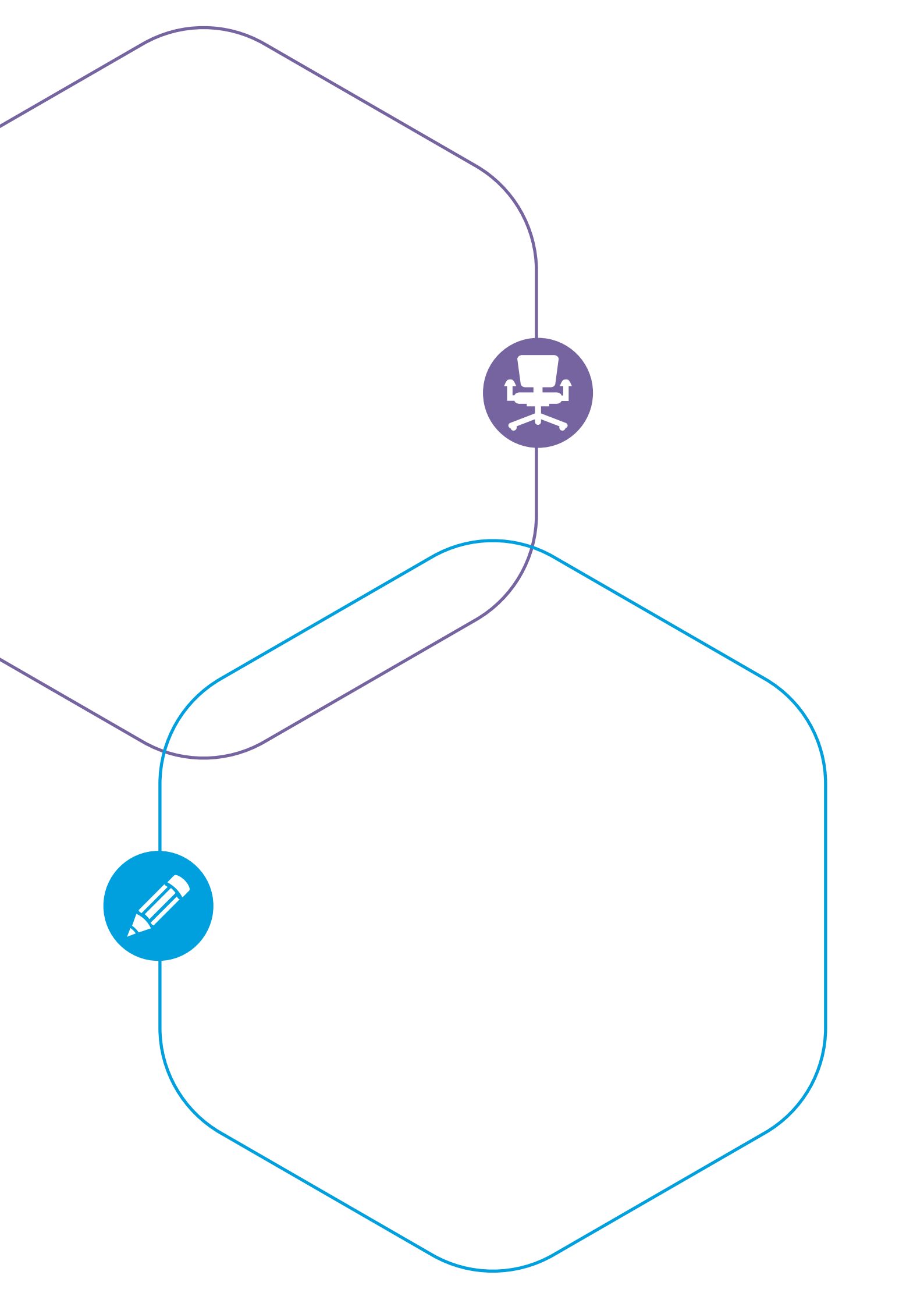


## Careers Wales Offer – 2019-20

### FE Students in Wales





# Context

There are three aspects to the Careers Wales offer for FE students across Wales:

1	A case-loading offer to students identified as Tier 4, i.e. those at risk of dropping out of college or of not making a positive transition
2	A universal digital offer to all students studying at an FE college
3	An additional support offer for students with additional learning needs who have a Learning and Skills Plan or are on a discrete ILS course.

A Careers Wales Account Executive (Appendix A) is allocated to every secondary school, FE campus and special school across Wales and support for students in colleges will be co-ordinated by them.

The offer set out will form part of the annual MOU meeting with the FE College and subsequent calendar of activity meetings with each college campus.

In order to deliver this offer, we ask that colleges work with their Account Executive to develop the necessary processes for the provision of careers education, information, advice and guidance and provide the following information on FE students:

- a) Names and contact details of students identified as Tier 4 (see 1. above)
- b) Names and contact details of students who have dropped out
- c) Names and contact details of students who are on discrete ILS courses
- d) Names and contact details of students involved with the Seren project.

In order to facilitate sharing of relevant information, as per the above, and to take account of GDPR regulations, we ask that colleges allow Careers Wales Advisers access to their customer information systems.

Our Privacy Statement outlines how we use the data we collect and you can access this here [www.careerswales.gov.wales/about-us/privacy-notice](http://www.careerswales.gov.wales/about-us/privacy-notice)

In addition, and to facilitate the circulation of careers related information to students, we will seek access to each campus's **digital learning platform** i.e. Moodle, Google Classroom etc...

## Developments

### Careers Wales Hubs

We will develop some promotional resources; a pop-up stand; vocational subject posters; how to contact us posters for display in public areas and allocate these to all campuses across Wales.



# The FE Offer to Tier 4 Students

FE colleges will have processes in place to identify students who are at risk of dropping out or who are in danger of not making a positive transition at the end of their course (Tier 4). Our remit letter from the Welsh Government requires us to target our Account Executive resource in colleges to support these students.

In order to do this, we will work closely with Careers Leaders in colleges to identify students who are at risk and agree appropriate delivery; our delivery will aim to improve sustainability and achievement in college, support students' positive transition and improve opportunity awareness. Activities we can offer to do this are as follows:

## Guidance interviews

We aim to build on the initial work started last year in setting-up video interviewing facilities enabling Tier 4 students to receive guidance interviews at college campuses. We encourage a flexible approach to self-referral using digital methods via our Careers Wales Connect service or directly to the Account Executive.

In addition, we would encourage a more formal process to be developed by the Account Executive and campus Careers Leader that identifies students who are at risk; this will enable the students to be case loaded effectively. It is anticipated that close collaborative working with I2A / TRAC / Cynydd workers can facilitate this.

In addition, there will be a small number of students attending college that had been identified as being at risk of becoming NEET during KS4. These students will automatically transfer to the FE Account Executives caseload on 1st September.

Any student identified as Tier 4 will be flagged as such on our Customer Management database - IO; this data will feed into the Welsh Governments 5 Tier model and headline data e.g. the number of students in Tier 4 by LA, will be made available across Wales. Due to this, following delivery of services and where the student has been assessed as no longer being at risk of dropping out or of not making a positive transition, the Tier 4 flag will be removed from the students IO record.

These students then become Tier 5 and can continue to access Careers Wales support via the universal FE offer (see below).





## Case-loading

Students identified as Tier 4 will be pro-actively case-loaded by the FE Account Executive and provided with services based on their needs – these services will focus on sustainability in college and the development of career management competencies.

The expectation is that case-loading will be a digital activity making good use of e-mail, texts, phone and social media to keep in touch, provide relevant information and promote access to rich content, such as invitations to webinars, video links and campaign resources via [www.careerswales.gov.wales](http://www.careerswales.gov.wales) This aspect can be facilitated by the FE Account Executive having access to the colleges digital learning platform.

## Group Sessions

can be delivered to Tier 4 students and the content will generally be the same as outlined in the Universal FE offer below. However, additional topics can be negotiated in order to meet specific careers related needs of case-loaded students.



# The Universal Offer

## The Universal Offer

is available for any student studying at a further education college in Wales. It is pre-dominantly a digital offer and we actively encourage any student with a career's information, advice or guidance need to contact us using the following methods. Whilst enquiries can be made at any time, these platforms are staffed Monday to Friday from 9am to 5pm and all links are available via our website [www.careerswales.gov.wales](http://www.careerswales.gov.wales)

				
<a href="https://twitter.com/careerswales">@careerswales</a>	<a href="https://facebook.com/careerswales">facebook.com/ careerswales</a> (including Fb Messenger)	<a href="https://instagram.com/careers_wales">instagram.com/ careers_wales</a>	<a href="https://linkedin.com/company/careers-wales">linkedin.com/ company/ careers-wales</a>	<a href="https://youtube.com/careerswales">youtube.com/ careerswales</a>
				
Webchat <a href="http://www.careerswales.gov.wales">www.careerswales.gov .wales</a>	Phone 0800 028 4844	From a Mobile 029 20 90 6800	Email <a href="mailto:post@careerswales.gov.wales">post@careerswales.gov .wales</a>	

Guidance interviews are available, and students can request a **call-back by phone or via video link** at a time convenient to them.

The following activities are offered to FE students and colleges can request these to support the wider college population, i.e. Tier 5 students aged 16-19 (See Appendix B).

## Parent Evening Attendance

The Account Executive can attend one parent event during an academic year; input can include careers clinics to provide information and advice to parents and students; access to VR Headsets - these show a number of vocational areas, i.e. the NHS; Engineering; workshops on alternatives to HE and Degree apprenticeships; a variety of related video content. Other input can be negotiated.

## Group Delivery

There will be opportunities at different times of the year where the Careers Adviser can deliver group sessions on specific topics. Topics should be in support of the 4 **on-line Campaigns** that will run via our website, [www.careerswales.gov.wales](http://www.careerswales.gov.wales). These are:

**Induction / Freshers** (26th August to 13th September 2019)

**Stop! Don't Drop** (30th Sept – 1st Nov 2019 and 2nd Jan 2020 to 31st Jan 2020)

**Moving-On Moving-Up** (30th March to 30th June 2020)

**Where now?** (August 2019) incorporating A Level and GCSE Results Days

For example, during the Freshers period in colleges, the FE Account Executive could deliver group sessions on Top Tips for Success in college and during the Moving-On, Moving-Up Campaign deliver an Introduction to Skills to Succeed including registration and an overview of modules that link to the Campaign theme.

To support these group talks, there are a number of digital resources that can be provided to students via the schools digital learning platforms or during tutor / registration groups. Your FE Account Executive will be able to discuss these in more detail during the campus Calendar of Activities meetings.

These campaigns will be a universal offer to FE students; however Account Executives will be expected to actively promote these sessions to their Tier 4 case-load and encourage students to access the sessions that are useful for them.

## Students facing the labour market

Where students have made an informed decision to leave college and are looking for employment, an apprenticeship, a traineeship or to become self-employed the FE Account Executive will facilitate an introductory meeting with a Careers Wales Working Wales Adviser.

This hand over is necessary in order that the labour market needs of the young person are fully identified so that appropriate next step provision can be sourced in-line with the Welsh Governments Working Wales contract.



## The FE Offer to Seren Students

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In partnership with the Seren network, we will be developing webinars that will be hosted on our Careers Wales TV channel. FE students will be made aware of these and campuses encouraged to facilitate attendance at live events.

Careers Wales staff will be attending the National Seren Conference and delivering a specific careers related workshop. FE Account Executives will be promoting this to Seren students in college.

## The FE Offer for Students with Statements of SEN

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Our offer remains in-line with the requirements outlined in the Special Educational Needs Code of Practice for Wales document. Learning Difficulties and Disabilities Advisers will:

Undertake guidance interviews to ensure students are aware of their options and are able to make informed decisions about their next steps

Attend leaver reviews and reviews for students in their penultimate year of college.

Produce Learning and Skills Plans for eligible young people leaving school to enter further or higher education, or work based learning

Collate assessment materials and evidence in order to produce funding applications





## Appendix A

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The Account Executive will act as the link between the college and Careers Wales. They have an overall understanding of Careers Wales Services available to college students and can liaise with colleagues to co-ordinate the most appropriate delivery. The aim is to support students make informed, realistic decisions about their future and next steps by applying their career management and employability skills to sustain engagement within education, employment or training.

## Appendix B

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Tier 5 students are those who are settled in their further education destination and who the college nor the Account Executive have any concerns around them completing their programme of study and progressing into an appropriate next step destination.



