

Board of Management Student, Staff & Equalities Committee

Date of Meeting	Wednesday 27 October 2021
Paper No.	SSEC1-L
Agenda Item	6.2
Subject of Paper	Careers Guidance Plan
FOISA Status	Disclosable
Primary Contact	Gillian Plunkett Student Experience Director
Date of production	14 October 2021
Action	For Noting

1. Recommendations

1.1 The Board of Management Student staff and Equalities Committee is asked to note the development of a college wide Careers Guidance Plan.

2. Purpose of Report

2.1 The purpose of the paper is to update the Committee on the development of a college wide Careers Guidance Plan which is a key initiative of the College Student Academic Experience Strategy.

3. Key Insights

3.1 The Student Academic Experience Strategy (SAES) refers to the City Student Journey which is underpinned by 3 key pillars: Readiness, (Finance and Funding, Transition and Orientation, Tech Ready), Resilience and Personal Development (Health and Well Being, Peer Learning, Community, Belonging, Class Rep, volunteering) and Ready for next Steps (Careers and Articulation to Further Study).



(Extract from the College Student academic Experience Strategy:2020)

Readiness

- Accessible and relevant information, advice and guidance.
- Online and responsive application systems.
- Inclusive and targeted support through the use of student analytics.

Resilience

- Welfare and well-being support.
- Opportunities for social interaction with other students.
- Opportunities for self-development.

Ready

- Specialist advice on careers, personal development planning and further study.
- Developing a skills portfolio for employment.
- Finding a job.

3.2 The College Careers Guidance Plan is a key initiative of SAES and covers four broad areas: -

- Career information, advice and guidance delivered by an in-house careers service;
- Careers provision in the classroom supported through learning and teaching;

- College wide employer engagement activities; and
- Progression support for higher education (HE) or employment.

Good and effective careers provision is characterised by using the expertise of appropriately qualified professionals, whether they are careers advisers or lecturers with industry-specific knowledge and insight. This means that careers information, advice and guidance (CIAG) covers a range of roles, responsibilities and activities across the college.

3.3 The Careers Team at City (Approx. 2 FTE) are heavily involved in supporting students in both progressing to further learning and in accessing work opportunities and the pathways to them. Support for students applying to the University and Colleges Application System (UCAS) is well established as the main careers support required by students at City and therefore the main activity of the central Careers Team.

3.4 In January 2021 the Careers Team supported 1,856 UCAS applicants which equates to approximately 75% of all Higher Education (HE) year two exiting students in the College. The UCAS process is known to be challenging, and support is required on application completion, obtaining references and writing personal statements. This task runs from September to January (UCAS deadline) annually, with around 120 workshops delivered to students and a University Exhibition (Expo) delivered in October to assist students with University selection, and course choice.

In addition to assisting HE exiting students, the Careers Team also support students who are progressing internally, and this includes making the transition from Further Education (FE) funding to HE funding, with a focus on vulnerable groups such as students on English as a Second or Other Language (ESOL) courses and care experienced students.

3.5 To support students with work opportunities the Careers Team offer a range of support including employability workshops which focus on developing CVs, interview techniques, job search and understanding skills sets. An employer

vacancy service is also available offering permanent and short-term work for students to develop their workplace experience as well as support themselves financially while continuing to study.

In March 2021 the vacancy service was moved to a newly developed careers [website](#) to improve marketing opportunities to students. In addition to a vacancy service, the website offers links to a range of employer sites and job opportunities and in AY2021/22 a link to our new [volunteering hub](#) was added.

3.6 However, there is room for further improvement particularly in building a wider employer knowledge base across the college and to support this the Careers Team are currently researching existing vacancy platforms within other Higher Education Institutions to establish how content is sourced and managed, promoted to students and the efficiency and effectiveness of such platforms.

3.7 Review of the employer vacancy service is just one area within the development of the College Careers Guidance Plan. The Plan will use the [Gatsby Benchmarks](#) and the [Scottish Governments Careers Strategy](#) to inform developments and offer a comprehensive framework against which to map our CIAG offer within and across the College.

4. Impact and Implications

4.1 High quality, effective careers provision is key to supporting the transition of students through college and onto their next steps. Development of a Careers Guidance Plan will provide a comprehensive and structured approach to the development of CIAG across the college.