

Overview:

Careers Education, Information, Advice & Guidance (CEIAG) at Eastleigh College is led by Trudy McKenzie, supported by the Governors, Senior Management Team (SMT) and a steering group made up of curriculum staff and learners.

The CEIAG programme is linked to the 2017 Gatsby Careers Guidance Benchmarks (GCGB) and meets the relevant Careers Development Institute (CDI) framework.

Our careers and employability programme is delivered using local and up-to-date LMI (Labour Market Information) and influenced by our extensive employer network. It is tailored to meet the changing needs of our learners throughout their time with us.

Learners have access to accurate, up-to-date careers guidance that:

- Is presented in an impartial manner
- Enables learners to make informed choices about a range of career options
- Encourages learners to fulfil their potential.

The programme is delivered by a range of Eastleigh College staff including:

- Industry expert tutors
- Qualified & impartial careers adviser, Trudy McKenzie
- Work experience team led by Claire Mew
- SUN progression mentor, Becky Parker
- The Apprenticeship Services team.

All of the above are supported by our Link Governor, Jem Musselwhite.

We also work with third parties including:

- Higher education institutions
- Employers and industry experts
- National Careers Service
- Uni Connect/SUN
- The Careers and Enterprise Company
- Partner agencies
- Other support services.

Part-time, adult learners and apprentices will be supported by both the Eastleigh College Careers Team and the National Careers Service. Eastleigh College has been commended by the Association of Colleges (AoC) for best practice and innovation in Careers and Enterprise.



Careers and Employability for Full-Time Learners

| | Foundation level | Level 1 | Level 2 | Level 3 |
|---|------------------|---------|---------|---------|
| ONGOING ALL YEAR | | | | |
| Work experience (1, 2, 3, 4, 5, 6, 7, 8)* | ✓ | ✓ | ✓ | ✓ |
| Ongoing tutorial guidance (3, 4) | ✓ | ✓ | ✓ | ✓ |
| Opportunity for 1:1 careers guidance (3, 8) | ✓ | ✓ | ✓ | ✓ |
| Enterprise / Fundraising Activities (6) | ✓ | ✓ | ✓ | ✓ |
| Annual Special Education Needs (SEN) review (6) | ✓ | ✓ | ✓ | ✓ |
| Supplementing studies with English & Maths (3, 8) | ✓ | ✓ | ✓ | ✓ |
| Volunteering (6)* | ✓ | ✓ | ✓ | ✓ |
| Industry trips & visits (5, 6)* | ✓ | ✓ | ✓ | ✓ |
| Weekly tutorial programme covering a breadth of themes, including: • Employability; • British Values; • Inclusion & Diversity. (3, 4) | ✓ | ✓ | ✓ | ✓ |
| Invitation to UCAS convention (3, 7) * | | | | ✓ |
| Industry talks / Employer speakers (2, 4, 5) | | ✓ | ✓ | ✓ |
| LMI specific to core subject (2) | | ✓ | ✓ | ✓ |
| Careers exposure specific to core subject (4, 8) | | ✓ | ✓ | ✓ |
| Ongoing work with NCOP learners to encourage further progression (for those learners in targeted wards) (3, 8) | ✓ | ✓ | ✓ | ✓ |
| Part-time job opportunities and application support (3, 5, 8) | | ✓ | ✓ | ✓ |
| Practical / Industry specific skills embedded within chosen programme of study (2, 4) | | ✓ | ✓ | ✓ |
| Higher Education (HE) Speakers / Tutorials (7)* | | | ✓ | ✓ |
| University Visits / Tasters (7)* | | | ✓ | ✓ |
| Opportunity for employability support (1, 2, 3, 8) | ✓ | ✓ | ✓ | ✓ |
| AUTUMN TERM | | | | |
| Introduction to support services in College, including: • Careers Adviser; • Work Experience Team; • Additional Learning Support Team; • Inclusion Coordinator; • Learner Mentors; | ✓ | ✓ | ✓ | ✓ |
| Understand roles of each staff member & how to access support (1, 3, 8) | ✓ | ✓ | ✓ | ✓ |
| Introduction to careers & employability related resources in College (1, 3, 4, 8) | ✓ | ✓ | ✓ | ✓ |
| Encouragement to join student council to enhance employability skills & confidence (3, 6) | ✓ | ✓ | ✓ | ✓ |
| Health & safety/rights and responsibilities in the work place (4, 6) | ✓ | ✓ | ✓ | ✓ |
| Challenging stereotypes (1, 3, 8) | ✓ | ✓ | ✓ | ✓ |
| Encouragement to develop independence – tailored to specific needs (3, 8) | ✓ | ✓ | ✓ | ✓ |
| Encouragement to develop team work, using initiative, problem solving skills throughout their learner journey (3, 4) | ✓ | ✓ | ✓ | ✓ |
| Higher Education (HE) preparation / information events • Application stages (3, 7) | | | | ✓ |
| Optional HE application support • UCAS registration & ongoing support; • Personal statement support. (3, 7) | | | | ✓ |
| SPRING TERM | | | | |
| Employability support – including: • CVs / recognising own skills; • Interview skills / approaching employers; • Apprenticeship application support. (1, 3, 8) | ✓ | ✓ | ✓ | ✓ |
| Becoming employable activities (1, 3, 5, 6) | ✓ | ✓ | ✓ | ✓ |
| Building resilience activities (1, 3, 5, 6) | ✓ | ✓ | ✓ | ✓ |
| Opportunity for mock interview (5)* | ✓ | ✓ | ✓ | ✓ |
| Careers & apprenticeship week activities (1, 2, 3, 4, 5, 6, 7, 8) | ✓ | ✓ | ✓ | ✓ |
| Ongoing work with NCOP learners to encourage further progression (for those learners in targeted wards) (3, 8) | ✓ | ✓ | ✓ | ✓ |
| Invitation to UCAS convention (3, 7) * | | | | ✓ |
| Higher Education (HE) preparation / information events • Student finance (3, 7) | | | | ✓ |
| Optional HE application support • Student finance information & support (3, 7) | | | | ✓ |
| Careers fair/futures fair (2, 4, 5, 7, 8) * | ✓ | ✓ | ✓ | ✓ |
| Summer Term | | | | |
| Decision making / Goal setting / Progression (1, 2, 3, 8) | ✓ | ✓ | ✓ | ✓ |
| Linkedin profiling (3, 5, 8) | | | ✓ | ✓ |
| Apprenticeship/part-time/full-time job opportunities and application support (1, 2, 3, 5, 8) | ✓ | ✓ | ✓ | ✓ |
| Progression Planning / Next Steps (1, 2, 3, 8) | ✓ | ✓ | ✓ | ✓ |
| Promotion of Job Vacancies & Apprenticeships (2, 3, 4, 5, 6, 8) | ✓ | ✓ | ✓ | ✓ |

