



**SPARSHOLT**  
COLLEGE HAMPSHIRE

**ANDOVER**  
COLLEGE

# Careers Strategy

## 2018-2020

February 2018

*Excellence, Valuing Others, Supportiveness*



Principal: **Tim Jackson** BTech (Hons), PGCE

## **Our Mission Statement**

To inspire learners to recognise and achieve their full potential

## **Our Beliefs and Values**

Excellence, Passion, Team Work, Integrity, Innovation,  
Sustainability, Valuing Others and Supportiveness

## **Our Vision**

Building upon the good reputation that Sparsholt College Hampshire (“the College”) enjoys for the quality and standard of its learning provision, the four cornerstones of our Vision for the College in 2016 are:

- **Sparsholt College, the Specialist Further Education College**  
The Specialist Further Education College, recognised locally, regionally and nationally for providing Outstanding specialised further education in land and environment, sports academies and sustainable technology, with a focus on learner success and progression to Higher Education and employment.
- **Andover, the Successful Community Tertiary College**  
The Outstanding Community Tertiary College, integral to the Andover community, a key educational partner successfully servicing demand in NW Hampshire, East Wiltshire and West Berkshire, providing a vibrant range of academic and vocational courses with a strong focus on learner success and progression to Higher Education and employment.
- **University Centre Sparsholt**  
University Centre Sparsholt, a key national and international provider of specialist higher education in the applied science of land, environment and sustainable resource management, which excels in ‘research into practice’ at Foundation, Honour and Master Degree levels.
- **The Corporate College, working with employers to support their success**  
The expert trainer of choice for business and industry, providing a comprehensive offer characterised by high-quality, timely and bespoke interventions, and a suite of Apprenticeships that meet employer needs and positively impact on the success of their business.

## 1. Background

- 1.1 Sparsholt College and Andover College are both committed to offering a Careers Service that is accessible to everyone. To ensure that all students are fully equipped with the skills and knowledge that will enable them to operate confidently, effectively and independently in life and work.
- 1.2 Sparsholt College and Andover College both commit to providing an excellent Careers Service that will enable students to understand the range of opportunities available to them in the current economy and acquire the skills and qualifications they need to succeed in the workplaces of the future. This strategy sets out the ambitions and plans to expand the quality of the College's careers provision.
- 1.3 Sparsholt College and Andover College firmly believe that by providing high quality, impartial careers information, advice and guidance, students will be confident about their future success. This will result in:
  - Students understanding the full range of opportunities available to them
  - Students gaining the skills that are valued in the workplace
  - Students having first-hand experience of the workplace
  - Students receiving access to an excellent programme of advice and guidance delivered by individuals with the right skills and experience
  - Students having access to careers advice and guidance that is tailored to their individual circumstances
  - The College meeting its key strategic priorities outlined in the College Strategic Plan 2018-19

## 2. Entitlement

Sparsholt College (incorporating Andover College) will offer a careers programme that is stable and structured. The College will use the 8 Gatsby Careers Benchmarks (See Appendix A) to measure the results and impact of the following ambitions:

- 2.1 Students will access high quality, impartial careers information advice and guidance from appropriately qualified staff to help clarify their aspirations for work, understand the options open to them and make informed decisions in terms of employment, further study and apprenticeship.
- 2.2 Students will receive support to develop their skills and knowledge to enter the employment market, and gain the confidence to get them there.
- 2.3 Students will receive support to find suitable work placements or work experience to help develop the skills they need to secure and sustain meaningful employment.
- 2.4 Students, including disadvantaged students, will have the platform to receive tailored support.
- 2.5 Data and technology will be used to drive continuous improvements in careers delivery.

### 3. Mechanisms of Delivery

#### 3.1 Careers Lead

The College Careers Service and Subject Teachers will lead on the compliance with the 8 Gatsby Careers Benchmarks.

#### 3.2 Work Experience

Students will receive support from Subject Teachers to find suitable work placements or work experience within their chosen area of employment.

#### 3.3 Access to Advice and Guidance

All students will be able to access high quality, impartial careers information, advice and guidance through one-to-one and group sessions with a qualified Careers Advisors, as well as from experienced and qualified Subject Teachers.

#### 3.4 Pre-Enrolment

The Careers Service, Subject Teachers and Pastoral Tutors will offer a range of career exploration opportunities, including:

- One-to-one appointments
- Group tutorials themed around careers
- College and University visits themed around careers
- Interviews with Subject Teachers (vocational specialists)
- Taster Days

#### 3.5 Events and Workshops

The Careers Service, Subject Teachers and Pastoral Tutors will between them organise a range of events, visits, workshops and activities to support students to understand a wide range of options, take ownership of their aspirations and make informed decisions in terms of career goals. These activities will include:

- Careers and Higher Education Fairs
- Visits to HE conventions
- University taster sessions
- CV workshops
- External guest speakers bespoke to learning areas
- Workshops delivered by staff who are vocational specialists
- Educational visits
- Work placements/experience
- Personal Statement sessions
- University visits
- Student finance workshops
- One-to-one careers guidance
- Careers Induction sessions
- Careers briefings
- Employment workshops
- Mock Interview workshops

- 3.6 Induction and Tutorial Sessions  
The Careers Service and Subject Teachers will work collaboratively to fully support the Tutorial Programme and provide relevant resources to enhance the student opportunity.
- 3.7 Job Boards  
The Careers Service and Subject Teachers will provide up to date information on employment opportunities relating to the local labour market, using displayed on Job Boards and Moodle, as well as face to face discussion.
- 3.8 At Risk Students  
Students who are at risk of becoming NEET or withdrawing from their course will be contacted by the Subject Teacher or Pastoral Tutor and provided with high quality support and options.
- 3.9 Contact details for the Careers Service and Head of Student Support are:
- Sharon Lythgoe, Careers Leader**  
01264 360006 or sharon.lythgoe@sparsholt.ac.uk
- Annie Thompson, Head of Student Support**  
01962 797220 or annie.thompson@sparsholt.ac.uk

#### 4. Higher Education

- 4.1 The College Careers Service and Subject Teachers will support students at every stage of applying to university.
- 4.2 The Careers Service will support Subject Teachers with quality checking UCAS applications prior to their submission.
- 4.3 The Subject Teachers will provide a high quality personally written and proofread Academic Reference for all students wishing to apply to HE.
- 4.4 The College will hold a UCAS Registration Day, where all Level 3 First Year students will take part in workshops on: 'Choosing a Course', 'Personal Statements', 'HE Student Finance' and 'UCAS Registration' delivered by a mixture of College staff and external university staff.
- 4.5 The College will deliver organised talks to parents/carers on how to support the student through university.
- 4.6 The Careers Service will organise an annual HE Fair to enable students and their parents/carers to discuss progression opportunities with a range of universities.
- 4.7 The Careers Service and Subject Teachers will organise time tabled HE briefings.
- 4.8 The College Careers Service will take students to the Hampshire and Isle of Wight UCAS Convention to discuss progression opportunities with a broad range of universities.

- 4.9 The College Careers Service will organise HE Student Finance Talks for parents/carers and students to help clarify the student finance process.
- 4.10 The College Careers Service will organise regular drop-in sessions to cover all UCAS enquiries such as: registration, personal statements and academic references.

## **5. Quality and Review**

- 5.1 Progress will be monitored by the Head of Student Support during regular 1:1 Meetings with the Careers Leader. There will be an annual review in line with the College Appraisal Procedure.
- 5.2 The quality of Careers Advice and Guidance will be monitored through the College Self-Assessment Process which will inform the College Quality Improvement and Strategic Plan.
- 5.3 The College will use surveys, destinations data and focus groups to gather student feedback and monitor the effectiveness of this Careers Strategy.
- 5.4 The College will maintain 'Matrix' quality standards.
- 5.5 The Careers Strategy will be updated by the Head of Student Support every 2 years. Next review due: February 2020.

## The 8 Gatsby Careers Benchmarks

### 1. A stable careers programme

Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.

### 2. Learning from career and labour market information

Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.

### 3. Addressing the needs of each student

Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.

### 4. Linking curriculum learning to careers

All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.

### 5. Encounters with employers and employees

Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.

### 6. Experiences of workplaces

Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.

### 7. Encounters with further and higher education

All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.

### 8. Personal guidance

Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to the appropriate level. These should be available whenever significant study or career choices are being made.