



Brockenhurst College



CAREERS PROGRAMME

2023-24



Careers Education, Information, Advice and Guidance



Guy Francis

Assistant Principal

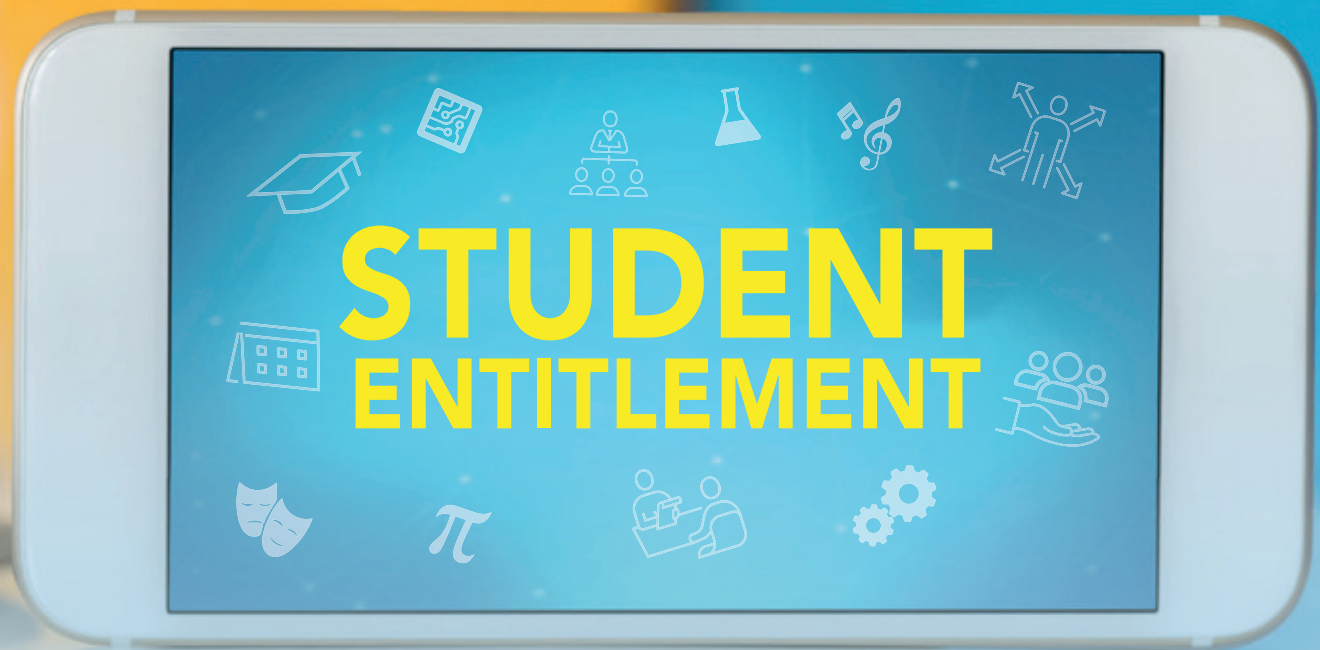
At Brockenhurst College we are committed to ensuring all our students have the knowledge, skills, and opportunities to prepare them for their next steps. A key element to this is ensuring every student has access to the highest quality careers education, information, advice and guidance. Our Careers Programme details what is on offer and is fully aligned to the Gatsby Benchmarks, the national framework The College uses to ensure good practice. We are also delighted to have achieved in full the Quality in Careers Award and the Matrix Quality Standard which both involve external assessment on our service. To ensure the best student experience we regularly monitor and review the programme and constantly seek feedback from students, parents/carers and our partners in higher education and the business community.



Alistair Lambon

Careers Leader

As the Careers Leader it is a real privilege to support all our students with their career planning and next steps. I am a fully qualified Careers Adviser holding both the qualification in Careers Guidance and the Certificate in Careers Leadership both at Level 6. I am a full member and a Registered Professional with the Career Development Institute, the professional body for Careers Guidance. We are pleased to have met the requirements in all eight of the Gatsby Benchmarks which can only be achieved by the active support of teaching colleagues in the curriculum and professional services staff across The College. Everyone at The College is committed in ensuring our students progress onto great things in a variety of pathways and occupations. I am looking forward to meeting as many students as I can either one-to-one in an individual careers interview, when I visit classes or at the numerous careers events we have throughout the year.



As a Brockenhurst College student you will be entitled to access:

- One-to-one impartial information, advice and guidance from our experienced Careers Advisors.
- An extensive range of opportunities, resources and expertise through our Careers Education and Guidance programme.
- Activities throughout National Careers Week and National Apprenticeships Week.
- Visits to and from universities, which will include subject-specific interactive workshops.
- A Higher Education Fair with over 70 universities showcasing their strengths.

Depending on your Study Programme you may be entitled to access:

- Our Aspire Academy, which provides personalised support for students aiming for top universities.
- Industrial placement opportunities from our directory of over 2,000 employers, supported by our Employability Development Officer.
- The STEM Academy, which is for students wishing to make their mark in the world of science, technology, engineering and maths.
- Our Performing Arts and Music Academy, which is for students with real prospects of forging glittering careers in live performance and recorded entertainment.

GATSBY BENCHMARKS – WHAT ARE THEY?

The Gatsby Career Benchmarks are a framework that schools and colleges can use to develop a good careers programme. They are the recommended elements of good practice in career guidance.

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

Experiences of workplaces

7

Encounter with further and higher education

8

Personal guidance

CAREERS CALENDAR 2023-24

PRE ENTRY

ACTIVITY	AUDIENCE	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	GATSBY BENCHMARKS
School based IAG	Year 10-11	✓	✓	✓	✓	✓	✓	✓		✓	✓			3, 4, 7, 8
Parental and family tours	Year 10-11 and parents		✓	✓	✓	✓	✓	✓						3, 4, 7, 8
Taster/Experience events	Year 10-11					✓	✓	✓	✓			✓		3, 4, 7
Freshers' Day	Year 11										✓			3, 4, 7
Open Events	Year 9-11, adults and parents		✓	✓					✓		✓			3, 4, 7, 8
Student Interviews and IAG	Year 11, adults				✓	✓	✓	✓	✓	✓	✓	✓		3, 4, 7, 8
Enrolment and IAG	All new students and parents	✓											✓	3, 4, 7, 8

TUTORIAL PROGRAMME

ACTIVITY	AUDIENCE	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	GATSBY BENCHMARKS
Induction activities	Year 12	✓												3, 7, 8
Personal development	Year 12 and 13	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			3
VESPA	Year 12 and 13	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			3
Progression and Employability activities	Year 12 and 13		✓	✓	✓	✓	✓	✓	✓	✓	✓			3, 7, 8

PERSONAL GUIDANCE

ACTIVITY	AUDIENCE	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	GATSBY BENCHMARKS
Study programme evaluation support	Year 12	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	3, 8
Careers, University, Employment and Apprenticeship advice	All students	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	2, 3, 8
Course progression advice	Year 12 and 13						✓	✓	✓	✓	✓	✓	✓	3, 8

EMPLOYABILITY

ACTIVITY	AUDIENCE	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	GATSBY BENCHMARKS
Apprenticeship fair	All students							✓						2, 3, 4, 5, 6, 8
Careers week	All students							✓						2, 3, 4, 5, 6, 8
Employability skills workshop	Year 12 and 13		✓	✓	✓	✓	✓	✓	✓	✓	✓			3, 4
Industrial placement	Year 12 and 13		✓	✓	✓	✓	✓	✓	✓	✓				2, 3, 4, 5, 6, 8
Vocational progression day	Year 12							✓						2, 3, 4, 5, 6, 7, 8
Employability week	Year 12									✓				2, 3, 4, 5, 6, 8

HIGHER EDUCATION

ACTIVITY	AUDIENCE	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	GATSBY BENCHMARKS
UCAS support drop-in	Year 12, 13 and Access	✓	✓	✓	✓	✓								3, 7, 8
Next Steps programme	All students		✓	✓	✓	✓	✓	✓	✓	✓				3, 4, 5, 6, 7
Tutorial programme – UCAS support (SSM)	All students	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			3, 7, 8
Aspire programme	Year 12 and 13	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			3, 7, 8
Student finance presentations	All students and parents				✓									3, 7, 8
HE fair	All students							✓						3, 7
Progression day	Year 12							✓						3, 7, 8
UCAS registration support	Year 12	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			3, 7, 8
HE presentation	All students and parents			✓				✓						2, 3, 7

As careers professionals we align ourselves with the Career Development Institute Code of Ethics

ACCESSIBILITY

Members must promote access to career development activities and services in a range of ways that are appropriate and ensure inclusion.

ACCOUNTABILITY

Members are accountable for their career development activities and services and must submit themselves to whatever scrutiny is appropriate to their role, including the CDI Discipline and Complaints Procedure.

Members must act in the interests of society and at all times exercise integrity, honesty and diligence.

Members must in all circumstances endeavour to enhance the standing and good name of the career development profession and the Career Development Institute.

AUTONOMY

Members must encourage individual autonomy in making decisions and always act in the individual's best interests.

COMPETENCE

Members must monitor and maintain their fitness to practice at a level that enables them to provide an effective service.

Members must represent their professional competencies, training and experience accurately and function within the boundaries of their training and expertise.

CONFIDENTIALITY

Members must respect the privacy of individuals. Personal guidance interactions/interviews should be conducted in an agreed and suitably private environment. Clients must be informed of the limits of confidentiality and data-sharing at the outset. Disclosure of confidential information should only be made with informed consent or when required by law.

CONTINUOUS PROFESSIONAL DEVELOPMENT

Members must maintain their professional competence, knowledge and skills through participation in continuous professional development informed by reflective practice and the National Occupational Standards: Career Development.

DUTY OF CARE – TO CLIENTS, COLLEAGUES, ORGANISATIONS AND SELF

Members have a duty of care and are expected always to act in the best interests of their clients.

Members must develop and maintain professional and supportive working relationships with colleagues both inside and external to their own organisation and respect the contributions of other career development professionals to the activities and services on offer.

Members must fulfil their obligations and duties to their employer (where applicable), except where to do so would compromise the best interests of clients.

Members have a duty of care to themselves, both in terms of their personal integrity, personal safety and their capacity to practise in order to provide an effective service to clients.

EQUALITY

Members must actively promote equality and diversity and work towards the removal of barriers to personal achievement resulting from prejudice, stereotyping and discrimination.

IMPARTIALITY

Members must ensure that professional judgement is objective and takes precedence over any external pressures or factors that may compromise the impartiality of career development activities and services. In doing so, members must ensure that advice is based solely on the best interests of and potential benefits to the client.

Where impartiality is not possible this must be declared to the client at the outset.

TRANSPARENCY

Members must provide career development services and activities in an open and transparent manner.

TRUSTWORTHINESS

Members must act in accordance with the trust placed in them, ensure that the clients' expectations are ones that have reasonable expectation of being met and honour agreements and promises.

Within the Code of Ethics reference to specific job roles or services has been avoided. All career development activities and services are covered by this code regardless of how they are delivered, e.g. face to face, in groups, by telephone or web-based.

A complaint of a breach of this Code of Ethics will be dealt with in accordance with the CDI Discipline and Complaints Procedure. <https://www.thecdi.net/Code-of-Ethics>

For further information on the legal requirements please see www.gov.uk. Links to specific legislation for each of the principles can be found at: <https://www.thecdi.net/Code-of-Ethics>