

TRURO & PENWITH COLLEGE

CAREERS STRATEGY

**WORKING TO BUILD WORLD
CLASS CAREERS 2022-2025**



MISSION & VISION OF TRURO & PENWITH COLLEGE

Our Mission

The purpose of the College is to provide the best possible learning experience, leading to the highest possible level of achievements by our students.

This will be achieved by working in partnership with individuals and organisations to raise expectations, fulfil potential and promote and support individuals to ensure a skilled, economically successful and socially inclusive community.

Our Values



Truro and Penwith College is built around four fundamental values. Wellbeing, Engagement, Aspiration and Respect.

These core pillars improve life chances by the development of physical, social and emotional wellbeing, embracing opportunities, enabling people to believe in themselves to achieve their aspirations and to understand the importance of playing an active part in creating positive and inclusive communities.

Our Ambitions

LOOK FURTHER

Aspiration: Students gain the confidence and self-belief to set ambitious progression and career goals

Inspiration: Students are inspired by interactions with staff, stakeholders and alumni

REACH FURTHER

Triumph: Students exceed expectation and achieve their full potential

Talent: Lecturers have a passion for teaching and learning and are experts in their field

T&PC Magic: Facilities, enrichment and opportunities are exceptional

GO FURTHER

Progression: Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers

Prosper: Students develop the skills needed to flourish at university or in employment

Productivity: Students gain the skills employers need, supporting the economy to thrive

WELCOME



Welcome to our Careers Strategic Overview to give you insight into Truro and Penwith's approach. As the Careers Strategic Lead and as the Director of Student Experience having good Careers Information, Advice and Guidance is essential to young people who are transitioning into the college environment or those who are already with us.

Understanding next steps on your career journey is vital to personal development and for this reason providing an effective careers programme that offers advice, experience and contact with employers to aspire learners and to help them make good choices is essential for success. We also need to support young people in readiness for next steps whether that is into university, further learning, an Apprenticeship or employment.

Our Careers offer is for all and we ensure that we tailor it for the benefit of our students. Our team tune into the needs, ideas and ambitions of everyone and this links with our college values. We look to open up doors and unlock potential so that individual ambitions are reflected in our destinations.

As part of this commitment, we have an evolving Careers Strategic Group who meets a minimum of three times a year to ensure we are meeting our action plan and supporting our aim to build world class careers.

We recognise as a college that this is an evolving journey, in an ever changing world, but an important one to aid our students' progression into the world of work and to find an ambitious career that motivates them, inspires them and involves all their skills and experiences.

If you would like to support us in this endeavour, please don't hesitate to get in contact.

Lisa Briscoe

Director of Student Experience

THE CAREERS STRATEGIC GROUP

The Careers Strategic Group is a mixture of stakeholders, both internal and external, who work together to ensure the best quality experience and enhance the careers knowledge. The group is supported by key sector employers in Hospitality, Health and Social Care, Construction, Retail and Off Shore Energy to ensure careers are shaped and meet the economic needs of the region and beyond.



THE CAREERS STRATEGIC GROUP



Lisa Briscoe

Lisa has worked in Further Education for over 30 years across the UK and is currently the Director of Student Experience at Truro and Penwith College. Previously working in the leisure and sports industry in management and more recently in holistic therapies. She has had a strong interest in careers throughout her educational experience and led on the working party to modernise the admissions process for young people as part of her school liaison responsibilities.



Hayley McKinstry

Hayley is the Business and Partnerships Director at Truro and Penwith College and has been in Further Education for over 25 years. She is responsible for building strong partnerships with existing employer partners and identifying new employers who can provide sustainable employment opportunities for students. She has a strong background in Apprenticeships, occupational and vocational learning programmes as well as quality assurance.



Adele Bull

Adele Bull started her career as a graduate management trainee in a large utility business, progressing to various management roles in employee communications and team performance. She moved to Cornwall 15 years ago, leading to a career change and has now worked in further education for 15 years, initially teaching management and business-related courses. Adele is the Curriculum Development Director responsible for changes to the college curriculum including the new T Levels. She is also responsible for Higher Education courses and Access to Higher Education.



Tim Moody

Tim is the Employability and Careers Lead and has worked in the Careers sector for over 20 years; always alert to new ways of delivery and the utilisation of modern resources, he is keen to ensure best practice will inspire students to realise their career goals. Tim holds the Postgraduate Certificate in Careers Leadership and the Level 6 in Careers Guidance and Development.

THE CAREERS STRATEGIC GROUP



David Collins

David is our Link Governor on the Strategic Group who is a qualified Veterinary Surgeon from the Royal Veterinary College London and is currently employed as the Veterinary Head of Field Delivery, Western England for the Animal and Plant Health Agency. David has experience in quality assurance, project management and implementing change programmes.



Ruth Bennetts

Ruth Bennetts is the Enterprise Coordinator from Careers Hub Cornwall and Isles of Scilly. Her key focus is “helping every person find their best next step”. The Careers Hub is a government-funded initiative that brings together schools, colleges, and employers to provide support and guidance to young people in their career choices. The Hub operates as part of the wider Cornwall and Isles of Scilly Local Enterprise Partnership (LEP), which works to drive economic growth in the region.



Dave Pollard

Dave is the Truro and Penwith Enterprise Advisor and he is the Education and Outreach Manager at Spaceport Cornwall, home of the first rocket and satellite launch in space from the UK. He is Level 6 qualified in offering independent advice and guidance and has previously worked as an Enterprise Co-ordinator at the Careers Hub.

BACKGROUND

Truro and Penwith College has committed itself to maintaining Investor in Careers status (now called the Quality in Careers Standard Award, through Investor in Careers), first awarded in 1996.

IIC is a management framework through which organisation, delivery and evaluation of Careers Education, Information, Advice and Guidance (CEIAG) can proceed. From our opening, we have had a CEIAG Policy which is fully operational, and which is designed to permeate to all staff and students of the College. We have also been awarded the Matrix Quality Standard 2020 in information, advice and guidance services.

In keeping with statutory legislation, we will continue to offer informed, impartial, supportive and timely careers and welfare guidance. This process begins with pre-entry meetings and interviews and continues through a student's time with us to include guidance on appropriate post-college options as well as personal support. Our support system is such that information, advice and guidance is available from course or personal tutors, Programme and Deputy Team Leaders, Careers Advisers and CSW Group Advisers (for specific groups of students), Work Experience Officers, The Careers Zone, The Apprenticeship and Business and Professional Projects team.

We utilise a range of up relevant career resources which are circulated through the career champion committee and also have computer software which logs career and enterprise activity. We also organise a broad range of workshops, talks, presentations and conferences from outside employers, universities and agencies to enrich the student experience and diversity of careers and welfare education.

Students are assigned to tutor groups and Programme Team Leaders, who will implement CEIAG and personal support through the Tutorial Programme and individual vocational guidance interviews. There are regular meetings on careers or continuing educational matters, again with parents invited as major partners in the process of decision-making. Individual Learning Plans and Action Plans are integral parts of this work, reflecting individual needs. Workshops and presentations are offered across the College by specialist staff to complement the Tutorial Programme. Conferences and conventions are arranged or visited, and students are encouraged to participate in work experience and to visit university or College Open Days. Through CEIAG opportunities, information and guidance, students are enabled to make rational reasoned choices as they make their important career, educational and life-influencing decisions.

THE SIX LEARNING AREAS

The Career Development Institute (CDI) also provide a framework that looks at six areas. We regularly audit the curriculum to measure how we are evidencing these areas against the framework

GROW THROUGHOUT LIFE



Grow throughout life by learning and reflecting on yourself, your background and strengths.

EXPLORE POSSIBILITIES



Explore the full range of possibilities open to you and learn about recruitment processes and the culture of different workplaces.

MANAGE CAREER



Manage your career actively, make the most of opportunities and learn from setbacks.

CREATE OPPORTUNITIES



Create opportunities by being proactive and building positive relationships with others.

BALANCE LIFE & WORK



Balance your life as a worker and/or entrepreneur with your wellbeing, other interests and your involvement with your family and community.

SEE THE BIG PICTURE



See the big picture by paying attention to how the economy, politics and society connect with your own life and career.

THE GATSBY BENCHMARKS

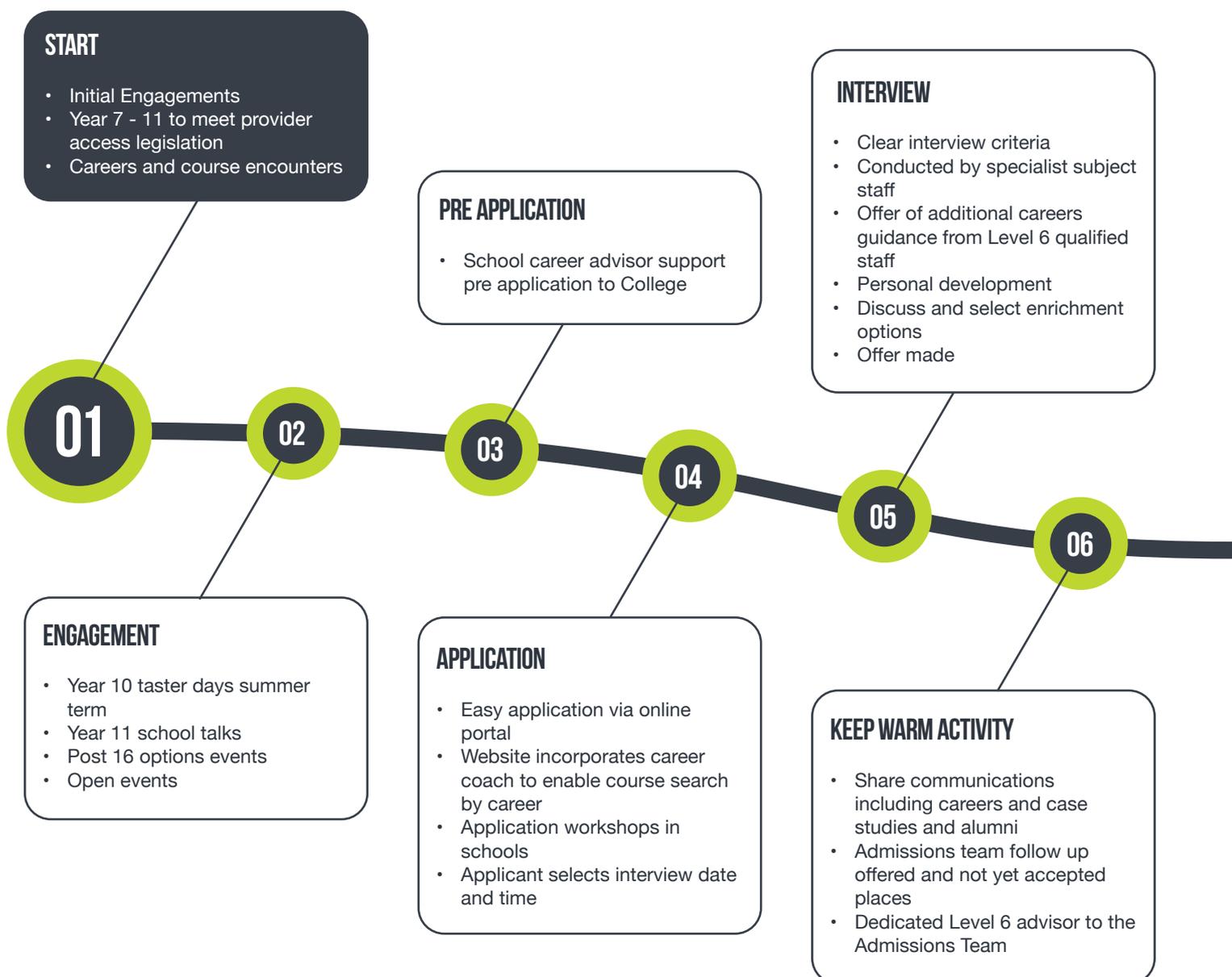
The College is committed to the highest possible standards in Careers Education, Information, Advice and Guidance (CEIAG) through a set of standards which define best practice.

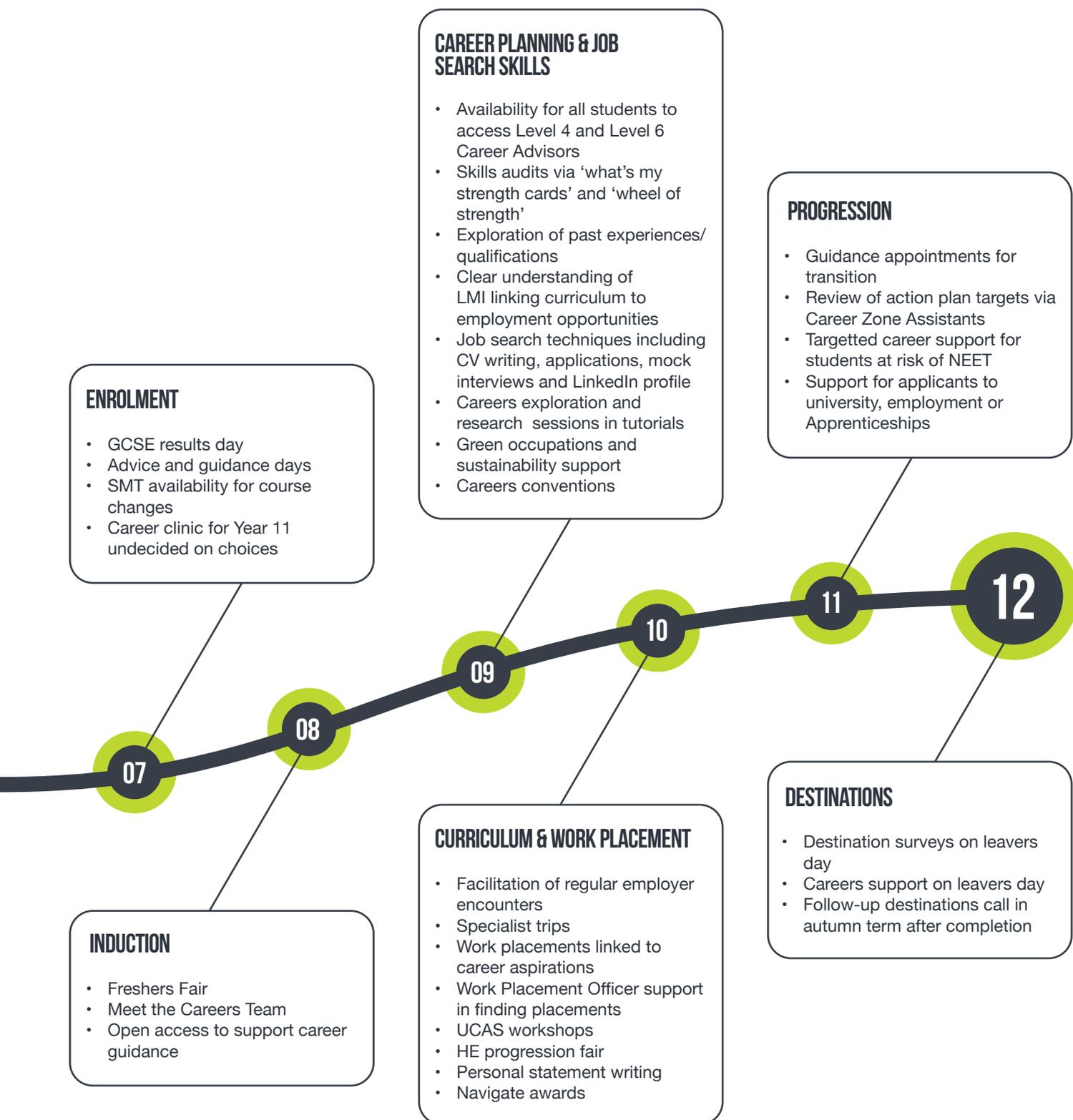
We are audited against these benchmarks through Compass Report by the Cornwall Careers Hub.



CAREERS STRATEGY

incorporated into the student journey





INTENT

- Provide a stable and structured careers programme which is open to all our students. This should incorporate the transition from school to college, our own student body and university centre undergraduates and graduates.
 - Provision is personalised, provides opportunities to identify and respond to the needs of the individual and builds upon previous learning and experience.
 - The Careers Service will be inclusive, recognises and promotes equality and diversity and challenges stereotypes (i.e. is sensitive to faith, culture and background). Offers guidance for any student to assist with retention and reduce the potential of NEET.
 - Ensure all CEIAG is delivered by highly qualified personnel with access to Continual Personal Development.
 - Create aspirational opportunities through aligning with the CIOS Local Skills Report 2021-2030 to meet local and regional needs including current and future skills to support the economy and promote entrepreneurship. Working closely with external stakeholders to provide a world class careers service which meets emerging opportunities, builds high value and highly skilled careers available locally whilst reducing outdated perceptions. Consideration that some careers promotion would meet national and international demands.
 - Recognising that data (labour market intelligence) and technology support career choices and recognising that easy admission processes aid transition from school to college post 16 applications.
 - The strategy will continue to work within a framework of appropriate confidentiality, data protection, record keeping and safeguarding policies (available in other college policies).
 - Involves collaborative approaches and partnerships, tutorial, supportive services and external agencies notably Careers Enterprise Company, Careers Hub, CSW Group, Link Governor, Employer Curriculum Steering Group and Student Council.
 - Contributes to widening participation and raising aspirations through our access plan (available separately) managed HE Access and Participation Officer and produced in association with Careers Strategic Lead.
 - Align our careers programme and offer to established frameworks such as the Careers Development Institute, Careers Enterprise Company and Matrix Accreditation.
 - Ensure careers guidance for students with High needs or SEND is differentiated, where appropriate, and based on high aspirations and a personalised approach.
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IMPLEMENTATION

- Inspiring futures - Our team of staff are relevant, up to date and ready to help you navigate the modern careers and education landscape creating curiosity and excitement, about future pathways.
- Inspiring curriculum learning to careers - Careers education is embedded within all programme areas. Lecturers draw from their own sector specific insights, many of whom have expertise gained through past employment. Aligning the focus of subject to job opportunities is a motivational way of students recognising realistic choices.
- Inspiring personal guidance - Information, Advice and Guidance is a core component of the student experience. Starting from our outreach within schools and the open events that regularly occur throughout the year, guidance is given addressing the needs of each individual. The tutorial programme ensures that termly reviews of progress happen, where action points are recommended as a way of researching future ideas. All students have access to Level 6 qualified Careers guidance professionals gaining impartial support. This helps students explore their futures using decision making models, interpretation of labour market information and application of career theory models.
- Inspiring inclusivity - Our Careers team will work with students with high needs and SEND to provide specialised advice and guidance and when required signpost to Careers South West. The team will work with students, their families and any other stakeholders to help them to understand what progression and career options are possible, with the right support providing the correct level of support before, during and after appointments.
- Inspiring destinations - We want you to achieve the very best outcomes that match your ambitions. We support you every step of the way with your intended destination and feel this is an integral part of the student journey. We track, monitor and review student destinations so we can highlight wider trends associated to education, employment and training. This can be inspirational for present students and inform our curriculum design and the advice we give.
- Inspiring sustainable careers - Whilst sustainability and environmental issues are under scrutiny across the World, Truro and Penwith College point the looking glass on future jobs and how sustainability is a core component of the labour market. Opportunities exist in human, ecological, economic and environmental areas and we must ensure that we are alert to corporate and social responsibility. Now, more than ever, there is the need for our future workforce to learn about and implement more sustainable practices and to also recognise that green careers will be represented in all sectors.
- Inspiring work placement - We will enhance your understanding of jobs and careers. Placements can provide you with industry knowledge and soft skills (e.g communication, team work, resilience and decision making) demanded by the contemporary labour market. Our focus is on your future and we want to ensure you make successful transitions from and to your next steps. Truro and Penwith College harnesses the capacity of employer engagement, so that you make meaningful connections to the labour market. Our recording platform 'Navigate' will ensure you undertake employability awards and have a comprehensive record of achievement, Digital CV and log of placement activities.
- Inspiring resources - Support students to understand labour market information, using the Lightcast platform, disseminate trends, forecasts, salary and opportunities on a local and national level. The benefits of recognising core strengths and employability skills enable students to direct themselves towards their chosen pathways with confidence. Significant resources, such as Katherine Jennick's 'What's your strengths cards' empower students to unlock their potential. Not only do we ensure that students have this self-awareness, we also ensure the recording platform Navigate logs careers, enterprise, enrichment and work placement activities including a reflection response and psychometric test.
- Inspiring training - We are committed to upskilling employers to become inclusive, supporting reasonable adjustments, recruitment and retention for students with high needs and SEND.

OUR CAREERS OFFER

- To ensure that access to IAG is available to all students, either by self-referral or by recommendation of tutor.
 - To provide a visible, professional and confidential space where students can actively engage in career exploration.
 - To provide impartial, unbiased IAG to students from advisers who are qualified to the appropriate level and who are members of the Career Development Institute and on the CDI professional register.
 - To ensure that IAG is readily offered whenever significant study or career choices need to be made.
 - To keep systematic records on learners' experiences of careers and enterprise activity, so students can easily access, reflect upon, pinpoint where key decisions have been made and to act as a portfolio of vocational achievement.
 - To provide a breakdown of local and national labour market information so that students have firm ideas of trends, regional variations, opportunities, and skills required to navigate career pathways.
 - To embed careers within all programme areas, highlighting the relevance of subjects studied to future careers.
 - To ensure that work placements are available to all students within their programme of study. These should be specific to subject area or link with long term aims.
 - To incorporate career themes within the tutorial scheme of work that are relevant and up to date, including green and sustainable careers.
 - To facilitate career and employability awards.
 - To provide support in conducting effective job search skills.
 - To provide IAG on a range of future options including all levels of Apprenticeship, higher education, gap years, voluntary work and full-time /part time employment opportunities.
 - To ensure that all students have access to a range of education and training providers (including Apprenticeship and HE).
 - To provide meaningful encounters with employers through a range of activities presentations, employer led projects and career conventions.
 - To embed the Career Development Institute's framework within the programme.
 - To ensure that the offer is tailored to individual need and those with SEND.
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ASSESSING IMPACT

A key fundamental of our strategy is to assess the quality of our impact and whether it fully addresses the Gatsby benchmarks, meets the Education Inspection Framework Requirements as well as the Investors in Careers.

This will be achieved by:

- Formation of a Careers Strategy Group to hold the careers plan to account and evaluate its effectiveness.
 - The compass benchmark report and grid will enable the college to ascertain how it is performing against the criteria. This report is analysed by the Careers Hub and feedback given.
 - Accreditation by Matrix and Investors in Careers to demonstrate quality of the information, advice and knowledge given.
 - Increase in number of quality careers interviews and IAG sessions (including schools liaison programme).
 - Utilisation figures of the careers zone.
 - Invitation to careers events and public speaking engagements.
- Increase in the number of work placements and encounters undertaken.
 - Final destination reports for Truro and Penwith learners.
 - Student outcomes for university based on the UCAS report.
 - Student feedback and case studies including Alumni.
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TRURO & PENWITH COLLEGE CAREERS

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