

Name of Document:	Careers Strategy
Responsible area:	Careers and Employability
Current version:	1.4
Date of last review:	September 23
Last review by:	Head of Centre
Policy Owned and approved by:	HEMT
Next review due date:	September 25

Summary of Changes between previous and current version	Page Number
Reference to the new Student Hub on Sharepoint	5

PURPOSE OF THE CAREERS STRATEGY:

The purpose of the Careers Strategy is to outline the provision and direction of Careers, Education, Information Advice and Guidance at DGHE. This document also incorporates a three year Development Plan for the Careers and Employability Service and alludes to the development of our Employer Engagement Strategy.

The College is committed to providing high quality careers education, information, advice and guidance for all of its students to prepare them to progress into sustainable education, training and employment. The College promotes a “guidance community approach” that is to say, all stakeholders are responsible for the CEIAG service throughout the college although the DGHE Careers and Employability Service will take the lead on this.

We understand high quality CEIAG is imperative, as people adapt to new challenges in education, employment and training. We also understand that high quality careers guidance raises aspirations and attainment, supports students to achieve their potential, and meets the demands of a changing labour market.

This strategy applies to all students at the College and is inclusive of all levels and modes of study.

The Careers Consultant at DGHE will develop the services and practices to incorporate the key priorities within the Careers and Employability Strategy. The Careers Consultant will work closely with curriculum staff to offer impartial CEIAG to all students.

The Careers and Employability Service is led by Careers & Employability Consultant in cooperation with Head of Centre and Head of Academic Development.

OVERVIEW OF THE CAREERS AND EMPLOYABILITY SERVICE AT DGHE

The Careers and Employability Consultant role is to lead the development of careers education, information, advice and guidance in the College, and support students by removing barriers to progression, learning and employment.

AGCAS

As a full member of AGCAS, (The Association of Graduate Careers Advisory Services), the DGHE Careers and Employability Service will uphold the AGCAS standards:

The AGCAS Code of Ethics outlines the values and behaviours required of all members of AGCAS Services when fulfilling their roles, alongside compliance with relevant legislation. It also aims to give internal and external stakeholders confidence and trust in their dealings with the HE careers profession.

1. Equity and diversity – design, delivery and promotion of accessible services to meet the needs of all, irrespective of their age, disability, gender identity, race (including colour, nationality and ethnic or national origin), political or religious beliefs, and sexual orientation
2. Achievement for all – dealing with each individual fairly and with respect for their life experiences, abilities and potential. To address and challenge inequities where we encounter them
3. Impartiality – embedding the principle of impartiality into the design and delivery of career development services so that students and graduates have the freedom to develop their own career paths. Any conflicts of interest will be declared as soon as they are known
4. Confidentiality – the protection of client confidentiality and the right to privacy, acting in accordance with laws that govern the sharing of data, including personal information
5. Integrity – acting with trustworthiness and transparency in the provision of services, the management of expectations and the honouring of promises and arrangements
6. A spirit of commitment through AGCAS to maintain and enhance high standards across the HE careers profession – by fostering good practice across the profession by initiating and contributing to the sharing of knowledge and discussion of professional issues with members of the AGCAS community and adhering to the AGCAS Quality Standard.

Careers Development Institute (CDI)

It is also expected that anyone acting in the role of the Careers & Employability Consultant be a member of the CDI. The CDI is the single UK-wide professional body for everyone working in the fields of career education; career information, advice and guidance; career coaching, career consultancy and career management. Many of the headings in the Code of Ethics of the CDI are similar to those of AGCAS, but also include

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,

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

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

DGHE's VISION, MISSION AND VALUES

Vision - Our vision is to be widely recognised within the independent college sector as a 'first choice' for students seeking a high quality education.

Mission - The Higher Education Centre at David Game College exists to provide exceptional learning, encouraging students in developing their spirit of inquiry in order to realise their personal and professional aspirations, and potential, through quality education in a culturally diverse and ethical environment.

Values - The David Game Higher Education (DGHE) Centre is a diverse, inclusive and professional academic community that respects individuals and enables them to strive for success in order to contribute positively and sustainably to the local region, the international economy and the wider society in general.

The Careers and Employability Service at DGHE will uphold and implement all of the aspects of the Vision, Mission and Values of DGHE and will aim in all of its career activities and careers interventions to encourage the student body to make fully informed career decisions. The new Careers and Employability Service will act as leverage and a driving force for CEIAG to be further embedded in the curriculum.

Principles:

The key principles of the strategy are that CEIAG is differentiated and supports individual progression; empowering students to make fact based, well-informed decisions and manage their life choices to sustain employability throughout their lives.

Students will have access to careers events that will help them choose pathways that are right for them and that are appropriate to the student's learning, planning and development.

Students are entitled to CEIAG that meets professional standards and is impartial and confidential.

Our CEIAG will:

- Be personalised and provide opportunity to identify and respond to the needs of the individual
- Be inclusive and promote equality of opportunity, challenge stereotypes and be sensitive to faith, culture and background
- Be transparent, impartial and provide opportunity for confidentiality as required by the individual
- Offer guidance to any student at risk of non-completion to either aid retention or to provide a suitable alternative destination when appropriate
- Be enhanced by strong networks with industry, local and regional employers and stakeholders
- Contribute to raising aspiration, improving destinations and increasing employability skills
- Work in partnership with students, staff and employers

CAREERS AND EMPLOYABILITY SERVICE STRATEGIC OBJECTIVES:

- Ensure that the College has published on our website details of the Careers and Employability Service available to students
- Establish and maintain effective relationships with external partners, such as employers, as well as ensuring that the College's Careers and Employability Service provision are co-ordinated and managed through a stable and embedded programme
- Ensure effective quality assessments for the service are undertaken and achieved, such as the Matrix Benchmark
- Ensure that the resources are effectively managed and that the Careers Consultant is aware of any gaps in the provision
- Link with curriculum areas to plan, develop and deliver suitable careers education activities to students
- To forge robust links with employers and external organisations to provide inspiring opportunities for learners to gain work experience and develop work skills
- To develop a calendar of termly events to promote CEIAG to students, supporting retention, achievement and (internal) progression of all students
- To support Matrix inspections through inspection-readiness and continuous self-assessment

THE CAREERS CONSULTANT WILL:

- Provide impartial CEIAG to all students, with a particular focus on 1:1 appointments, careers education workshops and termly careers events

- Be a key point of contact for progression and ensuring students take the right steps into the world of work by making well-informed careers decisions
- Ensure that students develop knowledge and understanding of employability skills and how they can develop these skills further through effective career planning, engaging with employers and undertaking work related learning and work placements
- Ensure effective and appropriate careers information and resources are updated, regularly reviewed and maintained on the College VLE and that they are clearly accessible to all students and staff
- Produce effective communication resources to promote activity and raise aspirations through College communication channels in accordance with the calendar of activity for the academic year
- Gather feedback from all clients of the service, including academic and student service staff and those engaged to deliver to students to influence development of the service in the future
- Keep abreast of changes within the College environment in order to be able to guide students effectively
- Ensure that gender stereotyping is avoided in all career interventions and that the CS adheres to DGHE College principles of equality, diversity and inclusion
- Make effective use of LMI to support careers interventions , including use of LMI for all and making those resources widely available to students

Student Entitlement

We will provide:

- Accurate careers information through the College Student Hub, VLE, website and other relevant publications
- 1:1 impartial careers advice and planning available to all students
- Support to secure meaningful work placement opportunities that are sector relevant and develop employability skills
- Accurate and impartial progression advice

We will:

- Respect your right to confidentiality, interviews will take place in appropriate environments and you can request a private space if you wish to do so
- Not share your data with a third party unless you have agreed for us to do so. The most common instance of this will be your CV if we are supporting you to seek employment
- Help with applications to other higher education opportunities, such as personal statements and how to research the right university for you (including advanced studies within DGHE)
- Support you with job applications for employment

USING LABOUR MARKET INFORMATION TO SUPPORT STUDENTS

- We will ensure continuous LMI research is maintained throughout the academic year and is updated
- Our full membership of AGCAS will greatly enhance the gathering of reliable LMI

QUALITY ASSURANCE WITHIN CAREERS & EMPLOYABILITY:

- The Careers and Employability Service will adhere to the highest standards of professional behaviour as stated in AGCAS Code of Ethics
- We will engage with the Matrix Quality Standard for CEIAG

MONITORING & EVALUATION

DGHE will evaluate the impact and success of the careers guidance provision by a range of performance measures:

- Gather feedback from students, staff and employers supporting career development activities to promote continuous improvement
- Student feedback 1:1 and student feedback in tutorials
- Inclusion in the Student Survey questions
- Matrix accreditation
- Annual appraisal and review process

RESOURCES:

- The Careers Consultant has over twenty five years of experience in CEIAG work and has graduated with a Merit at MA in Careers Management from Middlesex University
- The Careers and Employability Service at DGHE is a full member of AGCAS and the CDI
- The library space is being developed to fully incorporate the Careers and Employability Service and its work to support DGHE students
- A number of careers reference books have been purchased to support the CEIAG of DGHE students and this resource will continue to be developed

Head of Centre
Sept 23