

Careers Strategy 2021/22

Introduction

The National College for Advanced Transport & Infrastructure (NCATI) has adopted the practice outlined in the Department for Education's statutory guidance for all education providers: 'Careers guidance and access for education and training providers – updated in July 2021'.¹

The College delivers a Careers Education, Information, Advice and Guidance (CEIAG) programme ('Careers Programme') which is accessible to all learners and potential learners, to ensure that they are fully equipped to make the best career choices and achieve their aspirations.

The College is also committed to supporting leavers and alumni to continue to develop their career opportunities through high quality careers provision.

Purpose

The purpose of the Careers Strategy is to outline the College's approach to meeting the requirements for all education providers in helping young people to prepare for the workplace. NCATI must provide a clear understanding of the world of work including the routes to jobs and careers that learners might find engaging and rewarding. Careers provision supports young people to acquire the self-development and career management skills they need to achieve positive destinations. This helps learners to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

The aims of the Careers Strategy are:

- To enable all learners to maximise employment opportunities through transferable and relevant skills development
- To enable learners to develop the skills necessary to secure and maintain high quality employment opportunities which suit their needs, skills and abilities

Entitlement

The College offers a programme of high quality, impartial careers education, information, advice and guidance.

It is a requirement that all learners up to and including the age of 18 (and 19 - 25 year olds with a current EHC plan) have access to impartial careers guidance. However, the National College will extend the programme to all current and potential learners and apprentices.

The Careers Programme is structured, stable and delivered by staff equipped with the appropriate skills and experience. The College has adopted the Gatsby Careers Benchmark model². While not a statutory framework, the Department for Education expects education providers to implement the Gatsby Model to ensure those up to the age of 25 have access to a full careers programme which meets their legal entitlement.

¹ **Careers guidance and access for education and training providers**

- July 2021 (replacing the previous guidance dated October 2018)

² <https://www.careersandenterprise.co.uk/schools-colleges/gatsby-benchmarks>

Mechanisms of Delivery

Careers Lead – The Careers Lead will be responsible for the delivery of the strategy. This will involve working with all relevant College staff to ensure that an effective and appropriate careers programme is available to all learners.

Work experience – All full-time learners will be offered relevant, high quality work experience. Apprentices and full-time learners will be supported and monitored by the College during their off-campus experiences.

Access to advice and guidance – Learners will have access to high quality, impartial careers advice and guidance through 1:1 sessions with a qualified Careers Adviser. There will be access to a Level 6 certified adviser, when needed.

Pre-enrolment – The following will be offered, through a combination of the careers, recruitment, learner support and curriculum teams:

- Information, advice and guidance at internal and external events, targeted at young people, potential learners and their families.
- Vocational specialists will be available at open events to discuss the curriculum.
- Employers will be available at open events to give an insight into the industry and its opportunities.
- Careers specialists will be available at open events and to all applicants, to support young people and all applicants to make career choices which best suit their needs and abilities.
- Learning support staff

On-programme support – The College will deliver a robust induction and tutorial offer, through a group and individual basis. Personal tutors will work closely with the learner experience and careers team to identify the needs of individual learners, as well as strengths and aspirations. A careers programme will be put in place to enable the learner to work positively to achieve their aspirations.

The support offered may include the following:

- Industry mentoring
- Industry visits
- Guest lectures from Industry
- Specific employability training, for example:
 - CV development
 - Interview techniques
 - Emotional resilience
 - Rights and responsibilities
- Volunteering opportunities
- Information about Higher Education opportunities, including visits
- Job boards and careers information, both online and physical

Learners with Additional Needs

The Careers Team will work closely with learners, Learner Support and Curriculum to identify individual needs and advise on delivery methods, formats and additional equipment or support which may be required. This will be recorded and monitored via the Individual Learning Plan.

At Risk Learners

Learners at risk of early withdrawal or becoming NEET will be identified through the personal tutor process and an individual support plan will be offered, which may include any / all of the College teams and resources, as well as external support, where needed.

Accountability and Quality

Role of the Governing Body

NCATI's Governing Body must make sure that independent careers guidance is provided to all 12 to 18 year olds and students aged up to 25 with an education, health and care plan. There should be a member of the Governing Body who takes a strategic interest in careers provision, providing advice and guidance, as well as challenge to the NCATI team.

The governance handbook provides information on governors' other legal duties, for example making sure the careers programme and name of the Careers Leader are published on the website.

Ofsted/ EIF

The education inspection framework includes careers guidance as part of a personal development judgement. Ofsted is legally required to comment, in an inspection report, on the careers guidance provided at colleges to 16- to- 18-year olds and students aged up to 25 with an education, health and care plan.

Ofsted expects that a good school or college will prepare all students for future success in education, employment or training, provide unbiased information about potential next steps and provide good quality, meaningful opportunities for encounters with the world of work.

The Matrix Standard

The College is also continuing to embed the best practice described in the matrix Standard, which is a national quality standard that helps organisations to assess, measure and improve the management and delivery of their information, advice and/or guidance services.

All providers in receipt of funding from the Education and Skills Funding Agency adult education budget must achieve the matrix Standard.

The matrix Standard focuses on leadership and management, how the college provides the service, the quality of delivery including how useful customers find the service and how the college evaluates and continuously develops the service.

Quality in Careers Standard

The Department for Education strongly recommends that schools and providers work towards the Quality in Careers standard. Whilst not a statutory requirement, the standard provides an excellent framework for developing the College careers programme.

Success Indicators

Success is measured against the following benchmarks:

- Gatsby benchmarks
 - Evidence of all the Gatsby Benchmarks being met
 - Embedding of the benchmarks in group activities
- Learner and apprentice feedback
 - Learner satisfaction of the careers programme will be measured
 - Key Performance Indicators will be a measure of positive feedback
- Learner and apprentice destinations
 - Destinations of full time and apprentice learners will be monitored
 - A destination survey will be conducted at 3 months and 6 months of course completion

- Key Performance Indicators will be a measure of positive, sustained progression.
- Learner and apprentice engagement
 - The number of 1:1 and group careers activities will be recorded
 - A record of all 1:1 guidance sessions will be kept, until the learner leaves the College
 - Key Performance Indicators will be a measure of the number of activities.
- Learner and apprentice Retention and Success
 - The success of Pre – enrolment CEIAG will be measured through retention and success of learners
 - Key Performance Indicators will measure success and retention rates.
- Matrix Accreditation

The College will work towards maintaining the standards within the Matrix standard, which will be demonstrated at the next CIC review meeting (scheduled January 2022)
- Equality, Diversity and Inclusiveness
 - Learners will receive a careers programme tailored to their needs
 - The Careers Programme will be inclusive and free from bias
 - Learners at risk of non- achievement will be identified and targeted with appropriate support
 - Key Performance Indicators will be:
 - EDI data for learners
 - Case studies of at-risk learners
 - Retention and Success data

Reporting and Review

- The strategy will be reviewed annually by the SMT (next review October 2022), and subsequently approved by the board
- Progress will be reviewed termly by the Senior Management Team
- Quality of the Careers Programme should be built into the Quality Assurance programme

Action Plan

[2021-22 action plan can be found here](#)

For further information, please contact: Susanne Davies