



Itchen College Information, Advice and Guidance Offer

Vision and Values

To provide high quality careers/HE education and guidance to all students and prospective students of Itchen College which:

- Is integral to students' learning experience whilst at college.
- Contributes to the raising of student participation, achievement and progression.
- Is focussed on raising aspirations and increasing social mobility.

The offer is designed and delivered in line with the statutory guidelines and requirements provided by:

[Education Inspection Framework](#)

[DFES National Framework for Careers Education and Guidance](#)

[Gatsby Benchmarks](#)

The college is committed to delivering a Careers Programme that will improve the life chances of every student through the development of skills and knowledge enabling ambitious progression as aspirational, confident and resilient individuals.

Learner Entitlement

The college adopts a proactive strategic approach to engage students with a broad programme of aspirational and ambitious careers and higher education opportunities.

The college recognises that not all will engage with experiences but aims to expose all students to the full range of engagement opportunities that we offer. The college values the diversity of experience that students bring to college and the importance of providing consistent opportunities to engage with whilst at college.

Diversity of starting points for individual students should not diminish opportunities to engage in aspirational progression. Engagement with Higher Education and Employers is utilised to build connections to provide beneficial opportunities and support for all students including those who are yet to engage with positive career progression.

Everything outlined below is in addition to the standard 1:1 Careers Interviews offered, 1:1 Tutor guidance and support and access to resources to aid decisions around progression.

Information, Advice and Guidance

Itchen College provides quality careers guidance through a qualified careers adviser and all students are assured of access to information and advice about all pathways - not just HE.

Every student will:

- Follow the Tutorial programme focused on developing and achieving Vision.
- Receive 1:1 Tutor guidance and support.
- Access resources through Student Support and the Course Curriculum to support decisions.

- A 1:1 Careers interview is available for all students.

Management and Delivery

The college recognises the importance of putting in place effective arrangements for the management and delivery of the programme.

Tutorial & Progression Focus

The Tutor programme is designed to develop student vision, disseminate messages and expose students to opportunities. Messages are also disseminated via TV screens across the college and via the dedicated in-house Futures Hub website.

Careers week

In class talks from a range of Employers and HE providers. Speakers are hosted in lessons making use of relevant links to curriculum but students can sign up to access talks when in other lessons. There is also a Careers Fair on the first day of the week to host employers, apprenticeship providers and HE institutions to enable students to engage in meaningful conversations and seek guidance from relevant agencies.

Progression/ Skills week

Guidance/talks/workshops hosted in lesson time and tutorial sessions, specifically targeting different student needs (across different levels).

- Yr1 = understanding and developing skills required for the workplace or continuing education
- Yr2 Uni applicants = talks regarding Student Finance etc.
- YR2 Non-uni = CV workshops/Interview skills workshop/ personal statements/ job searches etc.

Apprenticeship week

Talks provided in addition to those provided during Careers Week.

Work Experience week

The aim is for all year 1 students to have some form of work experience during year one. Some courses have integrated WEX opportunities. For those that fall outside of this, we have a dedicated WEX week each year. Year two students that have not completed any work experience will have the opportunity to do so in year two.

All level 2 students complete work experience during a dedicated week in the Autumn Term, the aim of this is to boost their employability skills and to support their future career decision making.

Students on Essential Skills courses have regular interactions with employers, which is built into their weekly timetable. This consists of both visits to work places and visits from employers.

Unifrog

Unifrog is an application that acts as both Careers Guidance, skills development and a continuing education adviser. It is utilised throughout the Tutor programme to enable students to own their own career development and exploration of further progression opportunities.

Roles and responsibilities

- The Governing Board is responsible for approving the Careers Programme and this is reviewed every term.

- The Senior Leadership Team is responsible for supporting the delivery of the Careers Programme and ensuring that all staff understand their responsibilities in embedding careers across the curriculum.
- The Careers Leader is responsible for the development and oversight of the Careers Programme, ensuring it meets the Gatsby Benchmarks and delivering relevant training to all staff to ensure that this is taking place.
- Curriculum Managers are responsible for ensuring that all staff have completed training in 'Careers in the Curriculum' delivered by the CEC and are embedding careers in the curriculum effectively across their subject areas. They are also responsible for ensuring that stakeholders are effectively engaged in designing and delivering curriculum.
- All teaching staff are responsible for embedding careers into their curriculum. Taking on the motto that 'Every Teacher is a Teacher of Careers'.

Staff development

All staff are expected to contribute to the career learning and development of students in their different roles. To meet the training needs that arise from this, all teaching staff undertake training in Careers in the Curriculum, through the Careers and Enterprise Company and are expected to proactively promote careers in their curriculum areas. Staff are given support where appropriate to enable them to effectively promote careers, through linking with employers and promoting resources.

Teaching and Learning

As a college, the approach of the CDI Framework and Careers in the Curriculum (Careers & Enterprise Company, 2017) (<https://www.careersandenterprise.co.uk/research/careers-curriculumwhat-works>) is embraced. The college bases their approach to teaching, learning and assessment on evidence of what works in career education and guidance. The CDI Framework emphasises the importance of creating rich learning environments and designing compelling learning experiences for students. Dialogic teaching, enquiry-based learning, first-hand experiences and reflective learning are an important part of this.

Monitoring, reviewing, evaluating and reporting

The implementation of the careers programme will be regularly monitored and reviewed, through the use of Compass and internal systems, which have been developed to enable students to feedback on the career activities that they have participated in. The Compass review takes place termly and events are evaluated through student feedback surveys.

Stakeholders and Partners

Parents/ Carers

We recognise the important role that parents and carers have in their child's career development and we recognise parents as co-partners in the career development of their child, in supporting students to develop their confidence in career planning and decision making.

Identifying and working with disadvantaged students (SUN)

This is achieved through the college's dedicated SUN mentor, SUN is part of the OfS Uniconnect programme, and is responsible for maintaining close relationships with universities and taking advantage of their outreach programmes and offers. All of the trips are promoted to those who are identified as Uniconnect/disadvantaged via the SUN Mentor. Additional subject university trips are also organised

through the SUN programme, plus 1:1 career mentoring/progression discussions/UCAS support. SUN has the responsibility for engaging the presence of universities during cross college events such as Careers Week and Skills week. The SUN programme also includes a host of workshops to deliver in groups to provide information to students on all options at level 4.

Solent Careers Hub

The college works in partnership with the Enterprise Co-ordinator at the Solent Careers Hub, which has supported the college with links to employers, careers insight days and opportunities for students to engage in career related activities. The Solent Careers Hub is part of the Careers and Enterprise Company.

Employers, community partners and learning providers

All students are encouraged to attend open university days, but the college recognises that there can be barriers to even thinking about university. Trips to universities are arranged but the college has successfully started a new collaboration with University of Southampton and Solent University for a bespoke open day- where up to 200 students can experience campus life and seek guidance on the opportunities that going to university may provide.

At Itchen College, the vocational and technical education courses and qualifications offered are labour market led and Curriculum Managers are committed to designing career and employment pathways for students with and for employers, helping students on their employability journey and the college's expectations around respect for equality, diversity and inclusion..

Work Experience is directly linked to course programmes in most Vocational courses including Sport, Uniformed Protective Services, Travel and Tourism and Care Courses. Care has a dedicated Placement Coordinator to support work placement for the license to practice element of the course. Travel and Tourism maintains strong links with the Cruise industry. Sport has developed links with local schools and gyms to support opportunities for sports leadership and coaching courses. The Work Experience Coordinator supports embedded work experience opportunities.

Workshops, Guest Speakers, Trips

The college provides these throughout the year. These are arranged by Faculties and Student Support taking place in line with curriculum needs. There is a vast array of activities that take place throughout the year to enhance the learning experience and provide valuable insight into industries and practices relevant to individuals.

Itchen College has developed strong links with local employers, training providers and universities. The college is committed to developing partnerships with stakeholders that make a positive contribution towards meeting local, regional and national skills needs. Leaders involve stakeholders in designing and delivering curriculums at subject level, to ensure that the careers curriculum is as broad as possible and effectively prepares students for higher education and the workplace.

Additional course and enrichment programmes

STEM Club, HSLA, EPQ, High Performance Programme plus the Enrichment Pathways programme of enrichment activities (over 60) that offer extracurricular participation and learning across a broad spectrum of offers.

SEND focus

- The EHCP Annual Review process focuses on Preparation for Adulthood
- Specialist careers advice is available for learners
- The college aims to secure positive destinations for all learners

- The college liaises with partner colleges for further study
- The college supports applications into higher education, apprenticeships and/or employment
- The college works closely with Choices College, a provider of Supported Internships
- The college is part of the Southampton City Council forum to develop supported internships throughout the city
- The college embeds a rich tutorial programme for learners
- The SEN department offers weekly work experience and volunteering for learners following our Essential Skills Entry Level & Level 1 pathway

Adult and Community Focus

Sector based work academies (SWAP'S)

The college delivers Sector-based Work Academy Programmes (SWAPs) across a range of industries to support adults into employment. Each programme combines three key elements: sector-specific pre-employment training, direct employer involvement, and guaranteed interviews for participants. There is a strong partnership with Jobcentre Plus, enabling an effective response to local workforce needs. The college includes provision in areas such as social care, early years, IT, customer service, business administration and support work in schools.

Job Clubs

Job Clubs operate across the county, providing learners with opportunities to connect with local employers and access tailored employment support. Participants receive guidance with job searching, developing professional and up-to-date CVs, completing applications, and preparing for interviews, helping them build confidence and improve their chances of securing sustainable employment.

National Careers Service

The college works closely with the National Careers Service (NCS) to ensure learners have access to high-quality careers information, advice and guidance. NCS advisers regularly contribute to our employability programmes, supporting learners with career planning, CV development, interview techniques and identifying progression pathways that align with their aspirations and local labour market opportunities.

Skills Boot Camps

Skills Bootcamps in Health and Social Care, Customer Service and Early Years have been developed in partnership with employers to address workforce shortages and support individuals into employment. These intensive programmes equip learners with the sector-specific skills, knowledge and behaviours required by employers. Learners benefit from guaranteed interviews and receive ongoing support for up to six months following completion to help them secure and sustain employment.

Employer and Partnership Engagement

We have established strong and trusted partnerships with a wide range of organisations, enabling us to provide responsive and impactful adult learning opportunities. These partnerships include Jobcentre Plus, local employers, Skills Zones, Probation Services, wellbeing providers, family support services, housing associations, disability services, crisis centres, the National Careers Service, adult health and care services, Seetec, Palladium, The Prince's Trust, and organisations supporting Black, Asian and Minority Ethnic (BAME) communities.

Regular engagement with employers, local authorities, the Local Enterprise Partnership (LEP), the Department for Work and Pensions (DWP), and other key stakeholders ensures that our provision remains aligned with local and regional priorities. This collaborative approach enables us to raise aspirations,

address identified skills shortages, respond to labour market intelligence, and create meaningful progression opportunities that increase employment outcomes for learners.

The college maintains strong relationships with Trust, Sure Start, Mind, and other grassroots groups working with underrepresented and disadvantaged communities. These partnerships help us reach learners who may face barriers to participation, including individuals from BAME backgrounds and those experiencing social or economic disadvantage. Through ongoing employer engagement and the continued development of SWAP programmes, we create effective pathways into employment that respond directly to workforce demand.

Annexes

This offer should be read in conjunction with the following:

[March 26 Compass Assessment](#)

Link to the Careers Programme when published