

Darlington College Careers Guidance Team – Statement of Service

Our Overall Mission:

To provide high quality careers education, information, advice and guidance to both students and prospective learners in order to help them make well informed decisions in regards to their future progression. We endeavour to run a strong programme of careers-related activities which inform, inspire and motivate as well as empower and raise the aspirations of learners at Darlington College.

To help us achieve this mission, the Careers Guidance team will:

- Provide a high quality, impartial, student centred and professional CEIAG service which is accessible both to current, past or potential students delivered by clearly identified and qualified careers staff employed within the college
- Make a significant contribution towards successful outcomes and raising the aspirations of our learners
- Operate a flexible appointment booking system and organise drop in sessions to ensure the service is fully accessible, offering interviews in confidential settings where requested
- Empower students to produce a realistic careers action plan where appropriate
- Manage the college's UCAS Apply system and provide support to students and staff
- Provide up-to-date and comprehensive careers information and resources for students
- Identify other sources of guidance and support, making referrals and signposting if appropriate
- Deliver and continually develop a package of careers and progression related events and activities to help students explore careers ideas and develop their employability skills (e.g. group sessions, trips to careers fairs/HE institutions, organising guest speakers, targeted apprenticeship events)
- Continually improve and evaluate the service we offer through regular evaluation and feedback/reviews with students and college staff
- Build and maintain collaborative links between the college and external partners, such as employers, training providers and higher education institutions
- Disseminate employment/work experience and other opportunities (e.g. traineeships, apprenticeships, study abroad opportunities and HE taster days) to students via appropriate communication methods, i.e. social media, curriculum staff, college announcements system
- Collaborate with professional tutors and curriculum managers to provide a joined-up approach to careers education
- Work within relevant college policies & procedures, such as Health and Safety, Equality and Diversity and Safeguarding
- Promote and raise the profile of the service both throughout the college and within the local community