

SGS Careers and Employability Services development action plan 2021-22

GATSBY Benchmark 1 progress at SGS College	Oct '19 % met	Dec '20 % met	July '21 % met	Development actions to improve and sustain Gatsby outcomes	Outcome	How measured	Time frame
Benchmark 1: A stable careers programme	94	100	100	<p>Governance: Careers governor termly briefings with head of Careers and biannual scrutiny of progress by Governing body</p> <p>Additional governor training on strategic careers development from Careers and Enterprise Company (CEC) and Association of Colleges (AOC)</p> <p>Termly input from Enterprise Adviser and CEC regional leads (West of England Combined Authority (WECA), Gloucestershire Local Enterprise Partnership (LEP)) on labour market changes and brokering additional career-related resources</p>	Career and employability readiness of students is measured, understood and receives the support required	<p>Annual Governors' report</p> <p>Student feedback on 1:1 guidance and workshops</p> <p>Benchmark 1 score remains at 100%</p>	July 2022

Benchmark 1				Policy adherence: Annual update and sign-off of Careers policy to include changes in Dept of Education, Gatsby and Ofsted requirements and cross-cutting themes (diversity, inclusion equality and safeguarding)	Policy is robust, reflects best practice and informs action planning and resourcing	Policy updated	November 2021 November 2022
Benchmark 1				Continuous Professional Development via professional bodies (Careers Development Institute (CDI), & CEC) All curriculum staff seminars (conducted by Careers service staff)	Staff aware of latest advances in careers theory and practice and implement where relevant in their delivery	Annual conversations with staff and annual goal setting	July 2022
Benchmark 1				Coverage to all programme areas via Signage and QR codes (<i>Matrix development area</i>)	Higher % of students access the service	Careers guidance staff trackers	July 2022
GATSBY Benchmark 2 progress at SGS College	Oct '19 % met	Dec '20 % met	July '21 % met	Development actions to improve and sustain Gatsby outcomes	Outcome	How measured	Time frame
Benchmark 2 Learning from career and labour market information (LMI)	80	80	80	Essential Career Education workshops/presentations offer to all curriculum areas	Staff and students access the service	End of workshop Feedback forms Benchmark 2 score rises to 90%	Sept 2021 - July 2022

Benchmark 2				<p>Promotion and understanding of Career resource tools across curriculum areas through workshops and guidance sessions which inform LMI</p>	<p>Students understand how to navigate and have used careers tools in their career decision making</p>	Learner Voice	July 2022
Benchmark 2				<p>Parental engagement: Use of new podcast series involving recent alumni journeys to promote Careers tools and LMI to parents and students</p> <p>Early careers intervention at Open events with parents and applicants</p> <p>Promotion of Career tools on college websites (e.g.LMIforAll, Career Coach) for applicants</p> <p>Strategic networking with Careers leaders in feeder schools to ensure a consistent message on new career pathways such as T-Levels and degree apprenticeships</p>	<p>Parents have accessed careers resources tools</p> <p>Better informed applicants and parents at application stages</p> <p>School-based counterparts are well informed on local LMI and offer and pathways to achieve them through SGS</p>	<p>The number of followers on podcasts</p> <p>Learner voice feedback</p> <p>Open event feedback from Careers advisors</p> <p>Logs of intervention (virtual training sessions, open events, taster sessions and assemblies with feeder schools</p>	<p>Jan-July 2022</p> <p>Sept 2021-April 2022</p> <p>Sept2021-July 2022</p>

GATSBY 3 Benchmark progress at SGS College	Oct '19 % met	Dec '20 % met	July '21 % met	Development actions to improve and sustain Gatsby outcomes	Outcome	How measured	Time frame
Benchmark 3: Addressing the needs of each student	91	91	91	Pilot a Careers “Master class” for A-level and GCSE re-sit cohorts	Careers advisors take on a tutor role, gain valuable student feedback	Programme report and student feedback	Dec 2021 and March 2022
Benchmark 3				<p>Audit of careers provision to Special Educational Needs and Disability (SEND), Education and Health Care Plan (EHCP) and Looked After Children (LAC) student cohorts</p> <p>Increased awareness of Apprenticeships via lunchtime outreach.</p> <p>Collaborative programme with West of England (WECA) colleges, on resilience-building workshops for students (and parents) in understanding and completing apprenticeship applications.</p> <p>Use of ‘ASK’ programme to support Apprenticeship engagement</p>	<p>Careers Guidance is more targeted to those who need it most and gaps are better defined to inform future resource allocation</p> <p>Apprenticeship route promoted as alternative</p>	<p>Guidance and workshop trackers/attendance lists</p> <p>Students’ application progress to apprenticeships tracked and legacy workbook shared with local schools via CEC/WECA</p>	<p>Dec 2021 and July 2022</p> <p>March – July 2022</p>

Benchmark 3				Early Careers intervention via visits with alternative learning providers before transition to college	College is better prepared to meet the needs of prospective students so that transitions are better planned and executed	All relevant student data from sending schools is shared in a timely way with SGS curriculum teams. (Admissions and Learner support teams reports)	Apr-Aug 2022
Benchmark 3				Careers guidance offer at all open events to prospective applicants	Parents and students are better informed as to their most appropriate subject and career choices	Log of intervention at open events via Forms	Sept 2021-June 2022
Benchmark 3				The use of total support guarantee (TSG) referral process in triaging guidance opportunities	Vulnerable students are well supported through the career guidance process	Guidance tracker	Sept 2021-June 2022
Benchmark 3				A prestigious Universities tutorial programme to encourage students' application to Oxbridge and d Russell Group HEIs	High academic achievers with social barriers are informed and inspired to enter the best universities	Student feedback and University application report	July 2022

Benchmark 3				Support careers best practice in Pegasus-school for Autistic spectrum students (an SGS Multi-academy trust School)	Pegasus Career leader is supported by SGS advisors to introduce Careers service there	Annual Report and student feedback Benchmark 3 rises to 95%	Dec 2021- July 2022
GATSBY 4 Benchmark progress at SGS College	Oct '19 % met	Dec '20 % met	July '21 % met	Development actions to improve and sustain Gatsby outcomes	Outcome	How measured	Time frame
Benchmark 4: Linking curriculum learning to careers	100	100	100	Careers Education Workshop programme offered to all subject areas	Students can relate their subjects to a variety of possible career paths	Workshop Feedback forms Benchmark 4 remains at 100%	Sept 2021- April 2022
Benchmark 4				Tracking of all curriculum enrichment that is related to future career paths using the SGS-Plus enrichment programme	Students can relate their subjects to a variety of possible career paths	Learner voice feedback Enrichment annual report	May 2022

GATSBY 5 Benchmark progress at SGS College	Oct '19 % met	Dec '20 % met	July '21 % met	Development actions to improve and sustain Gatsby outcomes	Outcome	How measured	Time frame
Benchmark 5: Encounters with employers and employees	100	100	100	Careers Podcast development links recent alumni career journeys (now new employees) to present students	Students connect with alumni in their first jobs and understand their future paths better	The number of followers on podcasts Learner voice feedback	April-Jun 2022
Benchmark 5				Greater accuracy of tracking of all employer interventions using new enrichment framework (SGS Plus)	Student has clear evidence of 2 or more meaningful engagements with different employers during their journey at SGS	SGS plus enrichment tracker Benchmark 5 remains at 100%	Sept 2021- July 2022
Benchmark 5				Annual Higher Education Student Progression Workshop (Next Step)	All our HE learners are exposed to industry leaders in their areas of specialism	Learner voice feedback Staff feedback Employer feedback Follow up guidance interviews	Jan 2022
GATSBY 6 Benchmark	Oct '19	Dec '20	July '21	Development actions to improve and sustain Gatsby outcomes	Outcome	How measured	Time frame

progress at SGS College	% met	% met	% met				
Benchmark 6: Experiences of workplaces	100	75	75	Resumption of face-to-face Work placements (WP) in all Subject Areas	Greater relevance of WP to careers for student and stronger social and transferable skills developed	WP team annual reports and student WP booklets	July 2022
Benchmark 6				Supplementing of face-to-face WP with virtual opportunities which were developed during covid	Majority of students receive relevant work experience	WP team annual reports and student WP booklets	July 2022
Benchmark 6				Integration of WP and Apprenticeship services to increase the breadth and scope of employer engagement	Database of employers is strengthened, and apprenticeship uptake is increased	WP and Apprenticeship team annual reports Benchmark 6 rises to 90%	July 2022
GATSBY 7 Benchmark progress at SGS College	Oct '19 % met	Dec '20 % met	July '21 % met	Development actions to improve and sustain Gatsby outcomes	Outcome	How measured	Time frame
Benchmark 7: Encounters with Further	58	75	58	Widening participation programme (Future Quest) -through enrichment classes – ‘destination higher	Quality and number of university and	UCAS reporting	Sept 2021- July 2022

and Higher Education				education' to increase number of university visits, mental resilience, and financial support	higher apprenticeship destinations increase annually	Student destination data	
Benchmark 7				Use new 'recent alumni' podcasts, currently in higher education, to promote aspiration	Students are inspired to achieve from their peers' accounts	The number of followers on podcasts. Learner voice feedback	April-June 2022
Benchmark 7				Using Freshers fair to showcase regional universities	Students have multiple occasions to engage HEIs and their potential to further careers	Students' attendance at Freshers event	September 2021
Benchmark 7				Deploy a Careers advisor to work 1:1 with students from demographic areas with low aspiration to Higher Education all its forms.	Careers Guidance is targeted to those who need it most.	1:1 feedback form Termly Widening Participation reports to Future Quest Project	Dec 2021- July 2022
Benchmark 7				Host the Annual UCAS convention on SGS College site, to promote 170+Universities to our students and launch the UCAS application process for 2023 entry earlier for all students (Summer term 2022)	Students have multiple occasions to engage HEIs and their potential to further careers	Students' attendance at UCAS event Benchmark 7 increases to 75%	April 2022

GATSBY 8 Benchmark progress at SGS College	Oct '19 % met	Dec '20 % met	July '21 % met	Development actions to improve and sustain Gatsby outcomes	Outcome	How measured	Time frame
Benchmark 8: 1:1 Personal guidance	20	40	40	Recruitment to increase Careers advisor staff capacity (<i>Matrix development area</i>)	Higher numbers of students reached with 1:1 personal guidance intervention.	Annual report	July 2022
Benchmark 8				Use of open-sourced digital Careers tools (Career Pilot, Career Coach) to increase efficiency of careers advisors' 1:1 guidance time	Students are more prepared for effective use of guidance service	Feedback forms and Careers advisor annual conversations	July 2022
Benchmark 8				Major financial investment in Careers platform (Abintegro) to all students utilising artificial intelligence, (for CVs, Interviews), curated tools and resources, to provide each student with baseline and developmental activities for careers and employability embedded	Increase efficiency of careers advisors' 1:1 guidance time	Progress measurements of each student via platform reporting functionality 1:1 tutorials to review progress	Pilot phase April-July 2022. Full launch Sept 2022

				in enrichment, tutorial and curriculum teaching.			
Benchmark 8				More effective triaging of students into priority groups for targeted guidance support (SEN, LAC)	Guidance is targeted where it is needed most	Feedback forms and Career guidance trackers	July 2022
Benchmark 8				Use of external guidance bodies where possible (such as National Careers service) to signpost learners where appropriate	More students seen in a timely manner by a Career guidance practitioner	Annual report	July 2022
Benchmark 8				Careers office facilities at each campus ensure adequate confidential 1:1 guidance space and more welcoming environment (e.g., refurbishment of Filton campus WP/Careers space)	Greater staff satisfaction; students guaranteed a confidential meeting	Annual report Staff Annual conversation Guidance tracker Benchmark 8 increases to 50%	April-July 2022

List of abbreviations

AoC - Association of Colleges

ASK - Apprenticeship Support and Knowledge in schools and colleges

CEC- Careers and Enterprise Company

CDI Careers Development Institute

EHCP - Education and Health Care Plan

HEIs - Higher education institutions

LAC - Looked After Children

LEP - Local Enterprise Partnership

LMI -Labour Market Information

Matrix - The matrix Standard - statutory kitemark required for colleges delivering Information advice and guidance

SEND - Special Educational Needs and Disability

WECA - West of England Combined Authority

WP - Work Placement

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