



SHAPE
YOUR
FUTURE



Careers Programme



FOREWORD BY THE PRINCIPAL

Derwentside College is a fantastic place to learn and work. We are amongst the very best of Colleges within the further education sector; a college that employers want to work with, where learners want to study and where staff want to work.

The college has recently reviewed its Mission, Vision and Values, setting out an ambitious new direction for the future: 'to be the number one college in the North East and a shining light within the Further Education sector'.

As a College we embrace the challenges posed by the Gatsby Benchmarks for good Careers Guidance. Advice and guidance will be individualised and challenging; we will be ambitious for our learners and what they can achieve in their careers.

From the many opportunities they will have to experience and prepare for the world of work, our learners will become enterprising and highly employable. As a result, more of them will progress directly to employment, HE and advanced and higher apprenticeships.

All staff will demonstrate ambition for the College and its learners, and will hold themselves accountable to the highest possible standards.

The College's curriculum offer will be market led, aligned to labour market intelligence and linked very clearly to local, regional and national priorities.



CHRIS TODD
PRINCIPAL & CHIEF EXECUTIVE

CAREERS ADVICE AND GUIDANCE

Derwentside College has a strong Careers Team and a focus in line with the new national Gatsby Benchmarks which are designed to promote excellence in Careers and improve outcomes for young people. The Careers Leader is responsible for quality assuring the careers programme to ensure that it continuously improves and delivers the kinds of impacts that are needed for young people.

ADVICE - THIS INVOLVES:

- Helping a client to understand and interpret information
- Providing information and answers to questions and clarifying misunderstandings
- Advising on options or how to follow a given course of action
- Identifying needs-signposting and referring users who may need more in-depth guidance and support

GUIDANCE - AIMS TO HELP USERS TO:

- Better understand themselves and their needs
- Confront barriers to understanding, learning and progression
- Resolve issues and conflicts
- Develop new perspectives and solutions to problems
- Be able to better manage their lives and achieve their potential

IN ORDER TO ACHIEVE THESE BENCHMARKS THE CAREERS SERVICE WILL:

- Act without bias and place the learner first
- Provide clear access to services and be visible
- Raise aspirations
- Communicate effectively
- Value and promote diversity and inclusivity
- Advocate on behalf of learners to facilitate access to opportunities
- Deliver timely interventions

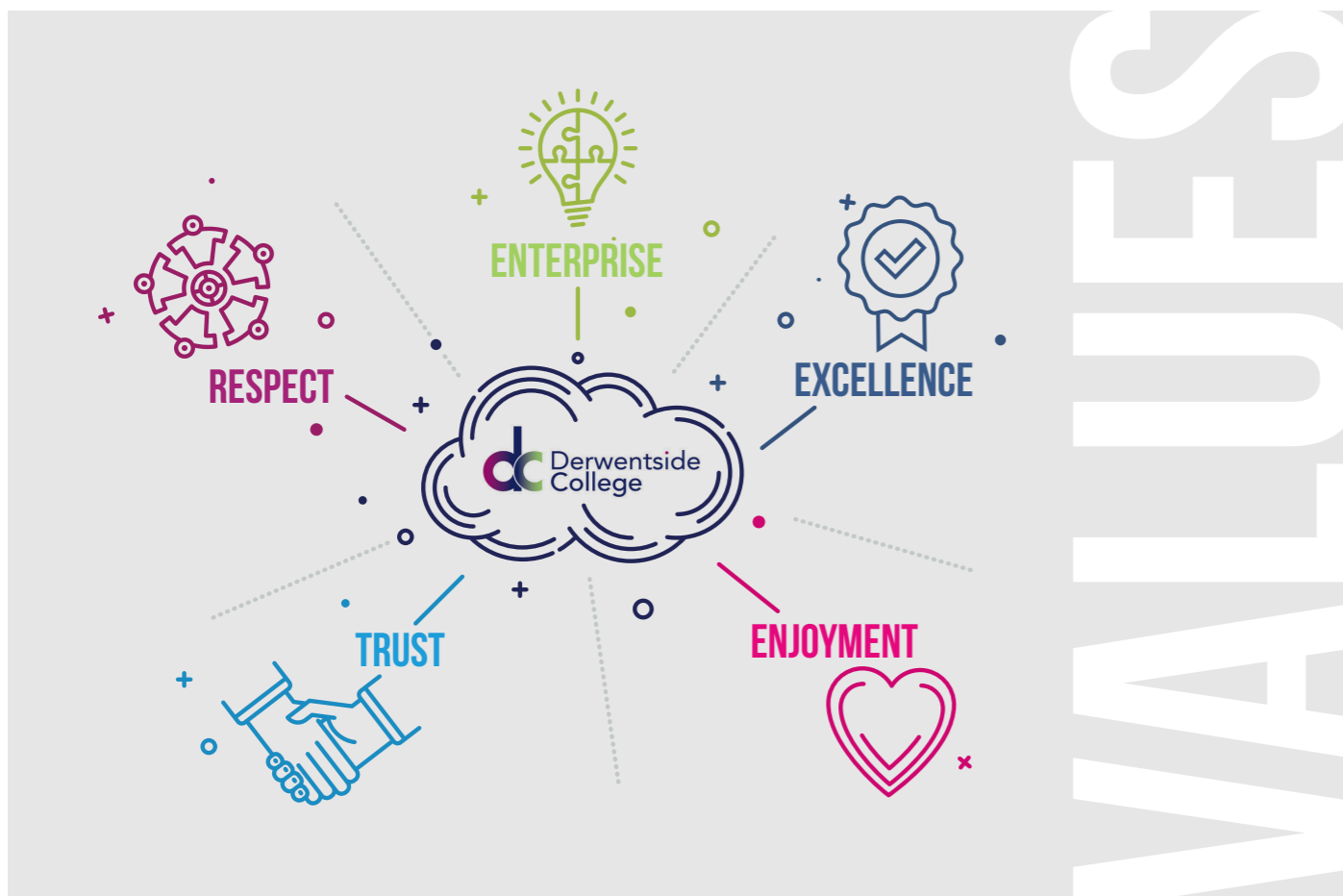
“EXCELLENT CAREERS GUIDANCE MAKES SURE THERE IS AN EQUALITY OF OPPORTUNITY. IT UNLOCKS POTENTIAL AND TRANSFORMS OUTCOMES FOR PEOPLE OF ALL AGES.”

GOVERNMENT CAREERS STRATEGY 2017



THE GATSBY BENCHMARKS FOR GOOD CAREERS GUIDANCE

- 1 A STABLE CAREERS PROGRAMME**
- 2 LEARNING FROM CAREER & LABOUR MARKET INFO**
- 3 ADDRESSING THE NEEDS OF EACH PUPIL**
- 4 LINKING CURRICULUM LEARNING TO CAREERS**
- 5 ENCOUNTERS WITH EMPLOYERS & EMPLOYEES**
- 6 EXPERIENCES OF WORKPLACES**
- 7 ENCOUNTERS WITH FURTHER & HIGHER EDUCATION**
- 8 PERSONAL GUIDANCE**



CAREERS CALENDAR

ACTIVITY	TARGET GROUP	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Introduction to Careers Team and Careers Hub facilities	All full time learners	✓	✓										
HE sessions – different HE options, HE overview, UCAS system	L3 learners	✓	✓							✓			
Personal Statement support	L3 learners	✓	✓	✓	✓	✓					✓	✓	✓
Student Finance support	L3 learners					✓	✓	✓	✓				
Parent/Guardian Newsletter	Parents/Guardians of all full time learners			✓				✓					
Full Careers interview - "Next Step Planning"	All full time learners								✓	✓	✓		
SEND reviews	SEND learners	✓	✓	✓									
Open Events	All potential learners and members of the public			✓			✓		✓		✓		
Open access careers guidance appointments	All learners, potential learners and members of the public	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Access to Digital Employability Programme	All learners	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Employability sessions	Available to all full time learners	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Careers input into tutorial sessions addressing specific issues	All full time tutorial groups					✓	✓	✓					
Advanced Learner Loan application support	All eligible learners	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
CV building service	All learners, also open to members of the public	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
University/H.E visit programme	All L3 learners	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Employer visits/interactions	All full time learners	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

THINKING ABOUT PROGRESSION?

- All full time learners meet the college Careers Team and have a tour of the college Careers Hub and facilities during induction.
- Parents and guardians are kept up to date with college news, labour market information and learner success stories with a newsletter.
- All full time learners have a minimum of one Careers Guidance session with a Level Six qualified Careers Adviser. This will take place when learners are considering their next steps, be it into employment, apprenticeships or further study.
- All students have access to a Digital Employability Programme which can be accessed on and offsite.
- All full time learners participate in employability sessions led by our expert team of tutors, and complete a Careers and Enterprise scheme of work.
- The Careers Team work with lecturers to develop sessions which address specific areas of need.
- Careers Advisers are available to all learners and members of the public who wish to construct and improve their C.V.
- All full time learners will have contact with various employers throughout the duration of their course.
- Learners visit employers and places of interest relevant to their studies throughout the year, this can range from Beauty students visiting the Blue Lagoon Spa in Iceland to Construction students visiting Durham Cathedral to learn more about advanced stonemasonry techniques.
- Students are actively encouraged to participate in skills competitions and the college has had a number of winners in highly prestigious categories. These competitions give students a chance to develop their skills and experience, competing against peers in highly specialised fields.
- Labour Market Information is made available and accessible to all learners to help inform their careers choices. This is available in a variety of easily utilised formats in the Careers Hub and across the college.

THINKING ABOUT APPRENTICESHIPS?

- Careers Advisers offer bespoke advice to those considering applying for apprenticeships.
- Careers Advisers offer sessions on apprenticeships to large and small groups of current and potential learners. These sessions can cover finding an apprenticeship, filling in applications and interview techniques.

THINKING ABOUT HIGHER EDUCATION?

- All learners thinking of Higher Education as an option receive targeted support and a chance to explore different Higher Education options.
- All learners thinking of applying to Higher Education are supported through the whole process, with specific support sessions and workshops focussing on the UCAS system to maximise chances of success.
- All students applying to university have the opportunity to attend weekly drop-in workshops where they can get support and advice on their personal statements.
- Careers Advisers check and offer constructive feedback on all drafts of personal statements.
- Careers Advisers host information sessions on the subject of Higher Education student finance.
- Students can access one-to-one support with student finance applications if necessary.
- All learners considering Higher Education have the opportunity to attend university visits during their courses.
- Careers Advisers offer group sessions and one-to-one coaching in Higher Education interview skills and techniques.

THINKING ABOUT SUPPORT?

- All learners are interviewed before starting a course at college, and appropriate support referrals made whether these be for physical, learning or emotional needs. Any issues which come up during a course are dealt with sensitively and support is put in place in a timely manner.
- SEND learners have regular targeted support and reviews, with specialist careers input where appropriate.

THINKING ABOUT STARTING COLLEGE?

- Regular Open Events take place which are open to all potential learners and members of the public. These involve tours of the facilities, access to expert advice from Careers Advisers and industry experts.
- All learners, potential learners and members of the public have access to free and impartial guidance appointments with Level Six qualified Careers Advisers at time of need and as promptly as possible.
- All eligible learners are informed and supported through the process of applying for Advanced Learner Loans.

THINKING ABOUT EMPLOYMENT?

- Careers Advisers are available to discuss all stages of securing employment, from job search techniques to interview skills.

CAREERS EDUCATION AND GUIDANCE POLICY

PURPOSE AND ENTITLEMENT

The purpose of this policy is to outline what potential and existing students, parents or guardians, apprentices and employers can expect from Derwentside College Careers Team, and how we will fulfil these expectations.

The purpose of Careers Education, Advice and Guidance within Derwentside College is to enable learners to make informed choices about their personal, educational and career development. This will be achieved by informing, advising, enabling and supporting learners through the process of Career Education and Guidance in order to empower them in making decisions related to their career and progression routes.



AS CAREERS PROFESSIONALS WE ALIGN OURSELVES WITH THE CAREER DEVELOPMENT INSTITUTE CODE OF ETHICS.

1. ACCESSIBILITY

The college Careers Team actively promote access to careers information and guidance to all, ensuring that services and materials are appropriate and inclusive.

2. ACCOUNTABILITY

The college Careers Team exercise integrity, honesty and diligence whilst being accountable for their interactions. The Careers Team will endeavour to enhance the standing of the careers profession and Derwentside College.

3. AUTONOMY

The Careers Team will remain impartial in all interactions, encouraging individual autonomy and always working in the individual's best interests.

4. COMPETENCE

The Careers Team are professionally trained to Level Six in Careers Advice and Guidance, and monitor and maintain their fitness to practice and provide an effective service. The Careers Team function within the boundaries of their training and expertise, referring on to more specialist services as and when required.

5. CONFIDENTIALITY

Individuals can expect that their information will remain confidential within the Careers Team. Data will be kept in accordance with GDPR. Disclosure of confidential information will only be made with informed consent or when required by law.

6. CONTINUOUS PROFESSIONAL DEVELOPMENT

The Careers Team will maintain their professional competence by reflecting on their practice to identify training and development needs. A continuing programme of professional development is followed.

7. DUTY OF CARE TO CLIENTS, COLLEAGUES, ORGANISATIONS AND SELF

The College Careers Team have a duty of care to all learners, and ensure adherence to safeguarding policies acting in the best interests of their clients. The College Careers Team develop and maintain professional working relationships with colleagues and external contacts. The College Careers Team have a duty of care to themselves in terms of personal integrity, personal safety and their capacity to practise in order to provide an effective service to clients.

8. EQUALITY

The College Careers Team actively promote equality, diversity and inclusion and work towards the removal of barriers to personal achievement resulting from prejudice, stereotyping and discrimination.

9. IMPARTIALITY

The College Careers Team ensure that professional practice and judgement is impartial and that this takes precedence over external factors. Information provided is up-to-date and impartial. Advice and guidance is based solely on the best interests of the individual client. Where impartiality is not possible this is declared to the client at the outset.

10. TRANSPARENCY

The College Careers Team provide information, advice, guidance and activities in an open and transparent manner.

11. TRUSTWORTHINESS

The College Careers Team work with individuals to promote a realistic choice of career options and work with them to ensure that their expectations are met as fully as possible. The College Careers Team honour agreements and promises made throughout this process.

COMPLIMENTS AND COMPLAINTS

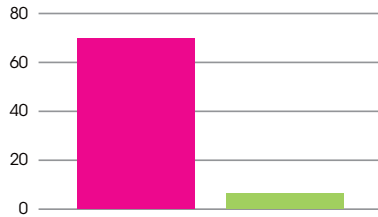
The College Careers Team values all feedback and uses this to continually improve the service. Any compliments or complaints can be reported by speaking to an appropriate member of staff or dealt with through formal college channels.

LABOUR MARKET INFORMATION

NORTH EAST

EMPLOYMENT

71.4% of people in the North East are employed. Lower than the UK average of **75.7%**.



UNEMPLOYMENT

5.5% of people in the North East are unemployed. Higher **than the UK average of 4.1%**.



The average income in the North East is **£26,603** a year

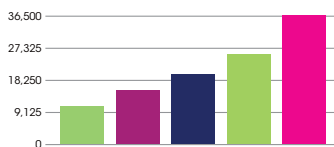


On average people in the North East work **31.3 hours** a week



Out of 12 regions the North East is the **7th** most productive

SECTORS SET TO GROW IN THE NEXT FIVE YEARS



+36,000 jobs by 2024 in the North East

- Teaching & Education
- Health & Social Work
- Information Technology
- Professional Services
- Construction
- Finance & Insurance

WHERE ARE THE MOST JOBS NOW?



Wholesale & Retail



Manufacturing



Health & Social Care



Education



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