



## **Careers, Information, Advice and Guidance (CIAG) Policy**

### **Aims:**

RDUTC strives to provide all our students with access to high quality CIAG in order to make them as employable as possible, give them the edge in the competitive jobs market and enable them to make successful and informed decisions about their post 16 and 18 education and career pathways.

### **Developing Generic Employability Skills**

The whole purpose and ethos of RDUTC is to develop work-ready young people with the required academic, technical and employability skills required to move onto successful careers. The development of employability skills underpins every aspect of our educational provision, from:

- the length of the working day;
- our Professional Values and Behaviours policy with its focus on: health and safety; personal and organisational reputation; productivity and efficiency;
- our approach to independent study as opposed to homework;
- our extensive enrichment curriculum, which is specifically designed to develop verbal and written communication skills, presentations skills, leadership skills, team work skills, project management skills, problem-solving skills as well as enabling students to acquire professional qualifications.

### **Maximising the benefits of partnership with our Employer Partners and The University of Hull**

Our employer partners and university partner drive our CIAG programme and are proactively involved in its design and delivery.

#### **Employer Partners**

One of our key aims is to enable our students to get to know each of our employer partners so that they can decide which organisations, if any, are the best fit for their future career path. (Conversely, our employer partners are able to get to know our students so that they can decide which students would best fit their organisations).

Our employer partners support our CIAG programme by enabling our students to:

- Receive mentoring from Business Mentors to support their academic and employability skills development
- Apply their theoretical learning to 'real' projects set by them
- Develop specific employability skills and knowledge through generic projects for example Agile Methodology project; Health and Safety project
- Carry out research projects to find out what they do/key staff roles/key aspects like health and safety
- Attend Experience Days at their businesses to learn what they do and about their individual ethos and career opportunities within them
- Attend careers events to find information out about them
- Meet key members of staff formally and informally to learn about their roles and career histories

- Attend presentations and masterclasses delivered by a range of staff at different levels within each organisation (Apprentices to CEOs)
- Attend training events and conferences that they organise for their staff
- Receive support and training to develop their interview techniques (different stages of the various selection processes)
- Receive support and training to write applications/personal statements/letters of introduction/professional emails
- Attend work experience placements during school holidays
- Participate in internships
- Understand the career opportunities that will be available to them post 16 and post 18, including starting salaries and professional development programmes that each organisation puts in place during the first year/s of employment – see Appendix 2
- Have unique access to vacancies for jobs within their organisations which they advertise within RDUTC

### **University Partner**

Our University partner supports our CIAG programme by enabling our students to:

- Attend information sessions at the university to learn about University life and courses available
- Attend training sessions with university staff to understand the UCAS application process and how to write a good personal statement
- Participate in master classes and lectures delivered by PhD students using the university facilities to extend academic learning and get a flavour of university
- Receive mentoring from PhD students to support their academic learning

### **Work Experience:**

Work Experience placements are optional at RDUTC, but strongly encouraged.

Placements are co-ordinated by the Heads of Human Resources from our Employer Partners and take place during school holidays so as to prevent negative impact on academic teaching and learning.

Work experience placements are advertised by employer partners on RDUTC Jobs Board in the Careers Zone and on the RDUTC website.

Students apply for placements and a formal selection process is followed, which mirrors the usual recruitment process of each employer partners.

Students are able to apply for multiple placements with different employers.

### **Disclaimer:**

RDUTC allows employer partners to advertise the work experience placements in its Careers Zone and on its website. Employer partners may also book facilities at RDUTC to carry out interviews. The work experience placements are completely independent of RDUTC, however, and the school has no involvement in the selection process or responsibility for students whilst on their placement.