

HTP Apprenticeship College Careers Education, Information, Advice & Guidance Strategy

Introduction

HTP Apprenticeship College Ltd (HTP) is committed to providing a programme of high quality, impartial Careers Education, Information, Advice and Guidance (CEIAG). This Strategy, developed by HTP's Development Director, illustrates the range of CEIAG available and how we ensure the right advice is available at the appropriate time to help learners, employers, parents, guardians and carers make informed decisions.

Our programme of initial and ongoing CEIAG has been developed in line with the Gatsby Career Benchmarks (see Annex A), CDI Framework, Ofsted Education Inspection Framework and the Matrix Standard Guidance for Further Education Establishments to ensure there is equality of opportunity for people of all ages.

Aim

The aim of HTP's CEIAG provision is to:

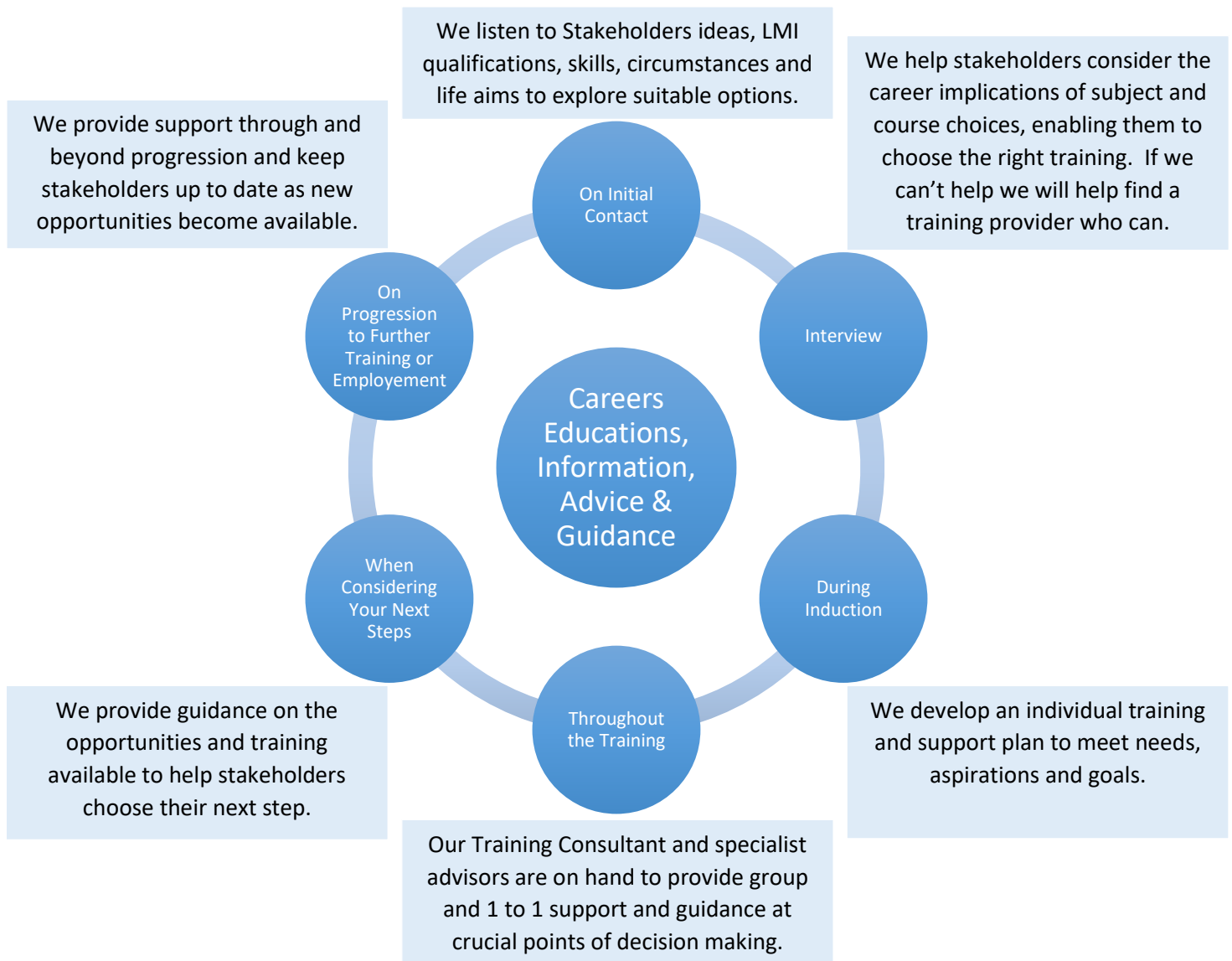
- ensure all stakeholders have the information and support they need to achieve their potential, aspirations and goals throughout the learning journey;
- help learners understand the full range of career options and pathways available;
- encourage first-hand interaction with employers to learn about work and the skills which are valued in the workplace;
- provide a programme of advice and guidance delivered by individuals with the right skills and experience alongside their vocation programme;
- ensure everyone gets the support they require tailored to their individual circumstances;
- improve social mobility, offering equal opportunities to everyone;
- challenge perceptions and raise aspirations;

Scope

Our Careers Education Programme, illustrated in Figure 1 below, explains the range of information, advice and guidance available for learners, employers, parents/guardians/carers at each stage of the learning journey.

Figure 1

HTP Apprenticeship College Careers Education Programme Information, Advice & Guidance throughout the Learning Journey



A wide range of Careers Education, Information, Advice and Guidance is also available online via our website www.htp.ac.uk or our virtual learning environment, Myhtp.

HTP Careers Education Information, Advice and Guidance Programme

Careers Lead

HTP has a designated Careers Lead, Simon Attrill, Head of Business Development. The Careers Lead is responsible for ensuring the delivery of a structured CEIAG programme which meets the requirements of learners, employers and external agencies.

Impartial Approach

HTP is committed to providing impartial CEIAG through established links to external sources of careers support as well as internal guidance from specialist careers advisors and qualified training consultants.

Professional Development

HTP staff delivering CEIAG undertake initial and ongoing accredited/refresher training to enable them to:

- develop skills and keep their knowledge up to date;
- provide effective CEIAG accessing both internal and external sources of information;
- provide detailed information on local, regional and national job options, business/sector developments and skill shortages to help learners improve their decision making;
- embed CEIAG in their subject delivery;
- provide the CEIAG support the needs of vulnerable learners and those with special educational needs.

Quality, Reporting and Review

Directors and Senior Leaders are responsible for:

- leading the development of a stable careers programme;
- reviewing the provision of CEIAG to ensure HTP fulfils its statutory duties regarding the provision of impartial careers guidance termly;
- tracking and recording participation and outcomes for individuals;
- monitoring the benefits and values of the guidance provided as part of the whole organisation Deep Dive self-assessment and quality assurance processes;
- ensuring that information on the full range of education or training options is available for learners, employers, parents/guardians/carers;
- ensuring the adherence to this policy by all employees.

Careers Lead

The Careers Lead is responsible for:

- reporting the impact of CEIAG provision Directors;
- identifying and implementing improvements to HTP's programme of CEIAG;
- helping staff develop their CEIAG skills and keep up to date with local, regional and national labour market information.

Recruitment and Careers Advisors

Recruitment and Careers Advisors are responsible for:

- delivering detailed CEIAG including job options, business developments, skills shortages and career pathway opportunities;
- identify individual stakeholder needs to inform the CEIAG provided;
- accessing career related information and resources appropriate for each stakeholder;
- helping identify work place opportunities to ensure all learners have the opportunity to engage with employers and undertake work experience.
- support for employers to enable access/management Government funding for training

Training Consultants

Training Consultants are responsible for:

- embedding CEIAG in their subject delivery;
- accessing career related information and resources to support their subject area;
- providing the CEIAG to support learners, including vulnerable learners;
- ensuring all young people have the opportunity to engage with employers and develop skills, knowledge and behaviours through work experience;
- helping learners progress in employment and on to further training.

Digital, Data & Support Team Members

Responsibilities include:

- ensuring learners are enrolled on the appropriate programme of learning
- confirming validation of funding eligibility for learners and employers;
- learner destination data;
- learner and employer satisfaction relating to CEIAG provision.

Access to CEIAG

As illustrated in Figure 1 above, learners, employers, parents/guardians/carers are able to access CEIAG throughout their engagement with HTP. Information is available through a range of media at each stage of the learning journey.

Initial contact/interview

HTP's website provides accurate, up to day information of the training and support available including entry requirements and progression routes, enquiries and applications can be made online.

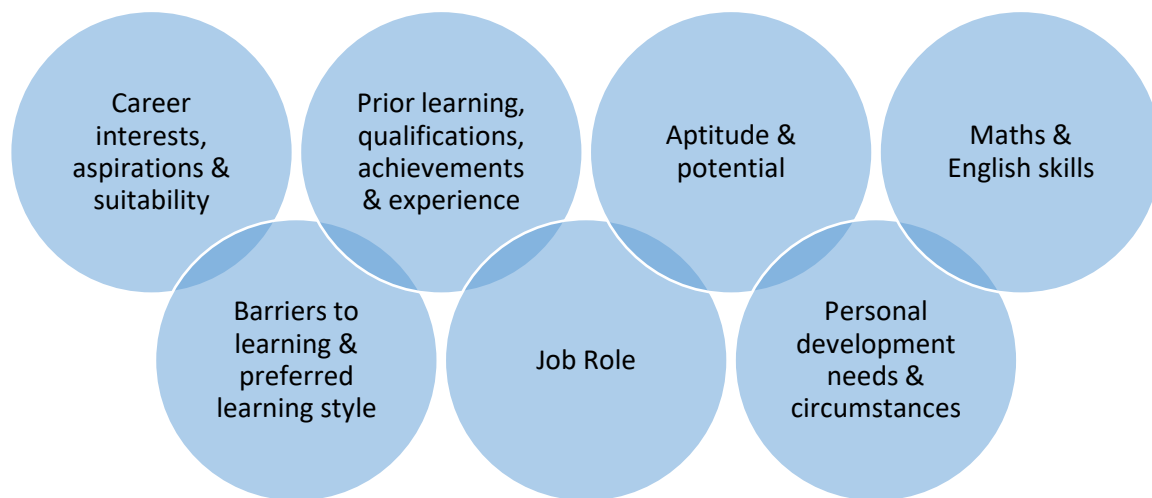
Learners

Face to face Interviews, in person or online using Teams/Zoom are held with each learner and/or employer/parent/guardian/carer to explore the options available to achieve the required outcomes.

HTP works closely with regional secondary schools to support Years 8 and 13 students to meet the requirements of the Government Provider Access Legislation (Jan 2023). Visits to an HTP Campus are encouraged and frequent open days are held to provide an insight into the options available.

Initial enquiries and interviews are dealt with by HTP Recruitment and Careers Advisors. This team of staff provide impartial careers education information, advice and guidance tailored to the needs of each individual stakeholder. Figure 2 below gives examples of the different types of information discussed at initial engagement and subsequently at each stage of the learning journey to ensure appropriate CEIAG is provided.

Figure 2



Non-employed status learners, including those on HTP Study Programmes and school leavers are given support to identify opportunities and prepare for interview. HTP has established close links with employers across a wide range of sectors and Recruitment and Careers Advisors work proactively to identify opportunities to meet the needs of individual learners and local/regional labour market.

Parents/Guardians/Carers

HTP is committed to providing parents/carers/guardians with information and support. A dedicated area of HTP website provides up to date guidance and answers to frequently asked questions. HTP offers frequent information events, virtual and drop in sessions for learners and parents.

Employers and Employees

HTP provides free organisational and individual training needs analysis to identify requirements and design bespoke packages of accredited and non-accredited training. In addition, taster days are arranged in partnership with employers to help learners explore industries they are interested in and gain first hand experience of the roles within the sector. In conjunction with large employers HTP support careers events to provide advice and guidance for existing staff to enable them to progress within the organisation. Information is available on the HTP website and, once engaged in training, additional resources are available on HTP's virtual learning environment, Myhttp.

At the start of Training

On commencement of training each learner and employer is allocated a Training Consultant who works alongside them to develop unique individualised learning programme which incorporates CEIAG for example:

- work experience;
- visits to sector related events;
- advice and guidance on the career routes available within each sector area.

Throughout Training

Learners have regular face to face progress review meetings and training sessions with their Training Consultant which will include:

- monitoring of progress, aspirations and goals;
- adjustment of learning plans to reflect emerging needs;
- research/support to explore the range options and opportunities related to their chosen career;
- engagement with a range of employers;
- planning and reflecting on work experience;
- enrichment activities;
- guidance on applying for a job/further training including CV writing and preparation for interview.

Support and advice is also available from Recruitment and Careers Advisors at any point during the learning journey. In addition, information for learners, employers, parents/guardians/carers is available on HTP's website and virtual learning environment, Myhtp for example:

- current apprenticeship vacancies;
- details on the range of education and training options available through HTP;
- links to external support and information.

Surveys to monitor the effectiveness of services and support, including CEIAG, are carried out periodically over the length of the training journey via HTP's E-Survey facility. Data is stored centrally and monitored/reviewed by members of the Senior Leadership Team to identify and address any areas requiring improvement.

Preparation for and progression to further education, training or employment

Throughout training learners and employers will be encouraged to consider options for progression into employment, promotion, self-employment and further training.

They will also receive help to identify opportunities, develop their curriculum vitae and preparing for interview. Recruitment and Careers Advisors will work alongside Training Consultants to proactively to identify opportunities for progression.

Higher Education

Training Consultants and Recruitment and Careers Advisors will support learners applying to University, providing help with UCAS, Student Finance, Disabled Students' Allowance applications and personal statements etc.

Exit/progression

Interviews are held with each learner and, where appropriate, the employer on completion of formal training delivery to collect qualitative data relating to all aspects of training including CEIAG.

The Gatsby Benchmarks

1. A stable careers programme

Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.

2. Learning from career and labour market information

Every pupil, and their parents, should have access to good-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.

3. Addressing the needs of each pupil

Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.

4. Linking curriculum learning to careers

All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.

5. Encounters with employers and employees

Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.

6. Experiences of workplaces

Every pupil should have first-hand experiences* of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.

7. Encounters with further and higher education

All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.

8. Personal guidance

Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.