



UTC Warrington – Careers Information Advice & Guidance

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Compliance

This policy has been prepared with due regard to the following statutory provisions and guidance:

- The Education Act 1997
- The Education and Skills Act 2008
- The School Information (England) Regulations 2008
- “Careers guidance and access for education and training providers” (Department of Education, July 2021)

Introduction

Our vision is to create a learning environment where young people can develop the professional skills, competencies and behaviours that will serve them throughout their working life. Our intentions are focused on the sole purpose of shaping our students to be work ready. As a business-led college, we pride ourselves in shaping our students to become the next industry leaders through offering a rich science and engineering curriculum and exposure to the local work force. To enable them to reach their fullest potential, we understand that each pupil should have access to good quality information about future study options and the labour market opportunities.

Aim:

This policy aims to identify effective systems for ensuring the provision of adequate and appropriate careers advice of our students. Our careers programme is designed to raise the aspirations of all our pupils, including students with special educational needs and disabilities, tailoring the programme to individual needs. Each term, students have access to a range bespoke opportunities and employability activities. A comprehensive list of meaningful encounters with our university sponsor MMU, employer partners and UTC staff, is stated in our Employability Charter.

The Employability Charter sets out the key objectives we believe will enable our students to gain valuable experience and set them apart from their peers. It clearly marks out our structured careers programme and what we envisage from our university and employer sponsors. It has been developed in accordance to the guidance laid out in the Careers guidance and access for education and training providers (January 2018), they follow the Gatsby Benchmark and ensure students have access to a range of different employability experiences.

We are solely committed to providing a high quality, planned and impartial programme of careers education, information, advice and guidance (CEIAG) for all students in attendance at the college.

UTC Warrington Promise

Master classes in academic & technical courses.

o To gain knowledge & expertise needed in your profession.

Employer Projects.

o To design real world solutions alongside the employers you'll join.

Work Experience & Business Mentoring.

o To develop employability skills & secure the best roles in industry.

A bespoke CEIAG programme.

o To develop speaking, listening, problem solving, creativity, positive mindset, aiming high, leadership and teamwork qualities.

Professional Qualifications & Enrichment.

o Will give you the specific tools you need to succeed in industry.

Roles and responsibilities

The College has overall responsibility for the effective operation of this policy and for ensuring compliance with any statutory framework.

The Trust Board has the responsibility to ensure that:

- it develops and regularly updates an appropriate CEIAG policy which promotes the correct attitude towards careers education and guidance and encourages employer engagement.
- responsibilities for CEIAG are allocated to specific people and that those persons are informed of their responsibilities.
- persons have sufficient experience, knowledge, and training to perform the tasks required of them.
- independent careers guidance is provided to all students and is presented in an impartial manner, includes information on the range of education or training options and promotes the best interests of the students to whom it is given
- the CEIAG programme is regularly evaluated with feedback from students, parents, college staff and employers; and
- this policy is reviewed every two years.

Davide Alboreto is the College's designated Careers Leader and is responsible and accountable for the delivery of the college careers programme. The Careers Leader can be contacted by email dalboreto@utcw.co.uk and by telephone 01925 737067

Implementation:

We work closely with our Employer Partners and University Partner in the design and delivery of the College's CEIAG programme to promote and ensure that students are aware of the full range of

academic and technical routes available to them at each transition point. A key priority is for our students to understand the vast range of career opportunities that exist locally, nationally, and globally, particularly (although not exclusively) within the Engineering, Construction, Digital and Science Sectors. Our Employer Partners and University Partner are experts in their fields and are well-placed to provide our students with the information they need about career pathways and the wider sectors they serve. They do this in the following ways:

a) **Employer Partners support high quality CIEAG through:**

- Delivering subject-specific projects that encourage students to apply their theoretical learning
- Working with employers across all pathways to implement and encourage employer led projects, providing students with employer experience ready for the world of work
- Delivering generic projects to develop students' personal and employability skills and provide information about key employment issues, for example: Health and Safety legislation and practice; Equality and Diversity legislation and practice; employment recruitment processes
- Supporting research projects to enable students to find out what their businesses do/key staff roles/ leadership and management structures/career pathways
- Providing Business Mentors to support student's academic, technical, personal and employability skills development
- Organising and attending termly Careers Events at UTC Warrington to enable students (and parents) to meet representatives from their businesses informally to find out about: what they do; their vision, values, and ethos; career pathways; pay structures; recruitment processes
- Organising and delivering annual events such as Women in Engineering, Careers Days, NHS Insight Days and Cyber Events, prior to the apprenticeship recruitment process, to provide information for students about apprenticeship opportunities and the recruitment process
- Organising opportunities for students to meet key members of staff informally to learn about their roles and career histories
- Organising presentations and masterclasses delivered by a range of staff at various levels within their organisations
- Offering work experience placements during school holidays and when time permits throughout the academic year
- Providing support and training for students to develop their interview techniques (various stages of the selection processes)

- Providing support and training to enable students to write high quality applications/personal statements/letters of introduction/professional emails
 - Providing students with 'in-house' support via our 'Employers in Residence' where employers attend UTC fortnightly to provide students with an array of support regarding applying for their next career pathway
 - Advertising employer apprenticeship vacancies within UTC Warrington – many of which are advertised via Microsoft Teams, UTC notice boards, assemblies and opportunities sent home via Class Charts
- b) University Partner – Manchester Metropolitan University
- Delivering information sessions at the university to enable students to learn about university life and courses available
 - Providing training sessions with university staff and the UTC Warrington Head of Sixth Form to enable students and parents to understand the UCAS application process and how to write a good personal statement
 - Delivering information sessions to provide students and parents with information about university funding
 - Organising for Lecturers and PhD students to deliver master classes and lectures at UTC Warrington and at the university to extend academic learning
 - Creating opportunities for students to work on projects with PhD students at the university to extend their academic learning and gain an insight into university education

Impartial CEIAG

As well as promoting opportunities within our Employer Partners and Manchester Metropolitan University, UTC Warrington is committed to providing students with information about options available to them for employment and education beyond our own Sixth Form and our partner organisations. We achieve this in the following ways:

- A Service Level Agreement with the Local Authority Careers Service gives students access to an Independent Careers Adviser who meets students in Year 11 and 13 to discuss their post 16 and 18 options and advise them on options and assists with the delivery of employability workshops

- Organising a Careers and Introduction to post 16 educations in all career pathways attended by all Year 11 students to find out about UTC Warrington pathways
- Supporting students with their applications to other post 16 education providers
- Organising Employer Presentations to give our students the opportunity to meet representatives from other local businesses to find out about career opportunities with them
- Supporting students with applications for apprenticeships with non-employer partners
- Taking Sixth Form students to the local University to find out about university opportunities
- Promoting University Open Days across the country and providing financial support for students to attend if required
- Promoting University Summer Schools and providing financial support for students to attend if required
- Supporting the UCAS application process, including writing personal statements
- Informing students whether courses they are considering lead to good or poor career outcomes, by referring students and their parents to impartial sources of information that allow direct comparisons between different courses (The National Careers Service website includes a course directory which allows users to search for education and training opportunities across England);
- Using labour market information including job roles, pay and vacancies to highlight trends and explore what different sectors, particularly Science and Engineering, might look like in the future.
- Ensuring the CEIAG Programme actively challenges stereotypical thinking and raise aspirations.
- Keeping systematic records of the individual advice given to each student and subsequent agreed decisions. All students will have access to these records to support their career development.
- Embedding CEIAG within curriculum subjects or courses and enable students to identify the essential skills they develop in each subject and to identify the pathways to future careers.
- Recording and accounting for students' own part time employment and the influence this has had on their development.
- Ensuring that students have experience of a workplace, additional to any part-time jobs they may have.
- Ensuring students have the opportunity for interviews by the end of their study programme.

Assessment and evaluation of the CEIAG Programme

To ensure that the CEIAG Programme is effective and achieves the aims of this policy, the College measures and assesses the impact of the CIAG programme on students in the following ways:

- Regular feedback on the CEIAG programme is invited from students, parents, teachers, and employers.
- Feedback is fed into overall development plans for the College to improve the CEIAG programme to meet the needs of students.
- Collecting and maintaining accurate data for each pupil on their education, training, or employment destinations for at least three years after they leave (all data will be processed and stored securely in accordance with data protection legislation and guidance); [and]
- Regularly update Compass Plus to evaluate our CEIAG progress

Measuring the impact of our Careers Programme Measuring the provision and delivery of the careers programme at UTC Warrington helps support the rationale for its continuation and development. Evidence of the programme is collated in student's portfolios, allowing students to monitor their own progress and reflect on the skills and knowledge they have acquired. Students complete a termly future skills questionnaire to measure the impact of our careers and personal development programme and employer engagement activities. This allows staff to analyse the results and tailor future activities around student's aspirations and current need.

UTC Warrington uses the Gatsby Benchmarks to evaluate the quality of CIAG programme. We are fully compliant with all Gatsby Benchmarks – see Compass Plus. Also, please refer to the Provider Access Policy for further information.

ANNEX A: Policy Statement on Provider Access

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school 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.

Pupil entitlement

All pupils are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events.
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

A provider wishing to request access should contact Davide Alboreto, Careers Leader, dalboreto@utcw.co.uk.

Opportunities to access several events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

Incorporating the activities laid out in our Employability Charter, we have selected the fundamental encounters that all students should participate in over the year. Students will have access to other encounters throughout the year.

	Autumn Term	Spring Term	Summer Term
Year 10	<ul style="list-style-type: none">• Industry sectors and careers ideas	<ul style="list-style-type: none">• Employability skills	<ul style="list-style-type: none">• Mentoring• Interview practice

	<ul style="list-style-type: none"> • Mentoring • MMU Introduction Assembly • Employer Introduction Assembly • Employer Project • Women in Engineering Event • NHS Insight Day 	<ul style="list-style-type: none"> • Mentoring • Workplace visit • Employer Masterclass • Understanding CV workshop • National Apprenticeship Week – Employers all Pathways 	<ul style="list-style-type: none"> • Involvement in Enrichment Week • 1 week work experience placement
Year 11	<ul style="list-style-type: none"> • Mentoring • Information and Guidance Session • Employer Introduction Assembly • CV Building Workshop • Post 16 options: Sixth Form Open Event • Careers Fair • Women in Engineering Event • NHS Insight Day 	<ul style="list-style-type: none"> • Mentoring • Further Education Assembly • Apprenticeship Provider Assembly • Workplace Visit • Interview Practice • Cyber Pathway Insight Day • National Apprenticeship Week – Employers all Pathways 	<ul style="list-style-type: none"> • Mentoring • Employer Masterclass
Year 12	<ul style="list-style-type: none"> • Mentoring • MMU Introduction • Employer Introduction Assembly • NCS Programme 	<ul style="list-style-type: none"> • Mentoring • CV Workshop • MMU Masterclass • Employer Masterclass • University Fair 	<ul style="list-style-type: none"> • Two-week work experience placement • Professional Qualifications

	<ul style="list-style-type: none"> • Women in Engineering Event • NHS Insight Day 	<ul style="list-style-type: none"> • Employer Project • Interview Practice • Cyber Pathway Insight Day • National Apprenticeship Week – Employers all Pathways 	
Year 13	<ul style="list-style-type: none"> • Mentoring • Information and Guidance Session • CV Building Workshop • Interview Practice • Employer Introduction Assembly • Careers Fair • UCAS support sessions • Women in Engineering Event • NHS Insight Day • Resident Engineer 	<ul style="list-style-type: none"> • Mentoring • Further Education Assembly • Apprenticeship Provider Assembly • University Fair • Employer Project • Workplace visit • Interview Practice • Resident Engineer • National Apprenticeship Week – Employers all Pathways 	<ul style="list-style-type: none"> • Mentoring • MMU Masterclass • Employer Masterclass

Please speak to our Careers Leader to identify the most suitable opportunity for you.

Please Note:

1. Some of the points may be marked off in alternative terms depending on the opportunities that arise from our employer partners and organised local and national events.
2. Some students may receive more opportunities than others depending on curriculum-based masterclasses and projects.

3. Some opportunities may only be able to accommodate a limited number of students and will be provided on a first come, first served basis.

Premises and facilities

The College will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception. The reception is available to all students at lunch and break times.