

## CAREERS STRATEGIC ACTION PLAN 2020-21

### EXECUTIVE SUMMARY

Farnborough College of Technology and University Centre Farnborough are fully committed to ensuring that all learners acquire the skills, knowledge and attitudes to manage their learning and career progression. This is reflected in Mission and Vision Statements:

**Mission:** 'A Community University that serves people and businesses across the region'

**Vision:** '100% of programmes help people gain skills and experience to be successful in life'

As qualifications evolve and the nature of employment changes, it is increasingly important that all learners (whether actual or potential) have access to the knowledge, skills and resources they need to be able to make informed decisions about their future choices, both in life and employment. This will include meaningful engagement industries and further and higher education.

The College is committed to meeting its duties in relation to the provision of a careers programme including independent careers education, information, advice and guidance (CEIAG). It is informed by:

- Careers Strategy (4 Dec 2017) and refined in the document of February 2018, *Careers guidance: guidance for further educations colleges and sixth form colleges*,
- OFSTED Common Inspection Framework.

### PURPOSE

The purpose of this plan includes:

- Establishing the College's approach to develop learners' understanding of career opportunities and progression routes through their study programmes and wider activities.
- Laying out the College's role in supporting learners to successfully progress into employment, self-employment, independent living, further and higher education.
- Ensuring high quality, learner and industry-centric approaches such as independent information, advice and guidance, annual use and dissemination of LMI
- Ensuring learners are empowered to use the Employability Passport to develop career plans with personal SWOTs, psychometric tests etc.; thereby agreeing targeted hard and soft skills to development professional personal and social attitudes
- Raising aspirations, promoting both social mobility and economic prosperity.
- Ensuring through Open Events and Careers Events, both pre-16 and post 16 students and supported to make informed choices
- Ensuring parents are supported to understand choices and options
- Providing this service, in partnership with other agencies and organisations as required (local authority, schools, employers through our Industry Committee and Board...)
- Having a careers' service committed to fair access and equality of opportunity – with impartial careers advice and guidance; raising

awareness of prejudice issues, discrimination, stereotyping that work against equal opportunities and act as barriers to certain professions and can still exist within a work-based context.

- Ensuring accessible record keeping on Pro Monitor that enables learners and stakeholders to track advice given to individual students.
- The College posting its careers programme on its website.

**OBJECTIVES** (These objectives are informed by the Gatsby Framework)

**Further Education Study Programme Students**

Objectives Informed by The Gatsby Framework	DELIVERY – What/Who/How/where	2020-21 Activity Update
Curriculum learning linked development of employability skills and promotion of careers.	All study programme students are on courses that have been chosen to meet Labour Market Needs. Learners undertake work experience, external workshops and the wider tutorial programme has a theme of progression and career development.	
Career education & guidance is embedded within study programmes.	Our Study Programmes are mostly vocational with a predominance of staff who have worked in industry and bring that valuable experience and their networks. Learners have a minimum of two weeks' relevant work experience to investigate work and working life and to develop skills through experience. For those on T Levels there will be a greater expectation of relevant work experience. All students are offered a Careers Advisor Meeting and regular progression events are held	
Employability skills form part of the course delivery.	Employability Skills are at the heart of our course delivery. Team Work, Communications Skills, Leadership, Creativity are all central to our delivery	
Developing self-awareness, self-determination and self-improvement in learners takes place through the tutorial programme.	Access to careers, employability and enterprise events as part of the tutorial programme with the expectation that they will use these for self-improvement	
Young people develop competences to be able to transfer their knowledge and skills, be	Learners develop personal and social skills on their courses with group and team work, also via NCS, enrichment and tutorials	

resilient and adaptable within changing sectors and economies.		
Using our Enterprise Advisor links, develop strong links with employers who can contribute to learners' education by raising their awareness and giving insights about the range of careers open to them.	All course leaders are expected to ensure that Learners are exposed to opportunities to engage with their industry. A list of events is available from our Gatsby Spreadsheets which list Guest Talks, Visits to Industry, Competitions, Study Trips etc	
Provide opportunities to meet with employers, to learn about what employers want and the development of employment skills via meaningful encounters with both employers and employees:	Industry visits, work shadowing, employee/alumni interaction.	
Provide opportunities to supplement the study programme course aims and objectives and employability skills by meaningful employer encounter	Careers fairs, talks, CV workshops, mock interviews, mentoring and e-mentoring, enterprise competition.	
Ensure the FE tutorial programme allows learners to reflect upon their own part time work and its impact on their career and development of employability skills.	ILP/Employability Passport, to develop self-awareness in relation to learning and employability. This will include reviewing skills, interests and achievements and setting SMART targets.	
Ensure FE Study programmes include at least one instance of relevant work experience that will support career progression.	All study programmes have an expectation of 2 weeks work experience	
Ensure all learners have the opportunity to have encounters with further and higher education providers/opportunities, where appropriate, including apprenticeships.	Progression Events include opportunities to meet Apprenticeship providers, other FE and HE providers	

<p>Ensure all learners have access to confidential, up-to-date independent, impartial advice and guidance, linked to careers and LMI as well as personal support</p>	<p>Hampshire Futures Career Advisors. Access to LMI &amp; Careers information by tutors, at enrolment, posters, web-sites, online resources in Careers Library, Careers Coach.</p>	
<p>Ensure All learners (and their parents) understand the range of career routes open to them, including technical education and apprenticeships, and how to access information necessary to underpin informed choices.</p>	<p>Access to one-on-one interviews which can be booked through the VLE. Website information for parents on College Careers Programme and progression events</p>	
<p>All learners to have access to one CEIAG interview provided by quality-assured careers providers,</p>	<p>Hampshire Futures, and professionally qualified career development professionals. All students offered Careers Events</p>	
<p>Advice and guidance is tailored to the needs of individual learners, with issues of equality and diversity a key focus. Advisers consciously work to prevent all forms of stereotyping in the advice and guidance they provide, to ensure that learners from all backgrounds and diversity groups consider the widest possible range of careers, including those that are often portrayed as primarily for one or other of the sexes.</p>	<p>Hampshire Futures, and professionally qualified career development professionals provide impartial guidance</p>	
<p>All leavers have a planned progression route.</p>	<p>Make &amp; develop career plans to decide next step in their career development, using action planning, reviewing and setting smart targets; learn to access records of present and past targets.  Support to determine their future through management of their own progress and achievement e.g. CV writing, UCAS personal statement, applications, practice interview skills.</p>	

## HIGHER EDUCATION STUDENTS

Objectives Informed by The Gatsby Framework	DELIVERY – What/Who/How/where	2020-21 Activity Update
Curriculum learning linked development of employability skills and promotion of careers.	All HE programmes have been validated to meet Labour Market needs with validation panels including industry experts. Learners undertake work experience and external workshops. Vocational degrees will include discreet modules or elements across the programme of study relating to the development of professional skills relevant to the sector	New Degree Apprenticeships being validated in Business Management and Engineering and a new Honours Degree in Business and Events Management, these have all had industry consultations and the validation panels will include someone from Industry.
Career education & guidance is embedded within programmes.	All programmes are expected to include work experience modules to allow learners to investigate working life and to develop skills through experience. All students are offered a Careers Advisor Meeting and regular progression events are held including workshops on how to apply for Post Graduate Education	The new Business and Events Management Degree has a Work Experience Module. All students have been offered a Careers Advisor Meeting and we have had two events around applying for post graduate courses
Employability skills form part of the course delivery.	Workshops on employability skills, career routes and information on progression are offered to all HE students	All students have been offered a Careers Advisor Meeting and we have had two events around applying for post graduate courses
Developing self-awareness, self-determination and self-improvement in learners	We offer enrichment opportunities such as Mindfulness, Yoga and Sign Language. Students are also offered the chance to see a 'Progress Coach'	Mindfulness, Yoga and Sign Language have been running
Learners develop transferrable knowledge and skills allowing them to be resilient and adaptable within changing sectors and economies.	Develop personal and social skills during course delivery, enrichment and seminars. All courses are expected to have a diverse set of assessment types including presentations, group work, practical assignment work and are often expected to provide an exhibition of their work at the end of their course	
Using our Enterprise Advisor links, develop strong links with employers who can contribute to learners' education by raising their awareness and giving insights	We work closely with the M3 LEP who provide Enterprise Advisors who contribute to our Careers delivery. Students are also made aware of outside careers events which are open to them	

about the range of careers open to them.		
Provide opportunities to meet with employers, to learn about what employers want and the development of employment skills via meaningful encounters with both employers and employees:	Industry visits, work shadowing, employee/alumni interaction. There is also a programme of Guest Lectures which are usually people from Industry at Q&A Talks after Guest Lectures there is an opportunity to gain advice on the specifics of getting into that sector of work	
Provide opportunities to supplement the course aims and objectives and employability skills by meaningful employer encounter	Guest Lectures, Careers fairs, Visits to Industry, Trade Fairs, Galleries etc	
Ensure the HE programme allows learners to reflect upon their own part time work, voluntary work, internships and their impact on their career and development of employability skills.	ILP/Employability Passport, to develop self-awareness in relation to learning and employability. This will include reviewing skills, interests and achievements and setting SMART targets.	
Ensure HE programmes include at least one instance of relevant work experience that will support career progression.	Nearly all HE programmes have an expectation of a work placement, freelance or industry set project.	
Ensure all learners have the opportunity to have encounters with post graduate education providers/opportunities, where appropriate.	Progression Events include opportunities to meet Apprenticeship providers, other FE and HE providers	
Ensure all learners have access to confidential, up-to-date independent, impartial advice and guidance, linked to careers and LMI as well as personal support	Hampshire Futures Career Advisors. Access to LMI & Careers information by tutors, at enrolment, posters, web-sites, online resources in Careers Library, Careers Coaches, Guest Lectures	
Ensure All learners (and their parents) understand the range of career routes open to them, including technical education and apprenticeships, and how to	Access to one-on-one interviews which can be booked through the VLE. Website information on College Careers Programme and progression events	

access information necessary to underpin informed choices.		
All learners to have access to one CEIAG interview provided by quality-assured careers providers,	Hampshire Futures, and professionally qualified career development professionals. All students offered Careers Events	
Advice and guidance is tailored to the needs of individual learners, with issues of equality and diversity a key focus. Advisers consciously work to prevent all forms of stereotyping in the advice and guidance they provide, to ensure that learners from all backgrounds and diversity groups consider the widest possible range of careers, including those that are often portrayed as primarily for one or other of the sexes.	Hampshire Futures, and professionally qualified career development professionals provide impartial guidance and are appropriately informed about the local, regional, national and international graduate labour market	
All leavers have a planned progression route.	Make & develop career plans to decide next step in their career development, using action planning, reviewing and setting smart targets; learn to access records of present and past targets. Support to determine their future through management of their own progress and achievement	

### **APPRENTICESHIP STUDENTS**

Objectives Informed by The Gatsby Framework	DELIVERY – What/Who/How/where	2020-21 Activity Update
Curriculum learning linked development of employability skills and promotion of careers.	Apprenticeship programmes are linked to employers and naturally involve the development of professional skills relevant to the sector	
Career education & guidance is embedded within programmes.	All programmes require students to be working and to be developing skills through experience. All students are offered a Careers Advisor Meeting and	

	regular progression events are held including workshops on higher level of apprenticeships	
Employability skills form part of the course delivery.	Apprenticeships are totally focussed on employability skills, career routes etc. Individual tutorial support, using their Commitment Statement and ILP develop self-awareness in relation to learning and employability. This will include reviewing skills, interests and achievements and setting SMART targets	
Developing self-awareness, self-determination and self-improvement in learners	Learners have regular meetings and tutorials with a scheme of work covering these topics. Apprentices make and develop career plans which decide on the next step in their career development using action planning, reviewing and setting smart targets	
Learners develop transferrable knowledge and skills allowing them to be resilient and adaptable within changing sectors and economies.	Apprentices develop personal and social skills during course delivery and seminars. All apprenticeships have a diverse set of assessment types including presentations, group work and practical assignment work. Apprentices develop underpinning skills, attitudes and behaviours including ability to work with a range of people, thinking skills & problem solving, independent enquiry, resilience, financial awareness and managing own career development through their apprenticeship programme.	
Using our Enterprise Advisor links, develop strong links with employers who can contribute to learners' education by raising their awareness and giving insights about the range of careers open to them.	Apprentices naturally meet other Apprentices and naturally develop a network of those in employment in their subjects LEP who provide Enterprise Advisors who contribute to our Careers delivery. Students are also made aware of outside careers events which are open to them	
Provide opportunities to meet with employers, to learn about what employers want and the development of employment skills via meaningful encounters with both employers and employees:	Apprentices work in industry and have the opportunity to meet and learn with those from other employers developing a professional support network	

Provide opportunities to supplement the course aims and objectives and employability skills by meaningful employer encounter		
Ensure the Apprenticeship programme allows learners to reflect upon their own career path plans and their employability skills.	ILP to develop self-awareness in relation to learning and employability. This will include reviewing skills, interests and achievements and setting SMART targets.	
Ensure all learners have the opportunity to have encounters with post graduate education providers/opportunities, where appropriate.	Progression Events include opportunities to meet Apprenticeship providers, other FE and HE providers	
Ensure all learners have access to confidential, up-to-date independent, impartial advice and guidance, linked to careers and LMI as well as personal support	Hampshire Futures Career Advisors. Access to LMI & Careers information by tutors, at enrolment, posters, web-sites, online resources in Careers Library, Careers Coaches, Guest Lectures	
Ensure All learners (and their parents) understand the range of career routes open to them, including technical education and apprenticeships, and how to access information necessary to underpin informed choices.	Access to one-on-one interviews which can be booked through the VLE. Website information on College Careers Programme and progression events	
All learners to have access to one CEIAG interview provided by quality-assured careers providers,	Hampshire Futures, and professionally qualified career development professionals. All students offered Careers Events. Apprentices also have access to mentoring by advisors and previous learners in employment or employers.	
Advice and guidance is tailored to the needs of individual learners, with issues of equality and diversity a key focus. Advisers consciously work to prevent all	Hampshire Futures, and professionally qualified career development professionals provide impartial guidance and are appropriately informed about the local, regional, national labour market	

<p>forms of stereotyping in the advice and guidance they provide, to ensure that learners from all backgrounds and diversity groups consider the widest possible range of careers, including those that are often portrayed as primarily for one or other of the sexes.</p>		
<p>All leavers have a planned progression route.</p>	<p>Make &amp; develop career plans to decide next step in their career development, using action planning, reviewing and setting smart targets; learn to access records of present and past targets.</p> <p>Support to determine their future through management of their own progress and achievement</p>	