Careers Statutory Guidance

At a glance guide for college leaders

This document provides an overview of the guidance for colleges outlined in the publication 'Careers guidance and access for education and training providers'.

Guidance for colleges

Requirement:

Every college **should** appoint a named Careers Leader who has the skills, commitment and backing from their senior leadership team, including protected time that enables the Careers Leader to carry out the role effectively.

Have you appointed a Careers Leader and resourced them adequately with the skills, commitment and backing of the senior leadership team to carry out the role effectively.

CEC Resources and Support:

- Understanding the role of the Careers Leader: A guide for colleges
- Training for Careers Leaders
- Careers Leadership in Colleges report
- College Governor guide

Requirement:

Colleges **must** name their Careers Leader and publish their contact details on the website.

Have you published your Careers Leader details on your website? Add the name, email address and telephone number

CEC Resources and Support:

- Direct your Careers Leader to review our website guidance resource

Requirement:

Every college **must** publish how they measure the impact of the careers programme on students

Have you published a statement around how you measure and assess the impact of your careers programme on students?

Requirement:

Every college **must** publish the date of the next review of the information published.

Does your website have a clear review date published to review the information?

Requirement:

Every college **must** publish a summary of careers programme that can be accessed by students, parents, teachers and employers and should include the following information:

This should include: delivery of independent career guidance; how they are working towards achieving the eight Gatsby benchmarks; aims, objectives and activities provided for each year group.

Has your Careers Leader developed a progressive careers programme which is accessible to students, parents, teachers and employers?

CEC Resources and Support:

- Direct your Careers Leader to the Resource Directory for guidance and templates
- Worked example of a Careers programme linked to example strategic objectives

Requirement:

Every college **should** ensure that 16-18 year olds and 19-25 year olds with an EHC plan are provided with independent careers guidance

Are you engaging with the Enterprise Adviser Network and Careers Hub to ensure that you are bringing in external sources of careers support?

CEC Resources and Support:

- Engage with the Enterprise Adviser Network & your local Careers Hub
- What works - Careers provision in Colleges

Requirement:

Every college **should** be using the Gatsby Benchmarks to develop a careers programme that increases opportunities for students to access everything from experiences of the workplace and personal guidance with a careers adviser, to engagement with training providers and universities.

Does your college carry out a regular review of the careers programme to ensure that all students have access to a range of opportunities?

While the updated provider access legislation only applies to schools and schools that have sixth forms, DfE strongly encourage colleges to follow the guidance as good practice.

CEC Resources and Support:

- Support your Careers Leader to complete a termly Compass evaluation to measure your college's progress against the Gatsby Benchmarks. Evaluate your careers activity

Requirement:

Colleges **should** collect and maintain accurate data for each pupil on their education, training or employment destinations.

Does your college have a system in place for tracking students' destinations?

CEC Resources and Support:

- Review our published report 'Review of local destinations data'

- Review our report 'The benefits of Gatsby Benchmark achievement for post-16 destinations'