

## SGS Careers and Employability Services development action plan

Jan 2023 - June 2025

GATSBY Benchmark 1 progress at SGS College	July '21 % met	Mar '22 % met	Dec '22 % met	Development actions to improve and sustain Gatsby outcomes	Outcome	How measured	Time frame
<b>Benchmark 1: A stable careers programme</b>	<b>100</b>	<b>100</b>	<b>100</b>	<p><b>Governance:</b> Careers governor termly briefings with designated Head of Careers and annual scrutiny of progress by Governing body</p> <p><b>Additional governor training</b> on strategic careers development from Careers and Enterprise Company (CEC) and Association of Colleges (AOC)</p> <p><b>Termly inputs</b> 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><b>Annual Governors' report</b></p> <p><b>Student anonymous feedback</b> on 1:1 guidance and workshops</p> <p><b>Benchmark 1 score remains at 100%</b> (as measured by Compass evaluation with CEC)</p>	July 2023 July 2024 July 2025

<b>Benchmark 1</b>				<p><b>Policy adherence:</b> Biannual 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)</p> <p><b>Provide access legislation policy</b> in place.</p>	Policies are robust, reflects best practice and inform action planning and resourcing	<b>Policies updated and published on website</b>	November 2023 update
<b>Benchmark 1</b>				<p><b>Continuous Professional Development</b> of Career practitioners via professional bodies - Career Development Institute (CDI) &amp; Careers and Enterprise service (CEC) , and peer support, including cross-college peer observations in WECA area.</p> <p><b>All-curriculum staff seminars/workshops</b> (conducted by Careers service staff in collaboration with Professional development Services)</p>	Staff aware of latest advances in careers theory and practice and implement where relevant in their delivery	<p><b>Annual conversations</b> with staff and annual goal setting</p> <p><b>Annual Staff conferences</b></p> <p><b>Deep dive Careers workshops into Learner area staff meetings</b></p>	<p>July 2023 July 2024 July 2025</p> <p>Annually</p> <p>Termly as needed</p>
<b>Benchmark 1</b>				<b>Careers Service face to face coverage</b> to all programme areas ensured via		<b>Trackers</b> by Careers guidance staff.	<p>July 2023 July 2024 July 2025</p>

				<p>signage, QR codes and Career tutorial introductions across all tutor groups.</p> <p><b>Rollout of ‘Professional futures’ Careers software</b> into all Curriculum areas</p> <p><b>Matrix Accreditation up to date.</b></p> <p><b>Incorporation of SGS-Create (new 14-16 school provision within SGS-Stroud) to meet all Gatsby Careers standards at same level as college.</b></p>	<p>Higher % of students access the service.</p> <p>More efficient use of stretched human resources. External Quality assurance</p> <p>All SGS Create students receive same level of Careers intervention as rest of college</p>	<p><b>Embedding</b> in tutorial timetables</p> <p><b>Voice of Learner</b> survey</p> <p><b>Professional Futures</b> activity reports</p> <p><b>Matrix Certification</b></p> <p><b>Student and teacher feedback.</b></p> <p><b>Matrix measurement</b> (Continuous Improvement check)</p>	<p>Annually</p> <p>Termly</p> <p>Revalidation due May 2025</p> <p>By Jun 2024</p>
<b>GATSBY Benchmark 2 progress at SGS College</b>	<b>July '21 % met</b>	<b>Mar '22 % met</b>	<b>Dec '22 % met</b>	<b>Development actions to improve and sustain Gatsby outcomes</b>	<b>Outcome</b>	<b>How measured</b>	<b>Time frame</b>
<b>Benchmark 2 Learning from career and labour</b>	<b>80</b>	<b>80</b>	<b>100</b>	<b>Essential Career Education workshops/presentations</b> offer to all curriculum areas.	Staff and students access the service	<b>End of workshop Feedback</b> forms	Ongoing

market information (LMI)				<b>Development of new Workshops</b> using coaching techniques for differentiated learning.		<b>Benchmark 2 score remains at 100%</b> (as measured by Compass evaluation with CEC)	
<b>Benchmark 2</b>				<p><b>Promotion and understanding of Career resource tools</b> across curriculum areas through workshops and guidance sessions which inform Labour Market Information (LMI)</p> <p><b>Career Practitioner attendance/guest speaking at two local Business Network Meetings</b> - bridging the gap between education &amp; employers</p>	Students understand how to navigate LMI and have used careers tools in their career decision making	<p><b>Voice of Learner</b> survey</p> <p>More precise gathering of very localised LMI that benefits students.</p>	Ongoing continuously
<b>Benchmark 2</b>				<p><b>Parental engagement:</b> Use of a new SGS Careers services podcast series involving recent alumni journeys, to promote Careers tools and LMI to parents and students.</p> <p><b>Early careers intervention at Open events</b> with parents and applicants</p>	<p>Parents have accessed careers resources tools.</p> <p>Better informed applicants and parents at application stages</p>	<p><b>Number of Podcast followers</b></p> <p><b>Voice of Learner</b> survey</p> <p><b>Open event trackers</b> from Careers advisors</p>	<p>July 2023</p> <p>Annually</p> <p>Termly</p> <p>Termly</p>

				<p><b>Promotion of Career tools on college websites</b> (e.g. LMIforAll, Career Coach) for applicants</p> <p><b>Strategic networking with Careers leaders in feeder schools</b> to ensure a consistent message on new career pathways such as T-Levels and degree apprenticeships.</p> <p><b>Use of ‘Professional Futures’ extensive job search tools</b> to inform students of expectation of jobs market.</p>	<p>School-based counterparts informed on local LMI and pathways to achieve them through SGS</p> <p>Current Students proficient at use of our ‘Professional Futures’ Jobs site</p>	<p><b>Logs of intervention</b> (virtual training sessions, open events, taster sessions and assemblies with feeder schools</p> <p><b>Voice of Learner</b> survey</p>	Annually
<b>GATSBY 3 Benchmark progress at SGS College</b>	<b>July ‘21 % met</b>	<b>Mar ‘22 % met</b>	<b>Dec ‘22 % met</b>	<b>Development actions to improve and sustain Gatsby outcomes</b>	<b>Outcome</b>	<b>How measured</b>	<b>Time frame</b>
<b>Benchmark 3: Addressing</b>	<b>91</b>	<b>91</b>	<b>100</b>	<b>The present ‘pilot’ Careers Master class programme</b> for A-level students is	Careers advisors take on a tutor role, gain	<b>Master class report</b> and student feedback	Spring 2023 Autumn 2023

the needs of each student			embedded and offered to other curriculum areas.	valuable student feedback		
<b>Benchmark 3</b>			<p><b>Increased Careers provision to</b> Special Educational Needs and Disability (SEND), Education and Health Care Plan (EHCP) and Looked After Children (LAC) student cohorts via an additional Career advisor in -training (1 day /week)</p> <p><b>Audit of Career Guidance delivery to SEND, EHCP and LAC students</b> to target more effectively the most vulnerable students.</p> <p><b>Apprenticeship and adult students introduced to Professional Futures AI software.</b></p> <p><b>College builds on Collaborative programme with West of England (WECA) colleges (2022), on resilience-</b></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>Apprentices and Adult Students Increase careers alternatives knowledge and resilience in the workplace skills</p>	<p><b>Guidance and workshop trackers/attendance lists</b></p> <p><b>Professional futures tracker</b></p>	<p>March 2023 onwards</p> <p>By July 2023</p> <p>September 2023 onwards</p>

			<p>building workshops for students (and parents) in understanding and completing apprenticeship applications.</p> <p><b>Use of 'ASK' programme to support Apprenticeship</b> engagement.</p>	Apprenticeship route promoted as equal alternative to full-time courses	<b>Increase in 16–18-year-olds applying</b> to Apprenticeships, via annual destination data	Annually in April-May
<b>Benchmark 3</b>			<b>Early Careers intervention</b> 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	<b>All relevant student data from sending schools is shared</b> in a timely way with SGS curriculum teams. (Admissions and Learner support teams reports)	April-August annually
<b>Benchmark 3</b>			<b>Careers guidance offer at all open events</b> to prospective applicants.	Parents and students are better informed as to their most appropriate subject and career choices.	<b>Log of intervention at open events</b>	Annually 5 times per year
<b>Benchmark 3</b>			<b>The use of total support guarantee (TSG) referral process</b> in triaging guidance opportunities	Vulnerable students are well supported through the	<b>Trackers</b> by Careers guidance staff	Continuous

					career guidance process		
<b>Benchmark 3</b>				<b>A prestigious Universities tutorial programme</b> to encourage students' application to Oxbridge and Russell Group HEIs.	High academic achievers with social barriers are informed and inspired to enter the best universities	Student feedback and UCAS University application report	Annually
<b>Benchmark 3</b>				<b>Support careers best practice in Pegasus-school for Autistic spectrum students</b> (an SGS Multi-academy trust School)	Pegasus Career leader is supported by SGS advisors to introduce Careers service there	Annual schools' careers Report and student feedback  <b>Benchmark 3 score remains at 100%</b> (as measured by Compass evaluation with CEC)	Annually
<b>GATSBY 4 Benchmark progress at SGS College</b>	<b>July '21</b> % met	<b>Mar '22</b> % met	<b>Dec '22</b> % met	<b>Development actions to improve and sustain Gatsby outcomes</b>	<b>Outcome</b>	<b>How measured</b>	<b>Time frame</b>



<b>Benchmark 4: Linking curriculum learning to careers</b>	100	100	100	<b>Careers Education Workshop programme</b> offered to all subject areas.	Students can relate their subjects to a variety of possible career paths	<b>Workshop Feedback forms</b> <b>Benchmark 4 remains at 100%</b>	Annually - throughout year, as per curriculum area needs
<b>Benchmark 4</b>				<b>Tracking of all curriculum enrichment</b> that is related to future career paths using the SGS-Plus Enrichment tram programme.	Students can relate their subjects to a variety of possible career paths.	<b>Learner voice feedback</b> <b>Enrichment termly reports.</b>	Termly updates
<b>GATSBY 5 Benchmark progress at SGS College</b>	July '21 % met	Mar '22 % met	Dec '22 % met	<b>Development actions to improve and sustain Gatsby outcomes</b>	<b>Outcome</b>	<b>How measured</b>	<b>Time frame</b>

<b>Benchmark 5: Encounters with employers and employees</b>	100	100	100	<b>Careers Podcast development</b> 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	<b>The number of followers on podcasts</b>  <b>Learner voice feedback</b>	From September 2023
<b>Benchmark 5</b>				<b>Greater accuracy of tracking of all employer interventions</b> using new enrichment framework (SGS Plus)	Student has clear evidence of 2 or more meaningful engagements with different employers during their journey at SGS	<b>SGS plus enrichment tracker</b>  <b>Benchmark 5 is maintained at 100%</b>	Termly
<b>Benchmark 5</b>				<b>Annual Higher Education Student Progression Workshop (Next Steps)</b>  <b>Annual 'Careers Expo' for Level 3 students</b>  <b>Annual Apprenticeship Week</b>	Learners are exposed to industry leaders in their areas of specialism	<b>Learner voice feedback.</b>  <b>Staff feedback.</b>  <b>Employer feedback.</b> <b>Follow up guidance interviews.</b>	Annually in January  Annually in March  Annually in February
<b>GATSBY 6 Benchmark progress at SGS College</b>	July '21 % met	Mar '22 % met	Dec '22 % met	<b>Development actions to improve and sustain Gatsby outcomes</b>	<b>Outcome</b>	<b>How measured</b>	<b>Time frame</b>

<b>Benchmark 6: Experiences of workplaces</b>	75	100	100	<b>Face-to-face Work Placements (WP)</b> in all subject areas for a minimum of 35 hours/year and a maximum of 360 hours/year, supported by specialist WP coaches	Greater relevance of WP to careers for student and stronger social and transferable skills developed	<b>WP team annual reports and student WP booklets</b>	Annually
<b>Benchmark 6</b>				<b>Supplementing of face-to-face WP with virtual opportunities</b> which were developed during covid.  <b>Internal work placement opportunities</b> for those students who struggled to find external placement.	Majority of students receive relevant work experience	<b>WP team annual reports and student WP booklets</b>	Annually
<b>Benchmark 6</b>				<b>Integration of WP and Apprenticeship services</b> to increase the breadth and scope of employer engagement	Database of employers is strengthened, and apprenticeship uptake is increased	<b>WP and Apprenticeship team annual reports</b>  <b>Benchmark 6 is maintained at 100%</b>	Annually
<b>GATSBY 7 Benchmark</b>	July '21	Mar '22	Dec '22	<b>Development actions to improve and sustain Gatsby outcomes</b>	<b>Outcome</b>	<b>How measured</b>	<b>Time frame</b>

progress at SGS College	% met	% met	% met				
<b>Benchmark 7: Encounters with Further and Higher Education</b>	58	58	91	<b>Widening participation programme</b> (Future Quest)-through enrichment classes offer 'destination higher education' to increase number of university visits, mental resilience, and financial support.	Quality and number of university and higher apprenticeship destinations increase annually	<b>UCAS destination reporting.</b>  <b>Student destination data</b>	Annually - throughout year as per curriculum area needs.
<b>Benchmark 7</b>				<b>Use new 'recent alumni' podcasts,</b> currently in higher education, apprenticeships or early carer jobs, to promote aspiration	Students are inspired to achieve from their peers' accounts	<b>The number of podcast followers.</b>  <b>Learner voice feedback</b>	From September 2023
<b>Benchmark 7</b>				<b>Using Freshers fair to showcase regional universities.</b>	Students have multiple occasions to engage HEIs and their potential to further careers	<b>Students' attendance at Freshers event</b>	Annually every September
<b>Benchmark 7</b>				<b>Deploy a Careers advisor</b> and outreach team 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.	<b>1:1 feedback form</b>  <b>Termly Widening Participation</b>	Ongoing

						<b>reports to Future Quest Project</b>	
<b>Benchmark 7</b>				<b>Annual Higher Education Student Progression Workshop (Next Steps)</b>  <b>Annual ‘Careers Expo’ for Level 3 students</b>  <b>Annual Apprenticeship Week</b>	Students have multiple occasions to engage HEIs and Apprenticeship providers and their potential to further careers.	<b>Students’ attendance</b> at these events <b>Feedback form</b> employers, teachers, and students  <b>Benchmark 7 increases to 100%</b>	Annually  By June 2025
<b>GATSBY 8 Benchmark progress at SGS College</b>	<b>July ‘21 % met</b>	<b>Mar ‘22 % met</b>	<b>Dec ‘22 % met</b>	<b>Development actions to improve and sustain Gatsby outcomes</b>	<b>Outcome</b>	<b>How measured</b>	<b>Time frame</b>
<b>Benchmark 8: 1:1 Personal guidance</b>	<b>40</b>	<b>40</b>	<b>60</b>	<b>Recruitment</b> to further Careers advisor staff to increase capacity.	Higher numbers of students reached with 1:1 personal guidance intervention.	Annual report	July 2024
<b>Benchmark 8</b>				<b>Use of open-sourced digital Careers tools (Career Pilot, Career Coach)</b> 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	Ongoing

<b>Benchmark 8</b>				<b>Major financial investment in Careers platform (Professional Futures) to all students</b> utilizing artificial intelligence, (for CVs, Interviews), curated tools and resources, to provide each student with baseline and developmental activities for careers and employability embedded in enrichment, tutorial and curriculum teaching.	Increase efficiency of careers advisors' 1:1 guidance time	<b>Progress measurements</b> of each student via platform reporting functionality -fed directly to tutors.	1 <sup>st</sup> Year embedding phase to HE and full-time FE students to June 2023  Wider rollout to include adults and Apprenticeships from Sept 2023
<b>Benchmark 8</b>				<b>More effective triaging of students</b> into priority groups for targeted guidance support (SEN, LAC)	Guidance is targeted where it is needed most	<b>Feedback forms and Career guidance trackers</b>	July 2023 onwards
<b>Benchmark 8</b>				<b>Formal Memorandum of understanding with the National Career service, onsite</b> , to signpost 19+ aged learners/evening class learners, where appropriate	More students seen in a timely manner by a Career guidance practitioner	Annual report	From April 2023
<b>Benchmark 8</b>				<b>Careers office facilities</b> 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	<b>Annual Careers report</b>  <b>Careers Staff Annual conversations</b>	Annually

						<b>1:1 Guidance tracker</b>  <b>Benchmark 8 increases to 80%</b>	By June 2025
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**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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