



Careers, Information, Advice and Guidance (CIAG) Policy

Aim:

RDUTC strives to provide all our students with access to high quality, impartial CIAG in order to 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. We aim for 100% of our Year 11 and Year 13 students to progress onto appropriate and exciting destinations when they leave the school.

Implementation:

Our Employer Partners and University Partner drive our CIAG programme and are proactively involved in its design and delivery. CIAG is co-ordinated by the Governing Board Employability Skills Sub-committee which reports to the Governing Board Personal Development and Well-being Committee. This is attended by the Heads of HR from all Founding and Major Partners, as well as a representative from the University of Hull.

A key priority is for our students to understand the huge range of career opportunities that exist locally, nationally and globally, particularly (although not exclusively) within the Engineering, Creative and Tech Sectors. Our Employer Partners and University Partner are experts in their fields. They are, therefore, extremely well-placed to provide our students with the information they need about career pathways with them and within the wider sectors they serve. They do this in the following ways:

- a) Employer Partners support high quality CIAG through:
 - Delivering subject-specific projects which students apply their theoretical learning to – see Appendix 1 Employer Projects
 - Delivering generic projects to develop students' personal and employability skills and provide information about key employment issues, for example: Health and Safety legislation and practice; Equality and Diversity legislation and practice; employment recruitment processes – See Appendix 1 Employer Projects
 - Supporting research projects to enable students to find out what their businesses do/key staff roles/ leadership and management structures/career pathways
 - Providing Business Mentors to support student's academic, technical, personal and employability skills development – see Appendix 2 Business Mentor Programme
 - Organising and attending termly Careers Expos at RDUTC to enable students (and parents) to meet representatives from their businesses informally to find out about: what they do; their vision, values and ethos; career pathways; pay structures; recruitment processes
 - Organising and delivering an annual Apprenticeship Expo, prior to their apprenticeship recruitment process, to provide information for students about apprenticeship opportunities and the recruitment process – See Appendix 3 Work Experience and Apprenticeship Recruitment
 - Organising opportunities for students to meet key members of staff informally to learn about their roles and career histories
 - Organising presentations and masterclasses delivered by a range of staff at different levels within their organisations (from Apprentices to CEOs)
 - Allowing students to attend relevant training events and conferences that they organise for their staff within the RDUTC Conference Centre
 - Offering work experience placements during school holidays – See Appendix 3 Work Experience and Apprentice Recruitment
 - Providing support and training for students to develop their interview techniques (different stages of the various selection processes) – See Appendix 3 Work Experience and Apprentice Recruitment

- Providing support and training to enable students to write high quality applications/personal statements/letters of introduction/professional emails – See Appendix 3 Work Experience and Apprenticeship Recruitment
 - Advertising their apprenticeship vacancies within RDUTC - some of them advertising vacancies exclusively within RDUTC
 - Guaranteeing successful RDUTC students access to the first stage of their recruitment processes
- b) University Partner – The University of Hull
- Delivering information sessions at the university to enable students to learn about university life and courses available
 - Providing training sessions with university staff and the RDUTC Joint Heads of Sixth Form to enable students and parents to understand the UCAS application process and how to write a good personal statement
 - Delivering information sessions to provide students and parents with information about university funding
 - Organising for Lecturers and PhD students to deliver master classes and lectures at RDUTC and at the university to extend academic learning
 - Creating opportunities for students to work on projects with PhD students at the university to extend their academic learning and gain an insight into university education

Impartial CIAG

As well as promoting opportunities within our Employer Partners and The University of Hull, RDUTC is committed to providing students with information about options available to them for employment and education beyond our own Sixth Form and our partner organisations. We achieve this in the following ways:

- A Service Level Agreement with the Local Authority Careers Service which gives students access to an Independent Careers Adviser who meets students throughout Year 11 and Year 13 to discuss their post 16 and 18 options and advise them on options
- Organising a Further Education Expo open to all post 16 education providers in the area and attended by all Year 10 and Year 12 students to find out about alternative pathways to the RDUTC Sixth Form
- Supporting students with their applications to other post 16 education providers
- Organising a Non-Employer Partner Expo. (co-ordinated by Emmerson Kitney Recruitment) to give our students the opportunity to meet representatives from other local businesses to find out about career opportunities with them
- Supporting students with applications for apprenticeships with non-employer partners
- Taking Sixth Form students to the local University Expo to find about university opportunities across the country
- Promoting University Open Days and providing financial support for students to attend if required
- Promoting University Summer Schools and providing financial support for students to attend if required
- Supporting the UCAS application process, including writing personal statements

RDUTC uses the Gatsby Benchmarks to evaluate the quality of CIAG programme. We are fully compliant with all Gatsby Benchmarks – see Appendix 5

Effective: September 2019

Review: July 2020

Signed: 

Principal

APPENDIX 1

Employer Projects

Employer projects are a cornerstone of the RDUTC curriculum. Our students have the unique opportunity to take the theory they learn and apply it to 'real' projects designed and delivered by our Employer Partners. This both extends their theoretical understanding and, crucially, enables them to develop their personal, employability and technical skills in a real-work environment.

All our projects develop the following personal and employability skills: Team Work; Leadership; Communication; Independence; Resilience. A number also develop Entrepreneurship.

1. Generic Personal and Employability Skills Projects

These are group projects which students complete within collapsed timetable days and Independent Study time, often over a number of weeks. Examples include:

- The Agile Lego Towns project (led by KCOM)
- The About our Employer Partners research project (led by Arco, C4DI, KCOM, RB, Siemens Gamesa, Smith & Nephew, Spencer Group)
- The Young Entrepreneurs project (led by Arco in conjunction with For Entrepreneurs Only and C4DI)
- The Equality and Diversity project (led by RB in conjunction with C4DI)
- The Health and Safety at Work Act project (led by Smith & Nephew, RB and Arco)
- The Get the Edge in the Job Queue project (led by Spencer Group in conjunction with Arco, BP, C4DI, KCOM, RB, Siemens Gamesa, Smith & Nephew, Trident)

Most Generic Personal and Employability Skills projects take place in Years 10 and 12 to enable students to focus on preparation for exams and applying for Apprenticeships and University in Years 11 and 13.

2. Portfolio-based Projects

These are projects which link to the qualification students are studying. As well as developing personal and employability skills, they also develop students' technical knowledge and skills. The project work is assessed as part of the qualification and contributes to the students' grades. Examples include:

- The Smith & Nephew Label Machine Maintenance project
- The Spencer Bridge project

3. Curriculum-based Projects

Students complete a project which enables them to accelerate their progress through consolidating and deepening their understanding of a subject area. The project also contextualises learning by linking it to the world of work. As well as developing personal and employability skills, these projects also develop students' technical and/or academic knowledge and skills. Examples include:

- The RB Gaviscon project in Chemistry
- The Sauce App Development project in Creative iMedia

Details of all our Employer Partner projects can be found on our website.

APPENDIX 2

Business Mentor Programme

Business Mentoring takes three forms at RDUTC:

1. Employability Skills Business Mentoring

Each Founding provides mentoring on the following specific employment area:

- a. Equality and Diversity
- b. Leadership Structures and Leadership Styles
- c. Time Management
- d. Strategic Thinking
- e. Financial/Budget Management

The mentoring is co-ordinated by The Governing Board Employability Skills Sub-committee and delivered by a team of Business Mentors from each Founding Partner. Each team delivers their session five times over the year to a different group of Year 10 and Year 12 students, supervised by a member of RDUTC staff. By the end of the year, all students have had all five sessions and contact with all five Founding Partners.

2. Personal Development Business Mentoring

Personal Development Mentors (who are volunteers from RDUTC's Employer Partners) provide 1-2-1 mentoring for students whose behaviour is a concern. Enhanced DBS clearance must be obtained for Personal Development Business Mentors.

A weekly report is circulated to the student and Personal Development Business Mentor. The Business Mentor and student have a weekly email/phone conversation to review progress.

The student and their Business Mentor meet once per half-term at RDUTC to review the student's progress towards personal development targets, set by the school and the Business Mentor.

3. Stretch and Challenge Business Mentoring

Stretch and Challenge Business Mentors (who are volunteers from RDUTC's Employer Partners) provide small group mentoring for the top five most highly able students in each year group (Years 10 to 13).

The Stretch and Challenge Business Mentors meet their mentoring group every half term to set them a business-related challenge. This is either a group or an individual challenge. The students meet their Stretch and Challenge Business Mentor as a group half-termly to evaluate their success on each challenge. A further challenge is then set.

APPENDIX 3

Work Experience and Apprenticeship Recruitment Programme

Work experience is embedded into our curriculum at RDUTC and comes in many forms, including:

- Our Professional Values and Behaviours policy

- Our 'working' week
- Participation in Employer Projects, working alongside professionals from our Employer Partners, often within their businesses
- Visits to our Employer Partners
- Our Business Mentoring Programme – See CIAG Policy
- Work experience placements

Work Experience Placements

Work experience placements take place in the summer holidays between Year 12 and Year 13 to negate impact on student progress towards their qualifications. Participation is optional but strongly encouraged. Participation is closely monitor and reported to the Governing Board.

Work experience placements are co-ordinated by the Joint Heads of Sixth Form, working closely with the Governing Board Employability Skills Sub-committee. This is attended by the Heads of Human Resources from our Employer Partners.

The work experience placement programme is designed to mirror the application process for apprenticeships with our Employer Partners. It is a trial run for the real apprenticeship application process which starts in the autumn term of Year 13.

As well as developing personal and employability skills, our work experience placements give students the opportunity to find out what it would be like to work for the Employer Partners they are interested in to inform their applications. They also give our Employer Partners the opportunity to get to know students who are thinking of applying to them for apprenticeships to inform the selection process. This two-way 'try before you buy' process maximises our students' success of finding an apprenticeship within a business that 'fits' them and vice versa.

Work Experience Application Process

Stage 1:

Employer Partners run the Get the Edge in the Job Queue project. This covers the following;

- Information about the different selection processes used including: CVs; letters of application; application forms; references; video interviews; face-to-face interviews; psychometric testing; interview tasks
- Developing a CV
- Mock interviews with panels from the Employer Partners
- Mock group interview tasks
- Employer Partner Careers Expo
- Employer Partner presentations about their businesses, apprenticeship opportunities and career progression routes

Stage 2:

Work experience placements are advertised on the RDUTC Vacancies Board. Person Specifications and Job Descriptions are included in the application packs that students download.

Stage 3:

Students apply for placements with the Employer Partners they are interested in. They work with the Sixth Form Student Support Team to complete their applications/CVs. Mock interviews are also available on request. Students are able to apply for multiple placements with different Employer Partners.

Stage 4:

A formal selection process is followed, which mirrors the usual recruitment process of each Employer Partner. This always involves a face-to-face interview.

Stage 5:

Employer Partners inform students of whether their application has been successful. If it hasn't they have a debrief session with the relevant Head of HR.

Stage 6:

Students formally accept work experience offers.

Stage 7:

Work experience placements take place.

Apprentice Recruitment Process

The recruitment process for apprenticeships follows the same process as that for work experience placements. An Apprenticeship Expo takes place prior to the first apprenticeships being advertised to enable employer Partners to promote their vacancies and allow students and parents to discuss the opportunities available.

Founding Partners and Major Partners paying for naming rights have priority in terms of the selection process. Vacancies are advertised within RDUTC as follows:

- 1st November Founding Partners and Major Partners paying for naming rights
- 1st December Other Major Partners
- 1st January Partners

Some Employer Partners advertise their vacancies exclusively within RDUTC.

All successful RDUTC students are guaranteed access to the first stage of the apprentice selection process with our Founding Employer Partners.

In February, a further Apprenticeship Expo takes place for employers who are not RDUTC Partners. This is organised by RDUTC Partner Emmerson Kitney Recruitment.

Non-partner employers are encouraged to advertise their apprenticeship vacancies within RDUTC from 1st February.