



University Technical College Warrington (UTCW)

# Careers, Information, Advice and Guidance Policy

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## Introduction

Our vision is to create a learning environment where young people can develop the professional skills, competencies and behaviours that will serve them throughout their working life. Our intentions are focused on the sole purpose of shaping our students to be work ready.

As a business-led college, we pride ourselves in shaping our students to become the next industry leaders through offering a rich science and engineering curriculum and exposure to the local work force. To enable them to reach their fullest potential, we understand that each pupil should have access to good quality information about future study options and the labour market opportunities.

### 1. Aims and Objectives

This policy aims to identify effective systems for ensuring the provision of adequate and appropriate careers advice of our students.

Our careers programme is designed to raise the aspirations of all our pupils, including students with special educational needs and disabilities, tailoring the programme to individual needs. Each term, students have access to a range bespoke opportunities and employability activities. A comprehensive list of meaningful encounters with our university sponsor MMU, employer partners and UTC staff, is stated in our Employability Charter.

The Employability Charter sets out the key objectives we believe will enable our students to gain valuable experience and set them apart from their peers. It clearly marks out our structured careers programme and what we envisage from our university and employer sponsors. It has been developed in accordance to the guidance laid out in the *Careers guidance and access for education and training providers* (January 2018), they follow the Gatsby Benchmark and ensure students have access to a range of different employability experiences.

We are solely committed to providing a high quality, planned and impartial programme of careers education, information, advice and guidance (CEIAG) for all students in attendance at the college.



## 2. UTC Warrington Promise

- *Master classes in academic & technical courses...*
  - To gain knowledge & expertise needed in your profession.
- *Employer Projects...*
  - To design real world solutions alongside the employers you'll join.
- *Work Experience & Business Mentoring...*
  - To develop employability skills & secure the best roles in industry.
- *A bespoke Personal Development programme...*
  - To develop leadership, organisation, resilience, initiative & communication.
- *Professional Qualifications & Enrichment...*
  - Will give you the specific tools you need to succeed in industry.

## 3. Careers Programme

Incorporating the all of the activities laid out in our Employability Charter, we have selected the fundamental encounters that all students should participate in over the year. Students will have access to the other encounters throughout the year.

Year Group	Autumn Term	Spring Term	Summer Term
<b>Year 10</b>	<ul style="list-style-type: none"> <li>• Industry sectors and careers ideas</li> <li>• Mentoring</li> <li>• MMU Introduction Assembly</li> <li>• Employer Introduction Assembly</li> <li>• Employer Project</li> </ul>	<ul style="list-style-type: none"> <li>• Employability skills</li> <li>• Mentoring</li> <li>• Workplace visit</li> <li>• Employer Masterclass</li> <li>• Understanding CV workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Mentoring</li> <li>• Interview practice</li> <li>• Involvement in Enrichment Week or 1 week work experience placement</li> <li>•</li> </ul>
<b>Year 11</b>	<ul style="list-style-type: none"> <li>• Mentoring</li> <li>• Information and Guidance Session</li> <li>• Employer Introduction Assembly</li> <li>• CV Building Workshop</li> <li>• Post 16 options: Sixth Form Open Event</li> <li>• Careers Fair</li> </ul>	<ul style="list-style-type: none"> <li>• Mentoring</li> <li>• Further Education Assembly</li> <li>• Apprenticeship Provider Assembly</li> <li>• Workplace Visit</li> <li>• Interview Practice</li> </ul>	<ul style="list-style-type: none"> <li>• Mentoring</li> <li>• Employer Masterclass</li> </ul>
<b>Year 12</b>	<ul style="list-style-type: none"> <li>• Mentoring</li> <li>• MMU Introduction</li> </ul>	<ul style="list-style-type: none"> <li>• Mentoring</li> <li>• CV Workshop</li> </ul>	<ul style="list-style-type: none"> <li>• Mentoring</li> <li>• Workplace visit</li> </ul>

	<ul style="list-style-type: none"> <li>Assembly</li> <li>Employer Introduction Assembly</li> <li>NCS Programme</li> </ul>	<ul style="list-style-type: none"> <li>MMU Masterclass</li> <li>Employer Masterclass</li> <li>University Fair</li> <li>Employer Project</li> <li>Interview Practice</li> </ul>	<ul style="list-style-type: none"> <li>Two week work experience placement</li> <li>Professional Qualifications</li> </ul>
<b>Year 13</b>	<ul style="list-style-type: none"> <li>Mentoring</li> <li>Information and Guidance Session</li> <li>CV Building Workshop</li> <li>Interview Practice</li> <li>Employer Introduction Assembly</li> <li>Careers Fair</li> <li>UCAS support sessions</li> </ul>	<ul style="list-style-type: none"> <li>Mentoring</li> <li>Further Education Assembly</li> <li>Apprenticeship Provider Assembly</li> <li>University Fair</li> <li>Employer Project</li> <li>Workplace visit</li> <li>Interview Practice</li> </ul>	<ul style="list-style-type: none"> <li>Mentoring</li> <li>MMU Masterclass</li> <li>Employer Masterclass</li> </ul>

Please Note:

1. Some of the points may be marked off in alternative terms depending on the opportunities that arise from our employer partners and organised local and national events.
2. Some students may receive more opportunities than others depending on curriculum based masterclasses and projects.
3. Some opportunities may only be able to accommodate a limited number of students and will be provided on a first come, first served basis.

#### 4. Measuring the impact of our Careers Programme

Measuring the provision and delivery of the careers programme at UTC Warrington helps support the rationale for its continuation and development.

Evidence of the programme is collated in student's portfolios, allowing students to monitor their own progress and reflect on the skills and knowledge they have acquired.

Students complete a termly employability questionnaire to measure the impact of our careers and personal development programme and employer engagement activities. This allows staff to analyse the results and tailor future activities around student's aspirations and current need.



## 5. Further Information

If you would like further information or have any questions regarding CEIAG at UTC Warrington, please contact us:

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