



**Worcestershire Careers
Hub
Member School**



WORCESTER SIXTH FORM COLLEGE

CAREERS STRATEGY AND ACTION PLAN

September 2022 to August 2023

College Mission:

“Worcester Sixth Form College’s mission is to provide a safe and supportive learning environment in which 16-19 old students from Worcestershire and adjacent areas achieve outstanding academic outcomes and personal development to equip them to progress to university, employment or an apprenticeship of their choice”.

Worcester Sixth Form College is an active member of the Worcestershire Careers Hub and supports the development of Worcestershire's Future workforce through the Worcestershire Enterprise Adviser Network. The College is also a Careers Development Institute (CDI) member.





Contents

Purpose and Aims	3
Worcester Sixth Form College Careers Objectives 2022-2023	3
WSFC Careers Action Plan.....	4
Year 12	4
Year 13	4
Careers Programme	5
The Eight Gatsby Benchmarks* of Good Career Guidance that we aim to achieve are:.....	7
External Agencies.....	7
WSFC Careers Team.....	7
Strategic Careers Leader	7
Our Careers Team	7
Careers Governor:.....	7
Our Enterprise Adviser.....	8
Other Contributors.....	8
Teaching staff.....	8
Local Employers	8
Parents	8
Promotion of Careers related activities.....	9
Careers Programme and Provider Access Policy	9
Introduction	9
Contacts	9
Opportunities for Access (Baker Clause)	10
Provider Access Requests	10
Measuring and Assessment of the impact of the careers programme on students.	10
Feedback.....	10
Appendix 1: Useful Sources of Information.....	11
Appendix 2: Gatsby Benchmarks (full version).....	12
Appendix 3: The Careers and Enterprise Company	15



Worcester Sixth Form College (WSFC) CAREERS STRATEGY

Purpose and Aims

WSFC is fully committed to ensuring that all our students acquire the skills, knowledge and attitudes to manage their learning and career progression. We believe that high quality careers guidance is a crucial part of raising aspirations and improving social mobility. If our young people are made fully aware of the opportunities available to them in this changing world, they will be more able to make informed choices about which qualifications and career pathways will enable them to achieve their goals.

We take a whole college approach and have established a range of effective careers information, advice, and guidance activities which we hope will guide and support students to achieve their full potential and positive destinations.

This **Careers Strategy** sets out WSFC key approaches to enhance the current careers guidance activities and participation opportunities available to our students both internally and externally.

It includes measures to further develop and improve the current provision on offer to students and will ensure that WSFC will meet the eight "Gatsby Benchmarks* " set out within the Department for Education's Careers Strategy.

Worcester Sixth Form College Careers Objectives 2022-2023

- To continue to strive towards meeting the eight Gatsby Benchmarks as recommended by the Department for Education Careers Strategy
- To raise aspirations by ensuring all students have the knowledge and skills to access aspirational university courses and apprenticeship opportunities.
- Give all students the opportunity to participate in a meaningful work experience opportunity to enhance their future progression route decision making
- Further increase the profile of careers across the whole college – a new element of this being the investment in the Unifrog Carers platform
- Focus on particular student groups who may need additional support
- Make Labour Market information and Intelligence available to students and parents to enhance understanding of a changing workplace



WSFC Careers Action Plan

To meet our Careers & Progression objectives we have set out the following Action Plan for 2022-23.

New for 2022-23: This academic year WSFC has invested in the *unifrog* careers platform (www.unifrog.org): Access given to all students, college staff and promotion to parents.

Year 12

- One- to- one Careers Advice & Guidance available daily
- Specific course guidance
- Employer and HE events for students and parents (May 2023)
- Professional programmes: Medicine, Law, Teaching, Nursing and Midwifery.
- 'Where Next?' workshops: University and Non-University options (to include Unifrog resource)
- Options talks: foundation groups
- Work experience one to one support
- UCAS + Personal Statement talks and workshops
- UCAS Exhibition: Worcester University
- HE+ (University of Cambridge) Programme of events
- Ambition Programme: To increase the aspirations of all students. Two programmes:
 - 1.) High Achievers who may want to apply to competitive universities
 - 2.) Alternative Progression Routes – being ambitious in H.E., and in career aspirations.
- Department visits and trips, e.g., Law – Students visiting Worcester Crown Court
- National Careers Week: careers related lessons and events (March 2023)
- National Apprenticeship week (February 2023) Apprenticeship Providers invited into college for student drop-in
- Raising Aspirations visits for foundation students: November 2022 Apprenticeship Show and March UCAS exhibition at Worcester University.

Year 13

- One- to- one Advice and Guidance available daily, including personal statement checks and employment assistance
- Early applicant day support for Oxbridge and medicine students
- Work experience one to one support
- Personal statement talks and workshops (universities invited in to deliver talks)
- Alternatives to university sessions
- University finance talks – universities invited in
- How to prepare for university/transitions
- National Careers Week Activities (March '23) & Apprenticeship Provider drop-in (Feb '23)
- Mocks interviews for university or employment (delivered by employers and careers team)
- Apprenticeships talk from Worcestershire Apprenticeships
- Student drop in access to employers/training providers at the Employer/HE event
- Department visits and trips
- Results support



Careers Programme

Worcester Sixth Form College

Careers Programme Calendar 2022/23

	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Careers Enquiries & Support with Subject Choice												
Open Events			•	•			•		•			
Course Confirmation individual careers advice & guidance		•										
New parent's evening		•										
Specialist Careers Information Advice & Guidance												
One to One careers advice & guidance: available daily		•	•	•	•	•	•	•	•	•	•	•
Specific course guidance		•	•									
University personal statement checking: available daily		•	•	•	•							
CV checks		•	•	•	•	•	•	•	•	•	•	•
Skills, Employability & Future Options												
Year 12: Employer & HE Evening: Parents (Virtual)										•		
Year 12: Employer & HE Day: Students										•		
Year 12: Where Next Workshops Session 1: University Session 2: Alternatives to university							•					
Year 12: Professional Programmes: Medicine; Nursing and Midwifery; Law and Teaching			•	•	•	•	•	•	•			
Year 12 & 13: Work experience one to one support: available daily		•	•	•	•	•	•	•	•	•	•	
Year 13: Personal Statement talks		•	•							•	•	
Year 13: Alternatives to Higher Education		•	•									
Year 13: Mock interview for employment									•	•	•	
Year 13: Results support	•											
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL

Continued on next page



	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Foundation Year: Level 2 Students												
Options Talks					●							
Scheduled Careers Interviews & One to One support						●	●	●				
Apprenticeship & UCAS fairs: Raising aspirations								●				
Results support	●											
Work Experience one to one support - available daily		●	●	●	●	●	●	●	●	●	●	●
Progression to University												
Year 12: UCAS Registration Workshops											●	
Year 12: Personal Statement Presentations - run by universities											●	
Year 12: UCAS Exhibition Worcester University								●				
Year 12: HE & Employer Events										●		
Year 12: HE+ (University of Cambridge) Programme of events				●	●	●	●	●				
Year 13: One to One UCAS support: Career Advisers and Personal Tutors		●	●	●	●	●						
Year 13: Finance Talks - run by universities						●						
Year 13: How to Prepare for University								●				
Year 13: Early Applicants Day		●										
Year 13: Students Results Advice	●											
Raising Aspirations:												
Foundation Year/Level 2: Visit to University & Apprenticeship fairs			●					●				
Year 10 & 11 Ambition Event								●				
Careers Events & Employer Interactions												
Departmental Trips/Virtual Input		●	●	●	●	●	●	●	●	●	●	●
Departmental Careers/Employers guest speakers		●	●	●	●	●	●	●	●	●	●	●
National Apprenticeship Week Activities							●					
National Careers Week Activities								●				
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL

Important Dates

- Internal UCAS deadline 14th November 2022
- Final external UCAS deadline 25th January 2023

Contact Details

For more information please email:
careers@wsfc.ac.uk



The Eight Gatsby Benchmarks* of Good Career Guidance that we aim to achieve are:

- 1) **A stable Careers programme**
- 2) **Learning from career and labour market information**
- 3) **Addressing the needs of each pupil**
- 4) **Linking curriculum learning to careers**
- 5) **Encounters with employers and employees**
- 6) **Experience of workplaces**
- 7) **Encounters with further & higher education**
- 8) **Personal guidance**

External Agencies

The college will collaborate with a range of external agencies to help us ensure we will meet all of the mandatory requirements contained within the Department for Education's Careers Strategy (July 2021). These partnerships will include working alongside The Careers and Enterprise Company**, The Worcestershire Local Enterprise Partnership, Worcestershire County Council, Further Education and Higher Education providers, Worcestershire Apprenticeships, and a wide range of local employers.

* For further information about the Gatsby Benchmarks see appendix 2

** Careers Enterprise Company see appendix 3

WSFC Careers Team

Strategic Careers Leader

As set out within the Department for Education's Careers Strategy Worcester Sixth Form College is required to have a designated member of our Senior Leadership Team named as our schools Strategic Careers Lead. The Strategic Careers Lead will have the responsibility to make sure that we as a college meet our mandatory requirements and work towards achieving all eight of the Gatsby Benchmarks.

Luke Moseley, Vice Principal, will undertake this role, providing the 'Principal', and the board of governors with regular updates on progress, and will work closely with the Worcestershire LEP delivery team, our assigned Enterprise Adviser and local employers to ensure we deliver this strategy.

Our Careers Team

Luke Mosely, alongside **Linda Roberts** Head of Student Services – (Level 6 qualified DipCG) will lead our team:

Jan Whitehorne – Careers Adviser (IAG level 6 qualified)

Kath Fox – Careers Adviser (IAG level 6 qualified)

June Devonport – Employer Liaison/Work Experience Officer

Ann-Marie Mead – Work Experience Officer

Lin Bingley + Chris Brayford – Student Services Coordinators

Careers Governor:

Our College's Careers Governor is **Paul Cumming**.



Our Enterprise Adviser

Through the Worcestershire LEPs Enterprise Adviser Network **Louise Bradley** has been assigned as our designated Enterprise Adviser.

Louise will be supporting our careers team to assist us to facilitate careers related activity which will help us achieve Gatsby Benchmarks 5 and 6.

Louise Bradley, HR Business Partner: Yodel Delivery Network Ltd

Louise joined the company (then Kays) in an administrative role, progressing to operational management and becoming HR Business Partner in 2015 a role that she really enjoys.

Louise feels that a university degree is a fantastic route for some but that there are also great opportunities training in the workplace. She believes strongly in trying to address skills shortages.

Other Contributors

Teaching staff

contribute to the delivery of Information Advice & Guidance (IAG) by participating in Careers Week activities, and throughout the year by incorporating careers into the curriculum, engaging with employers and universities as visiting speakers. For vocational courses there are strong insight and work experience links and visits.

Local Employers

contribute to the delivery of careers guidance by offering work experience, taking part in professional programmes, vocational visits, and assistance with mock interviews for those students planning on entering the workplace.

Parents

can contribute to the delivery of Information Advice & Guidance by offering (where appropriate) work experience to college students, exploring the possibility of sharing their profession with students, and attending events such as the Yr12 Higher Education and Employer event to enable them to assist their young person with activities such as UCAS application completion.



Promotion of Careers related activities

WSFC will encourage the promotion of all careers related activity which takes place within the college and where possible share through college newsletters and social media.

This careers strategy document along with any case studies documents that are created will be placed on the college website. These will also be shared with the Worcestershire LEP to be used to promote best practice across all career's hub member schools.

This promotion will enable us, and our partner organisations, to be able to capture the evidence we are required to provide both OFSTED and the Careers and Enterprise Company (and demonstrate that the activity taking place within our college) meets the requirements set out within the Department of Education's Careers strategy.

Careers Programme and Provider Access Policy

Introduction

This policy statement sets out the arrangements for managing the access of providers to students at the college for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

WSFC is committed to providing a personalised education package for all our students, and this is reflected by our careers programme.

Our focus links directly to the requirements of the '*Gatsby Good Career Guidance*' report (2014) which became the basis for the statutory '*Career's guidance and access for education and training providers (2018)*'

Parents, teachers, and employers may gain further information about our careers programme and provider access by contacting:

Contacts

Linda Roberts, Head of Student Services

Tel: 01905 362600

Email: Linda.roberts@wsfc.ac.uk

OR

Luke Moseley, Careers Lead (Vice Principal)

Tel: 01905 362600

Email: Luke.Moseley@wsfc.ac.uk



Opportunities for Access (Baker Clause)

Our curriculum and careers programme include opportunities for providers to come into college to speak to our students. Providers are welcome to leave a copy of their prospectus or other relevant course literature for students to access.

Provider Access Requests

All requests will be given due consideration by WSFC and Senior Leadership link. Requests will be refused if:

- They impinge on students' preparation for public or internal exams
- They clash with other school events such as visits, other speakers, well-being days, public or internal exams/or preparation for, parents' communication events etc.
- The college is unable to provide staff to support the presentation or talk due to previous commitments
- Rooming for the talk or event is unable to be found due to timetabling clashes

Measuring and Assessment of the impact of the careers programme on students.

- Evaluation of our careers programme is designed to enable us to examine what we do, consider how we can improve and provide stakeholders with a summary.
- This will include gathering information from the students about how they feel about their experiences in relation to the careers programme.
- It is our aim to provide students with both experiences of the workplace and / or encounters with employers. These encounters and experiences will take place as part of curriculum lessons / workplace visits / attending Careers Fairs and Events.

Feedback

Worcester Sixth Form College welcomes parental and employer participation within our careers related activities. Should you wish to support our activity or provide feedback on our Careers Strategy then please contact our Strategic Careers lead directly.



Appendix 1: Useful Sources of Information

The Careers Enterprise Company	https://www.careersandenterprise.co.uk/
Gatsby Foundation	http://www.gatsby.org.uk/education/focus-areas/good-career-guidance
Post 16 Skills Plan	https://www.gov.uk/government/publications/post-16-skills-plan-and-independent-report-on-technical-education
Department of Education Careers Strategy	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers_guidance_and_access_for_education_and_training_providers.pdf
Skills For Worcestershire	http://www.skills4worcestershire.co.uk/
Government Careers Strategy December 2017	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf
National Careers Service	https://nationalcareersservice.direct.gov.uk/
UCAS (Universities and Colleges Admissions Service)	https://www.ucas.com/
Worcestershire Local Enterprise Partnership	http://www.wlep.co.uk/
Worcestershire Apprenticeships	http://worcsapprenticeships.org.uk/
HOW College	http://www.howcollege.ac.uk/
Kidderminster College	http://kidderminster.ac.uk/
Warwickshire College Group	https://wcg.ac.uk/page/1/home
Worcester University	https://www.worcester.ac.uk/



Appendix 2: Gatsby Benchmarks (full version)

Our Objectives for 2021 to 2022

1. A Stable Careers Programme

- To ensure the careers programme is delivered by individuals with the right skills and experience. The school will, wherever possible, use qualified careers professionals to offer advice and guidance to all or the overwhelming majority of students.
- To enable students to have an understanding of the full range of opportunities available to them, the skills that are valued within the workplace and to have first-hand experience of a work environment.
- To develop and publish a careers programme that will raise the aspirations of all students regardless of academic ability and is tailored to meet their individual needs wherever possible.
- To ensure our Careers Strategy is fully supported by the Senior Leadership team within school and is approved by the board of governors
- To ensure there is a clear focus on the activities which support enterprise, employability skills, workplace experiences and qualifications which employers' value.
- To regularly evaluate our careers strategy to determine the impact of our careers related activity based on the feedback provided to us by students, teachers, employers and where appropriate parents.
- To maintain high quality careers provision endorsed by the Careers and Enterprise Company and to review the improvement of our programme by using the Compass evaluation and Compass Careers Dashboard tools.

2. Learning from Career and Labour Market Information

- To encourage and increase the use of online careers tools and packages across all year groups. Working with our own careers team, key partners, stakeholders, local and national professional bodies.
- To utilise and then support the development of labour market information to ensure staff and students are informed in their decisions and the advice being given. Work with the Worcestershire LEP and the Careers and Enterprise Company to help establish key priority areas which need to be developed.
- To promote the values of labour market information to parents /carers (where appropriate) to access and understand this information. To investigate careers and opportunities in learning, work and apprenticeships and how these meet the local and national priorities.



3. Addressing the Needs of the Student

- To develop mechanisms to report, track and monitor compliance in relation to the Careers Strategy objectives.
- To develop accurate tracking systems to ensure students are able to keep track of their own journey, record and access the advice they have received and monitor the agreed actions and next steps
- To ensure that a programme of activity takes place which raises the aspirations of all students and challenges stereotypical thinking in terms of equality and gender.
- To ensure that students with particular vulnerabilities and those who are at risk are appropriately supported and identified through close working relationships with the full range of educational and support agencies.
- To ensure that careers guidance for learners with special educational needs and disabilities (SEND) is differentiated, where appropriate, and based on high aspirations and a personalised approach. Careers guidance for learners with SEND should be based on the student's own aspirations, abilities and needs.

4. Linking Curriculum Learning to Careers

- To ensure that subject teachers across the whole school support the delivery of careers education and guidance and are able to link the content of curriculum with careers, even in lessons which are not specifically occupation led. Subject specialist staff can be powerful role models to attract students towards their field and the careers that flow from it.
- To integrate national initiatives and project opportunities within the curriculum to enhance that range of careers related activity taking place within school. e.g. Young Enterprise and Code Clubs.
- To ensure that careers related activities are built in throughout the school year and not just towards the end of any given topic / subject being delivered.
- Specific focus will initially be placed on linking curriculum to careers in English, Maths, Sciences and PHSE lessons.

5. Encounters with Employers and Employees

- To ensure that students receive at least ONE meaningful encounter with an employer during every year they are at school.
- To increase the number of activities which are conducted within school with the support of local employers.
- To ensure that students have the opportunity to improve employability skills and their understanding of and awareness of entrepreneurship
- To enable learners to gain the confidence to compete in the labour market by providing opportunities to gain the practical know-how and attributes that are relevant to gaining employment.
- To develop marketing materials for employers which will help them easily understand the impact of their involvement, the breadth of options available to them and the ways in which they can show they meet their corporate social responsibility.
- To create mechanisms where parents and alumni can express their interest to actively support employer related activity taking place within the school.
- The school /college will also encourage students and parents to attend careers events such as the Worcestershire Skills Show held annually in March and the Worcestershire Apprenticeship show held annually in October.



6. Experiences of the Workplace

- To ensure that students receive at least ONE meaningful experience of the workplace by the end of year 11
- To ensure that students receive at least ONE further meaningful experience of the workplace during years 12 and 13.
- To increase the number of employer workplace visits which will take place to enable students to gain more of an understanding of the wide range of employment opportunities available within specific industry sectors based in Worcestershire.
- To strengthen our links with local employers and support our Enterprise Adviser to facilitate careers related activity within school

7. Encounters with Further and Higher Education

- To ensure all / overwhelming majority of students receives at least ONE meaningful encounter with Sixth Form Colleges and FE Colleges.
- To ensure all / overwhelming majority of students has been provided with information about the full range of apprenticeships including higher level apprenticeships through the Worcestershire Apprenticeships activity offer.
- To ensure all / overwhelming majority of students have experienced meaningful encounters with universities.

8. Personal Guidance

- Ensure all / overwhelming majority of students have had an interview with a professional and impartial careers adviser by the end of year 11
- Ensure all / overwhelming majority of students has had at least TWO interviews with a professional career's adviser by the end of year 13.



Appendix 3: The Careers and Enterprise Company

Background Information: The Careers and Enterprise Company was set up in 2015 to transform careers and enterprise provision in schools and colleges across England.

The Worcestershire Local Enterprise Partnership (WLEP) and Worcestershire County Council, through their contract with the Careers and Enterprise Company, have been successfully delivering the Worcestershire Enterprise Adviser Network (WEAN) since January 2017, and has placed business leaders within schools/colleges to support them with the facilitation of careers related activity and support their achievement of Benchmarks 5 and 6.

The Careers Strategy

What is a Careers Hub?

A Careers Hub is a group of between 20 and 40 secondary schools / colleges / SEN Schools located in the same geographical area, working with universities, other education and training providers, employers and career guidance professionals to ensure that ALL the Gatsby Benchmarks are delivered in each school and college within the Hub and that careers outcomes are improved for all young people.

Worcestershire Careers Hub

In July 2018 the Worcestershire LEP, in partnership with Worcestershire County Council were successful in their bid for Worcestershire to be awarded "Careers Hub" status by the Careers and Enterprise Company.



The "Hub" delivery team over the next 2 years will work with member schools to ensure that they are meeting the mandatory requirements set out within the Department for Education's Careers Strategy and achieve all eight of the Gatsby Benchmarks preparing them for the world of work.

The delivery team will continue to build on the success of the Worcestershire Skills Show, support the promotion of the apprenticeship agenda, working with our partner Worcestershire Apprenticeships, and ensure that ALL schools provide students with the opportunity to meet with FE / HE / Training providers and universities to ensure they can continue to make informed choices about the educational and vocational pathways open to them. Work will also continue to expand the range of information available to students, parents, employers and teachers through the "Skills4Worcestershire" careers signposting website.