



Investor in Careers

Reassessment criteria for further education/tertiary colleges

Introduction

This is a reassessment of the complete three stage award

These criteria and accompanying indicators set out the requirements that further education and tertiary colleges (the college) will need to meet to maintain tenure of the ***Investor in Careers*** award. After holding the award for three years the college may wish to seek reassessment. During reassessment evidence of maintaining the standard and of improving provision through constant review will be sought. The college is encouraged through reassessment to demonstrate the impact of evaluation, to show innovative practice wherever possible and to produce evidence about an area of provision where it excels. There is a formal one day visit from an independent external assessor, but there is no requirement to make a presentation to a panel. However, a panel will consider the assessor's report from the one day visit and will ratify the assessor's decision. If the assessor is not satisfied that the college has maintained the standard the assessor will negotiate extra time for the college to provide sufficient evidence. Colleges will then receive a formal letter confirming their successful reassessment. The college should seek reassessment between three months before and three months after their award runs out. The currency of the award will be deemed to have lapsed three months after the existing award period runs out. Successful colleges will be given the award for a further three years following the panel's ratification of the reassessment.

Reassessment for further education and tertiary colleges is based on three outcomes:

- the college maintains the ***Investor in Careers*** standard during the lifetime of the original award
- the college renews its commitment
- the college is reassessed on specific outcomes

Further guidance on reassessment may be found in the ***Investor in Careers*** Assessment Handbook published by Connexions Cornwall and Devon Ltd which is located on the Investor in Careers website www.investorincareers.org.uk



Investor in Careers
Reassessment criteria for further education/tertiary colleges

Outcome 1: The college maintains the <i>Investor in Careers</i> standard during lifetime of the original award		
No.	Indicators	Guidelines/possible evidence
1.1	The college has current written partnership agreement with local Connexions/information, advice and guidance (IAG) provider	<ul style="list-style-type: none"> • <i>copy of current partnership agreement</i> • <i>copy of immediate previous partnership agreement to see how reviews and developments have taken place</i>
1.2	An annual review is undertaken and documented	<ul style="list-style-type: none"> • <i>documented evidence of staged improvement/development</i> • <i>copy of report from any support activities that may have been undertaken with local Connexions/information, advice and guidance (IAG) provider</i>
Outcome 2: The college renews its commitment		
2.1	Written statement from Principal and Chair of Corporation Board to Chief Executive of local Connexions/information, advice and guidance (IAG) provider	<ul style="list-style-type: none"> • <i>copy of letter of commitment from Principal/Chief Executive and Chair of Corporation Board (this is particularly relevant and important where there has been a change in personnel)</i>
2.2	Commitment confirmed at full governing body	<ul style="list-style-type: none"> • <i>relevant section from Governing Body/Corporation Board minutes – this is intended to maintain the profile of careers education and guidance provision in colleges. The assessor will be keen to see that careers education and guidance is a permanent part of the college planning and senior</i>



2.3	Statement of commitment communicated to all teaching staff, students and business and community partners	<p><i>management processes. Examples may include:</i></p> <ul style="list-style-type: none"> ○ <i>continuation of role of link governor</i> ○ <i>governors receive an annual report/presentation</i> ○ <i>clear links are documented with national careers education and guidance framework</i> ○ <i>clear commitment to equality of opportunity and diversity</i> <ul style="list-style-type: none"> ● <i>notes/minutes from staff meetings/PowerPoint presentation notes</i>
Outcome 3: External assessor visits for one day, follows a negotiated plan and produces a written report		
3.1	College organises access for assessor to a cross-section of the the college community, including the Principal, senior managers, the staff member with lead responsibility for CEG and at least two student groups to discuss careers provision. This cross section should demonstrate an understanding of the learning outcomes of the college's CEG programme and of the <i>Investor in Careers</i> assessment/reassessment criteria	<ul style="list-style-type: none"> ● <i>the assessor will contact the college prior to the assessment visit to arrange a mutually agreed appointment and to discuss the requirements of the visit</i> ● <i>a confidential report will be sent to the Principal and lead staff member with responsibility for CEG following the assessor's visit</i>
Outcome 4: The college is reassessed on specific outcomes		
4.1	The college provides full documentation on the programme of careers	<ul style="list-style-type: none"> ● <i>colleges do not need to create a specific portfolio for the</i>



	<p>education and guidance that reflects the requirements of the national careers education and guidance framework.</p>	<p><i>assessor's visit. The information required to support this reassessment criterion should however be readily accessible either in an updated portfolio from achieving the award in the first instance or in a CEG handbook or similar. Evidence kept on file or working documents are also acceptable</i></p>
4.2	<p>The college provides updated copies of key documents, such as policy for careers education and guidance provision, entitlement statement, partnership agreement and staff development plan.</p>	<ul style="list-style-type: none"> • <i>delivery continues to operate in line with the national framework for CEG and demonstrates extent of careers education and guidance activity levels and types of materials in use (e.g. ability, aptitude and interests assessments) and that learning outcomes are being achieved.</i> • <i>copies of key documents as specified in the performance indicator</i>
4.3	<p>The college demonstrates continuous improvement of provision in the delivery of careers education and guidance by: -</p> <ul style="list-style-type: none"> • regular evaluation • consultation with students and external organisations • innovative thinking and staff development • evidence that the views and recommendations of students and others have contributed to specific improvement action. 	<ul style="list-style-type: none"> • <i>specific examples of evaluative activity, consultation, innovative thinking</i> • <i>evidence of the continuing identification and meeting of staff development needs</i> • <i>evidence of specific improvements</i>
4.4	<p>The college confirms since its last Investor in Careers assessment it has expanded its partnerships in support of an effective framework for careers education and guidance.</p>	<ul style="list-style-type: none"> • <i>examples of agreements with other one or more new external agencies other than the local Connexions/IAG provider e.g. local business partners, training providers, other organisations including schools</i>



Outcome 5: College provides evidence of innovative practice		
5.1	<p>The college selects one other aspect of its careers education and guidance provision to demonstrate innovation and its commitment to excellence.</p>	<ul style="list-style-type: none"> • <i>examples of one or more areas of excellence which the college wishes to celebrate. The area(s) should show evidence of being embedded (or in the process of being embedded) in normal practice</i> • <i>the college should pick an aspect in which it feels it excels, for example illustrating its interest in delivering one or more of the following services that promote personal growth and progression and that help young people overcome difficulties: challenge activities, youth and community services, counselling and other support services including advice on housing, health, benefits and other financial matters</i>

ADDITIONAL NOTES

1. The local liC licensee will initially contact schools and colleges three months before the expiry date of the current award to notify reassessment arrangements with schools. They will then arrange meeting(s) to discuss the requirements and provide support.
2. The local liC licensee will confirm recommendation for renewal of the award in writing to the head/principal following the decision of the **Investor in Careers** panel.
3. **Investor in Careers** is re-awarded for a period of three years.
4. Re-award will be in the form of a wall plaque. This will be printed with the dates of the award.
5. The local liC licensee will liaise with schools/colleges about the arrangements for the presentations of the plaques and press releases to celebrate successes.