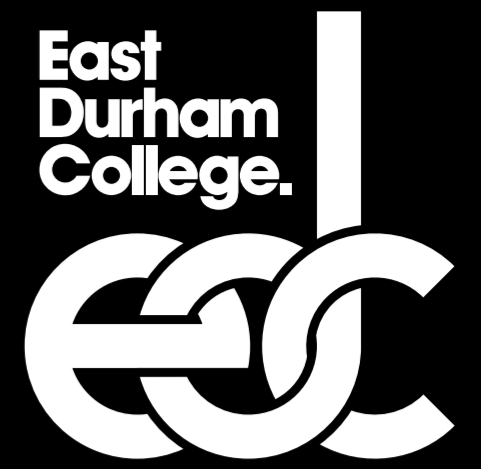


CAREERS & EMPLOYABILITY FOR FULL-TIME STUDENTS



Overview:

Careers Education, Information, Advice and Guidance (CEIAG) and the wider Careers provision is led by a Careers Leadership Committee, made up of senior leadership staff and managed by Matthew Reid, Careers Leader Manager.

The CEIAG programme is linked to the 2017 Gatsby Careers Benchmarks, used to identify best practice, 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), influenced by our extensive employer network and supported by the North East Local Enterprise Partnership. It is designed to meet the needs of every learner, and reviewed regularly to ensure this is always the case.

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

- Is always presented in an impartial manner
- Supports learners to make informed decisions about a range of career options
- Encourages learners to strive towards their full potential

The Programme is delivered by a range of East Durham College staff including:

- Industry Expert Tutors and Lecturers
- A team of qualified and experienced Careers Advisors
- Employer Engagement lead by Jackie Lanagan & Curriculum
- Work Experience led by Programme Area Leaders
- A team of specialist Progression Coaches led by Michelle Robinson & Alfie Wilkinson
- The Apprenticeship Team lead by Jackie Lanagan

All of the above are supported by our Link Governor, Vivienne McFarquhar.

We also work with a range of third parties including:

- Higher Education Institutions
- Employers and Industry Experts
- National Careers Service
- NELEP College and SEND Hubs
- Partner agencies and other support services
- Regionwide partnerships with local secondary schools

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Ongoing All Year	Foundation	Level 1	Level 2	Level 3
Work Experience	✓	✓	✓	✓
Ongoing Tutorial Guidance	✓	✓	✓	✓
Opportunities for 1:1 Careers Guidance	✓	✓	✓	✓
Enterprise/Fundraising Activities	✓	✓	✓	✓
Annual SEND Review	✓	✓	✓	✓
Additional Maths and/or English if Necessary	✓	✓	✓	✓
Volunteering	✓	✓	✓	✓
Industry Trips & Visits	✓	✓	✓	✓
Weekly tutorial programme (16-18 & 19-25 with EHCP) covering a breadth of topics, including:				
• Employability	✓	✓	✓	✓
• British Values				
• Inclusion & Diversity				
Industry Talks/Employer Speakers	✓	✓	✓	✓
LMI specific to industrial pathways linked to subject areas	✓	✓	✓	✓
Careers content specific to industrial pathways linked to subject areas	✓	✓	✓	✓
Ongoing work with NEUCP learners to encourage further progression (for specifically targeted learner groups)			✓	✓
Part-time job opportunities and application support	✓	✓	✓	✓
Industry and transferable skills embedded within programme of study	✓	✓	✓	✓
Higher Education (HE) Speakers/Tutorials			✓	✓
University Visits/Tasters			✓	✓
Opportunity for Employability Support	✓	✓	✓	✓
Autumn Term				
Introduction to support services in College, including:				
• Careers Advice Team	✓	✓	✓	✓
• Work Experience				
• Wellbeing & Counselling				
• Students' Union				
• Progression Coaches				
Understand roles of staff members and how to access support	✓	✓	✓	✓
Introduction to Careers, HE and Employability related resources in College including Canvas and the LRC	✓	✓	✓	✓
Health & Safety/Rights and responsibilities in the workplace	✓	✓	✓	✓
Challenging Stereotypes	✓	✓	✓	✓
Strategies to develop independence - tailored to specific personal and curriculum needs	✓	✓	✓	✓
Strategies to develop additional transferable skills such as team working, initiative, problem solving throughout learner journey	✓	✓	✓	✓
Higher Education (HE) preparation/information events			✓	✓
Additional optional HE application support				✓
Careers Guidance on Enrolment and Don't Drop/Swap	✓	✓	✓	✓
Spring Term				
Employability support including:				
• CVs/recognising personal skills, values and abilities	✓	✓	✓	✓
• Interview skills/approaching employers				
• Apprenticeship Application Support				
Becoming employable activities	✓	✓	✓	✓
Opportunity for mock interview	✓	✓	✓	✓
Careers and Apprenticeship Week activities	✓	✓	✓	✓
Ongoing work with NEUCP learners to encourage further progression (for specifically targeted learner groups)	✓	✓	✓	✓
Higher Education (HE) preparation/ information events			✓	✓
HE Application Guidance and Support				✓
Careers Fair/Futures Fair	✓	✓	✓	✓
Summer Term				
Decision Making/Goal Setting/Progression	✓	✓	✓	✓
Apprenticeship/part-time/full-time job opportunities and application support	✓	✓	✓	✓
Progression Planning/What Next? Guidance Drop-Ins	✓	✓	✓	✓
Promotion of Job Vacancies and Apprenticeships	✓	✓	✓	✓

Creating Outstanding Futures

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