

Careers IAG

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

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, Assistant Principal – Student Support
- **Careers Officers:** Andy Farnham, Tom Walker & Anna Rees, Tutors
- **Careers Link Governor:** Jonathan Ducker
- **Careers Promotion:** Sarah Crosbie, Director of Marketing and Management Operations
- **Careers and Work Experience:** Jordyn Layfield, Student Engagement Officer
- **Careers SEND LSA:** Gail Walsh

The team follow a professional code of conduct. The college achieved the Quality in Careers Standard re-accreditation in April 2023, 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
- National Careers Service: nationalcareers.service.gov.uk
- Apprenticeships: findapprenticeship.service.gov.uk/apprenticeshipsearch
- UCAS: UCAS.com
- Not Going to University: 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 partner high schools, and increasingly with other 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; pupils chose 4 subjects to have a taster session. [3,4,7,8]
- **Key Stage 3 Experience Days.** These run in the Spring half-term for Partner High Schools [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 annually. [1,3,4,6,8]
- **Careers Resources:** Each student has access to a range of on-line resources via the Unifrog platform and Teams, 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 both the **Friday Event Programme** and 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 skills/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 Careers Teams page, the weekly Bulletin and College screens. The weekly Bulletins are available to all students via Teams and Pool 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. [4,5]
- **Rotary Public Speaking Competition:** Debating competition [4,5]
- **Silver and Gold Duke of Edinburgh Awards:** Programmes where students gain skills and confidence beyond the classroom. [4,5,6,8]
- **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]
- **Primary School Mentoring Programme:** This enables Year 12 and Year 13 students to work at the local high school with younger students and support them in reading and curriculum subjects. [3,4]

Careers and Year 0 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
 - Skills and experience
 - Researching universities/apprenticeships/careers
 - Personal Statement sessions
 - Student life and finance[1,3,4,7,8]
- **Futures Day.** All Y1 and Y0 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]
- **Uni Visits.** At the end of the Summer term, all Y1 students are taken on campus visits to a choice of 7 universities including Lancaster, Sheffield and Liverpool. [1,3,4,5,7]
- **Work Experience:** Students are encouraged to access in-person and virtual work experience opportunities which are relevant to their career goals. Students are expected to arrange these opportunities outside of lessons, however Educational Absences will be approved where appropriate and necessary. [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. [1,3]
- **Parents Careers Information Evening:** Careers Leader led, parents are talked through next-step options, including a run-down on the apprenticeship landscape and a facts and myth-busting Student Finance section [1,2,7,8]
- **Aspiring Professionals Programme:** The Social Mobility programme opens up routes 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 programme:** A widening participation programme run by the Sutton Trust which inspires students to explore a range of careers in law, Banking & Finance and Engineering with real-life experiences, work placements and networking opportunities. [2, 4, 5, 6, 8]

- **Cambridge HE+ Programme:** Students are supported to apply to this on-line programme that enables them to access super-curricular opportunities to enhance their applications to the top tier universities. [3, 7, 8]
- **Performers Programme:** The College works with a range of stake-holders to support applications for high tariff universities including Oxbridge, and to prepare those aspiring to professions including Medicine, Veterinary and Dentistry. [3, 7, 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:** Students have a programme of scheduled tutorials and supervised study sessions throughout the Autumn and Spring terms, supported by Tutors. Comprehensive 1-1 support is available for UCAS and Apprenticeship applications, IAG and other careers support throughout the year. [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 LCR Careers Hub and works closely with them to ensure up to date information is available. Local and national LMI is shared with students via Region/Career of the Week slides in the Weekly Bulletin and via the Pathways widget on the Courses page of the BSFC website.

The College's Careers Leader has close links with Liverpool City Region Careers Hub and is supported by Careers and Skills Officer Katheryn White, with a focus 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/>

LCR BeMore: <https://lcrbemore.co.uk/>

SEND Careers

In addition to the intensive 1-1 support offered by Tutors, SEND students have access to an experienced SEND Learner Support Assistant. The SEND LSA is based in the Learning Assistant Base and is responsible for signposting and facilitating access to the wider careers programme, including the Careers Adviser offer.

Progress Mentors assigned to the Social Care cohort also offer bespoke support, particularly in relation to transition to HE.

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

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 Jordyn Layfield at jla@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 are encouraged to access Unifrog with their child – Unifrog is a complete destinations platform which brings all available information about careers; apprenticeships; jobs and university options into one single, impartial, user-friendly platform. 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 Jordyn Layfield at jla@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 Jonathan Ducker. 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 Jordyn Layfield at jl@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 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 or on 01516525575. There are opportunities for access throughout the academic year via the **Visiting Speakers Programme**, the **Friday Events Programme** and the annual **Futures Day** event. The College policy sets out our approach to allowing providers into the College as visitors to talk to our students.