they have access to IAG on careers. [1,3,4,7,8]
- **Tutorial Programme:** This includes topics such as:
  - Support with university choices via Unifrog
  - Support with UCAS application, including finalising Personal Statement
  - Student Finance
  - Degree Apprenticeships and Higher Apprenticeships
  - Money matters
  - Assessment centres
  - Interview techniques
  - Preparing for Interviews [1,3,4,7,8]
- **Year 2 Parents Information Evening:** This session, in September, provides information on university options, student finance, the UCAS process, apprenticeships and Unifrog. [1,3]
- **University Open Day Visits:** Students are encouraged to visit as many university open days as possible and this is supported via the authorised absence process. [7]
- **Admissions Tests- Support and Registration:** Students that need to sit an admissions test for their chosen course are able to access support via their Personal Tutor and sit the exams at the College. [7]
- **Results Day Support:** The Student development team are on hand to help any students looking at using UCAS Adjustment or Clearing services or who need to get in contact with their university choices. Guidance is available.

## Labour Market Information

It is important that students are informed about Labour Market trends in order to make informed decisions when planning their future career. The College has close links with the local Chamber of Commerce and works closely with them to ensure up to date information is available.

The College is part of the Enterprise Advisor Network and works closely with LCR Careers Hub. This includes facilitating exciting opportunities for students such as visiting the Digital Technologies Truck.

The College's Career Leader has close links with Wirral's Futures Together network which comprises a partnership of Wirral Chamber, Wirral Council and Liverpool City Region LEP that is focused on preparing young people for the world of work.

Local and national information is available to help them explore and make decisions about their future. The following links provide an initial support:

Labour Market North West: <https://www.nomisweb.co.uk/reports/lmp/gor/2013265922/report.aspx>

Office for national labour Market Statistics: <https://www.nomisweb.co.uk/>

Unifrog: the complete destinations platform : <https://www.unifrog.org/>

National Careers Service: <https://nationalcareers.service.gov.uk/>

## Stake-holders

**The College** recognises that there are a range of stake-holders who all play an important role in helping young people to explore the opportunities open to them so they can make purposeful steps towards their future.

**Information for Employers :** It is of invaluable benefit to students to have meaningful encounters with employers and we have a **Visiting Speakers Programme** if you can spare just an hour of your time to speak to them. If you have any opportunities for work experience placements or internships, please contact our Careers Leader, Jo Wood on [jw@bsfc.ac.uk](mailto:jw@bsfc.ac.uk)

**Information for College Staff:** Teachers have extensive domain experience and are well placed to have career conversations with students and make appropriate referrals to other specialists. Teachers will take all opportunities to link their subjects to the world of work and to enrich career education by drawing connections with cross-curricular themes such as writing and communication skills. Teachers will also invite employers and working people to talk to their students about how they can use the knowledge and skills covered in the curriculum in future careers. If you are arranging any such speakers, please use the **Visiting Speaker Proposal** and **Evaluation** forms and send to Jacqui Hammond at [jah@bsfc.ac.uk](mailto:jah@bsfc.ac.uk)

**Information for Parents:** Parents will have great influence over the decisions that students make about their education and careers and we want to support you in helping them make choices based on accurate and up to date information. All parents have log-in details to the on-line Unifrog complete destinations platform which brings all available information about careers; apprenticeships; jobs and university options into one single, impartial, user-friendly platform. This enables parents to use Unifrog by signing up on: [www.unifrog.org/code](http://www.unifrog.org/code) and using code birkenhead6thparents. We also host Parent Information Evenings for Y1 and Y2 parents to help parents access Unifrog and support their children to choose an exciting and interesting career.

If any parents are interested in volunteering for our **Visiting Speakers Programme** to talk about their career, we would be delighted to organise this and would ask you to please contact Jacqui Hammond at [jah@bsfc.ac.uk](mailto:jah@bsfc.ac.uk)

**Information for Governors:** Our governors have a statutory responsibility to ensure students are provided with independent careers guidance and our Link Governor for Careers is Emily Wagstaffe. Collectively and individually, governors bring a range of skills and knowledge that can help to improve the quality of careers provision including awareness of the needs and expectations of students, their families and the wider community as well as an understanding of the local labour market and its opportunities. All of our governors provide useful contacts that can be harnessed to create opportunities for students. We also rely on their personal experience of career planning and development to inform our careers provision. If any governors are interested in volunteering for our **Visiting Speakers Programme** to talk about their career, we would be delighted to organise this and would ask you to please contact Jacqui Hammond at [jah@bsfc.ac.uk](mailto:jah@bsfc.ac.uk)

### Careers Entitlement Statement

Birkenhead Sixth Form College is committed to ensuring high quality, timely, accurate and impartial careers education, information, advice and guidance is provided to support students to make informed decisions about their future. This includes supporting them to develop both academic and wider skills for progression to higher education or employment.

### Careers Provider Access Policy

Any provider wishing to request access should contact Jo Wood, the Careers Leader at the College on [jw@bsfc.ac.uk](mailto:jw@bsfc.ac.uk) or on 01516525575. There are opportunities for access throughout the academic year via the **Visiting Speakers Programme** and the annual **Futures Day** event. The College policy on safeguarding sets out our approach to allowing providers into the College as visitors to talk to our students.