

## The Bedford College Group Careers Programme Statement



The Bedford College Group (including Bedford College, Tresham College, The Bedford Sixth Form & Shuttleworth College) employs a professionally qualified Careers Team who offer Careers Education, Information, Advice & Guidance (CEIAG) to both learners and the wider community. The CEIAG Policy and Careers programme is designed to meet the needs of learners and to propel the College Group to achieving all of the Gatsby Benchmarks.

### Programme

For enrolled learners these services are offered through a variety of formats to increase learner engagement and meet the needs of a diverse student body.

The Careers Teams are based within our Student Services team at:

- Bedford College - Tower block building, Cauldwell Street
- Tresham College – Lower Ground Floor, Kettering
- Tresham College – Ground Floor, Corby
- Tresham College – Ground Floor, Wellingborough (check opening times)
- The Bedford Sixth Form – Ground Floor, The Hub
- Shuttleworth College – Student Services office

Across these sites we offer:

1. 1:1 appointments booked through Personal Achievement Tutors, or the Student Services team.
2. A drop-in service at all sites.
3. Tutorial sessions from a menu of CEIAG topics at suitable points during the academic year.
4. At all sites, dedicated drop in for SEND learners and Looked After Children (LAC).
5. Talks from invited speakers such as Employers or Higher Education institutions,
6. Noticeboards frequently updated with local job vacancy and other opportunities relevant to learners.
7. A Careers library with resources for learners to use for research.
8. At the Bedford Cauldwell Street and Tresham sites, an annual Careers fair.

At Brooks Salon, The Learning Centre, National College for Motorsport, the Vehicle Technology Centre and the Gas & Plumbing Technology Centre we offer Tutorial Sessions, invited speaker talks and (pre booked through the Personal Achievement Tutor) 1:1 appointments.

Online we offer:

1. The Student Services YourSpace website Careers section – <https://www.yourspaceonline.net/careers/meet-the-careers-team/>
2. A Moodle virtual learning environment
3. A Jobs & Opportunities noticeboard

Learners can access information regarding the Careers programme at these sites via their Personal Achievement Tutor, their Moodle learning platform or by visiting any of the Student Service offices. Parents and Employers are encouraged to contact the named staff below for further information or to provide feedback.

Employer insights are a key component of the programme and we work with an Enterprise Co-ordinator from SEMLEP/The Careers & Enterprise Company to ensure that what we offer is reflecting the needs of business. We welcome enquiries from employers who would wish

to advertise vacancies to students or visit us to present to learners regarding opportunities and general pathways in your area of business. Young people welcome learning about the world of work from professionals and research shows that this can be extremely beneficial for their employment outcomes so please do get in touch at the contact details below if you would like to discuss working with the College Group.

Work Experience is embedded into their study programme and learners will also access specialist insight about their chosen vocational areas from their Course Tutors and Work Experience Co-ordinators. Learners can gain employability skills from a wide range of activities and they should be open to experiencing and participating in all those available to enrich their studies and enhance their progression opportunities.

## Impact

The Careers programme at these sites is assessed for its quality and positive impact on learners through a number of methods:

1. The destinations of learners after leaving their courses. The Bedford College Group commissions external research on the destinations of learners and reports this to the DfE, Ofsted and the local economic partners such as SEMLEP
2. The numbers of learners accessing the services on offer
3. Learner feedback after 1:1 and tutorial sessions
4. Department planning and self-evaluation reports monitored by the Director of Student Services and the College Group Executive Team
5. Matrix Quality Standard re-evaluation and accreditation.

This Statement has been written with regard to

- a) Bedford College Group Career Education, Information, Advice & Guidance Policy
- b) Careers Guidance and access for education and training providers September 2022  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1002972/Careers\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002972/Careers_statutory_guidance.pdf)
- c) Careers Strategy: Making the most of everyone's skills and talents December 2017 – DfE  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/664319/Careers\\_strategy.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf)

## Review

This document will be reviewed in August 2023 and updated accordingly.

## Contacts

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