

Gatsby Benchmark 8 – Personal Guidance

Desired Outcomes

- Every student should have opportunities for guidance interviews with a Careers Adviser, either internal or external, ideally holding a career guidance qualification at level 6 or higher.
- The interviews should be available whenever study or career choices are being made.
- They should be available for all pupils, timed to meet their individual needs.
- Every student should have at least one such interview by the age of 16, and the opportunity for a further interview by the age of 18.

In Practice

- The school offers personalised support tailored to students' needs and abilities. The advice is impartial and always in the best interests of the young person.
- The personal guidance on careers is integrated with the wider pastoral and student support system in the school.
- SLT, heads of year, personal tutors, form teachers and learning support staff, consider students' career development as an integral part of their overall personal, social and educational development. Communication between staff is good and underpinned by effective information-sharing and record-keeping. Specialist inputs by career advisers are valued and acted upon.
- Career advisers work closely with staff to deliver a range of individual support to students, including:
 - One-to-one guidance at crucial points of decision making, including year 8/9 option choices and choosing pathways for post-16 and post-18
 - Group work sessions on particular topics, such as apprenticeships, labour market information, employability skills, etc.
 - Advice to parents/carers and students at careers events and parents' evenings
 - Promoted drop-in sessions for students at lunchtimes and other times during the week
 - Support on exam results days.
- Schools may commission external support from a specialist careers guidance provider or employ a Careers Adviser directly. For both Careers Advisers should uphold professional standards and continue their professional development. The CDI maintains a professional register and members subscribe to a code of ethics.
- Students and parents should be clear how to access personal guidance.
- The school should be proactive in reaching out to parents who find it difficult to support their child's career development.
- Staff should also be proactive in supporting students with complex lives, for example, young carers. Their needs are recognised and resourced with more intensive, wraparound support, including ongoing mentoring.

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SEMLEP suggests – Personal guidance

Review Current Systems

- Compass Tool
- Career Development Institute Audit Tools
- Careers quality mark framework
- Local Authority CEIAG Frameworks

Create a Knowledge Bank

You do not need to know everything but where to find information is key

- Sources of LMI
- Pathways to careers

Adopt/Use a Monitoring System

- Integration with SIMs Assessment Manager
- Review ULAS, Unifrog, Start, CASCAID

Careers Guidance Activities

- Listen to students' ideas, skills, experiences, circumstances and aims
- Help students to identify and explore options considering the career implications of subject and course choice
- Challenge pre-existing assumptions about what they are capable of
- Clarify learning and labour market systems and help students understand pathways
- Develop strategies to achieve their goals, sign-posting to information sources
- Building students' persistence, motivation and confidence, overcoming any barriers
- Referring students to agencies that can support them
- Available whenever significant study or career choices are being made
- For all students, timed to meet their individual needs

In House or Sub Contract?

- Balance of time and money so consider option of sub contracting to an external provider for all or part of a year group
- Use CDI support resources for planning and/or provider selection

Accessible Guidance

- One to one, pre 16 and 17-19
- School VLE
- Group events
- School website
- Parents evenings
- Parents newsletters

Feedback & Review

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Resources – Examples of some the resources available

Review of Current System	
Compass	Evaluates school/college's careers activity against best practice to achieve the Gatsby Benchmarks.
Careers Development Institute Framework	CDI framework for careers, employability and enterprise education
CDI Audit Tools	Resources to help support and strengthen the CDI framework
Local Authority CEIAG Framework	Refer to local authority 14-19 education teams
Monitoring Systems	
ULAS	Free system to support and manage students' careers journeys
unifrog	Students can explore next step after school and staff can manage the progression process
Start	Free online careers platform designed to connect 11-18-year olds with their future career potential
CASCAID	Management and tracking suite that will allow staff to monitor and evaluate students' activity and support career guidance
SIMS	Full school's management information system with options for careers management and information
In House or Sub Contract	
CDI Guide	For best practice and commissioning careers guidance services
Matrix Standard Providers	Directory of careers providers holding matrix accreditation
CDI Register	A way of finding a registered career development professional
4YP	Local provider based in Central Bedfordshire
Develop EBP	Local provider working across Bedfordshire, Milton Keynes and Northamptonshire
LEBC	The Leicestershire Education Business Company work within Northamptonshire
National Careers Service Direct	Webchat and telephone advice services
Bedford Borough Council	Contracted services, contact Angela Stango at Angela.Stango@bedford.gov.uk or on 01234 276807
Creating a Knowledge Bank	
SEMLEP LMI	Includes all SEMLEP LMI publications and information
National Careers Service	Information on careers and tools to help with pathways
Apprenticeships – Fire it Up	National apprenticeship website
Workpays	Part of national ASK programme to drive apprenticeship awareness. Presentations to students, teachers and parents.
Job Centre Plus Beds/Luton/Milton Keynes Northamptonshire	Work with pre-NEET and disengaged students. Flexible workshops, looking at anything from body language to interview skills.

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Further Education and Sixth Form Colleges

Barnfield College	http://www.barnfield.ac.uk/
Bedford College	https://www.bedford.ac.uk/
Central Bedfordshire College	http://www.centralbeds.ac.uk/
Milton Keynes College	https://www.mkcollege.ac.uk/
Moulton College	http://www.moulton.ac.uk/
Northampton College	https://www.northamptoncollege.ac.uk/
Tresham College	https://www.tresham.ac.uk/
Luton Sixth Form College	https://www.lutonsfc.ac.uk/
Kimberley College	https://www.kimberleycollege.co.uk/

Universities

University of Bedfordshire	https://www.beds.ac.uk/
University of Buckingham	https://www.buckingham.ac.uk/
University of Northampton	https://www.northampton.ac.uk/
The Open University	http://www.open.ac.uk/#

How can an Enterprise Adviser Network Help?

Your Enterprise Coordinator will support the school to achieve the benchmark.

The Enterprise Adviser can assist and add value through employer engagement in the provision and events supporting Benchmark 8.

Contacts

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