

## Student Entitlement to Careers Support

At QE, we operate a whole college approach to successful progression, which is accessible to all students. This includes support and advice from Teachers, Progress Tutors and the Careers Team. We aim to support all students to make appropriate and informed decisions, which reflect their interests and abilities. We have developed our careers programme around the best practice for careers guidance, following the eight Gatsby Benchmarks developed by the Gatsby Foundation and the CDI code of ethics.

### What the college can provide:-

- A highly qualified Careers Team which comprises of two Level 6 qualified Careers Advisers, an Employer Engagement Co-ordinator and a Job Coach.
- Impartial information, advice and guidance on all your Post-18 options (higher education, apprenticeships, employment, further training).
- Individual career guidance interviews to help you to decide what to do after college.
- A bespoke careers education programme delivered via your tutorial programme, which supports two progression pathways (higher education or employment/apprenticeships – Job Ready).
- Job coaching – our dedicated Job Coach will help to prepare you for employment and provide support with the application process.
- A range of events and opportunities.
- Access to specialist career software – Unifrog.
- Opportunities to participate in work experience relevant to your interests.
- Access to up-to-date labour market information to aid your career planning.
- Referrals to relevant support services such as the Youth Employment Initiative.

Throughout your two years at QE, you will be able to take part in a wide range of opportunities, such as:

- Visits to Higher Education providers
- The opportunity to attend a Higher Education Careers Convention
- Our annual Employer & Gap Year Fair
- Opportunities to join relevant groups, such as: Future Engineers Scheme, Medic Society and Oxbridge Ready
- Residential trips
- Employer talks/visits

Skills assessment – at the start of year 12 you will be supported to complete an initial assessment of your skills, this will enable you to identify strengths and areas for development. Opportunities to enhance these skills will be identified throughout your time with us and your progress will be reviewed at key points in your academic study.

### **Who can use the service?**

All students can access careers support – please let us know beforehand if you have any special requirements – we will make every effort to meet them. If you would like someone to accompany you to a careers appointment, such as a parent/carer, we can arrange this for a time that is suitable for them.

### **Where are we?**

The careers team, which includes our two Careers Advisers, Job Coach and Employer Engagement Co-ordinator, are based in the library rooms - L1 and L2.

Appointments can be arranged either by speaking to us directly in L1 or L2 or by emailing your request to our careers inbox: [careers@qeliz.ac.uk](mailto:careers@qeliz.ac.uk)

### **What can you expect from us?**

- A friendly, professional service
- Information advice and guidance that is impartial and in your best interest
- Ensure that you are treated fairly and with respect
- Contact you as soon as possible in the event of our having to cancel or rearrange your appointment, and offer you an alternative appointment within 5 working days

### **Our quality commitment:-**

The service regularly obtains feedback from students, you may be asked to complete a brief questionnaire following a careers appointment or event. This information is used to help us reflect on the service and support we provide.