



HRUC
HARROW, RICHMOND & UXBRIDGE COLLEGES

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE



Annual Report

2023 - 2024

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EXECUTIVE SUMMARY

This report provides an overview of the key activities, achievements, and developments of Harrow, Richmond and Uxbridge College's (HRUC's) Careers Education, Information, Advice, and Guidance (CEIAG) during the 2023/24 academic year.

The year has seen significant growth in recruitment and student engagement, alongside some challenges that require strategic attention for future improvement.

Key Highlights:

- **Pre-Entry IAG:**
Outreach to over 128 schools, targeting local boroughs and those within a 60-minute commute from HRUC campuses.
- **Careers Advice:**
Over 1,594 one-to-one career consultations, more than 8,000 drop-in sessions, spanning careers advice and UCAS applications.
- **Employability Skills:**
Mandatory tutorials online resources, guest speakers and training sessions help ready students for the world of work and define future options, while industry standard skills, knowledge and behaviours are delivered across the curriculum, evidenced by 88% of lessons that were good or better.
- **Enhanced Skills:**
93% of all courses working with named employers who helped shape the curriculum and provide guests speakers for career focused talks.
- **Work Experience:**
Working with 1,796 employers to provide placements for 86% of students.
- **UCAS Applications:**
13% of the students gained places at Russell Group/high tariff universities, including Queen Mary's, London, University of Nottingham, Durham University, St George's London, University of Sterling. SOAS, Kings College, Norwich University of Arts, University College London, Ravensbourne University of London, and University of Edinburgh.
- **Ofsted:**
IAG recognised as a strength during recent Ofsted Inspection.

INTRODUCTION

At HRUC, we are committed to delivering high-quality, impartial Information, Advice, and Guidance (IAG) to support learners at every stage of their educational journey—from prospective students, current and departing.

We believe that providing exceptional careers advice and guidance has a transformative impact on students, helping them to raise aspirations, achieve their goals, and prepare for rewarding careers.

This year, our strategic ambition—to be the college of choice—has driven us to deliver innovative and effective programmes that equip learners with the skills and competencies needed for career success.

Central to this vision is our inclusive Careers Education, Information, Advice, and Guidance (CEIAG) services, available to all learners, regardless of age, study level, or mode of learning. This report highlights the impact and achievements of our CEIAG services, which contribute significantly to our mission.



OUR VISION

To be an outstanding college group that inspires, transforms lives and creates futures



CEIAG STRATEGY

Our CEIAG strategy is closely aligned with the Gatsby Benchmarks for Good Career Guidance and the Matrix Standards, ensuring that all students receive high-quality, personalised career support, while also benefiting from strong employer engagement.

These frameworks guide our efforts to deliver equitable and impactful services tailored to the diverse needs of our learners.



GATSBY BENCHMARKS

A Stable Careers Programme

A consistently reviewed and embedded careers programme within the academic calendar.

Learning from Career and Labour Market Information (LMI)

Providing up-to-date LMI to guide learners and their families in making informed career decisions.

Addressing the Needs of Each Learner

Offering personalised advice, tailored to the needs of SEND, Children Looked After (CLA), and disadvantaged learners.

Linking Curriculum Learning to Careers

Aligning curriculum content with career pathways to demonstrate real-world applications.

Encounters with Employers and Employees

Engaging learners with industry professionals through talks, mentoring, and networking opportunities.

Experiences of Workplaces

Providing learners with work placements, job shadowing, and hybrid work experiences to build employability skills.

Encounters with Further and Higher Education

Facilitating visits, presentations, and tailored advice on further and higher education options.

Personal Guidance

One-on-one support from dedicated careers advisors to help learners achieve their aspirations.

MATRIX STANDARDS

The Matrix Standards ensure that our services are effective, learner-centred, and continually improved. Key standards include:

Impartiality

Providing guidance based on learners' aspirations and career goals.

Accessibility

Ensuring all students, including underrepresented groups, have access to IAG services.

Continuous Improvement

Regular feedback from students and staff to enhance the quality of services.

Employer Engagement

Building partnerships with local and national employers to enhance work-related learning opportunities.



DELIVERY OF CEIAG SERVICES

Our staff are well-equipped to deliver IAG including by integrating career-related knowledge and skills into daily teaching. Training includes:

- Understanding current labour market trends and skills needs.
- Integrating Gatsby Benchmarks into the curriculum.
- Maximising the impact of career development and resources for learners.

Promoting Social Mobility

Our CEIAG services play a critical role in promoting social mobility, particularly for learners from disadvantaged backgrounds.

By offering impartial guidance and tailored support, we ensured that all learners, regardless of their circumstances, could access high-quality career opportunities.

CEIAG was embedded throughout the College group, instigated by the central IAG teams, seamlessly integrated into the curriculum at course level, and further enhanced by the work of the Employability Team.

Each area assumes distinct responsibilities that collectively deliver a first-class service to our students.

Our focus on providing high-quality, relevant career support helped 96% of learners transition successfully into further education, employment, or apprenticeships with 80% progressing to a destination relevant to the course completed.

Further achievements for each of our key IAG teams can be found on the next page.



IMPACT AND OUTCOMES

CEIAG Teams

- 9 IAG support sessions held for parents and young people progressing to HRUC in addition to 16 Open Days.
- A daily drop-in service during enrolment and the first 42 days saw 900+ people attend.
- Over 8,000 learners were provided with personalised career advice in year, including through a SEND specific event.
- 1,594 individual on course interviews were conducted, including 326 with at risk students. 27% of these students had two or more interactions.
- 229 Progression and Employability workshops were delivered in the LRC and were accessible to all students.
- Partnered with local authorities, Careers Hubs, Youth Justice Teams (YJT), and Virtual Schools.
- ASK delivered 6 workshops to students.
- HE college roadshow attended by 300+ students.
- 221 parents attended a session about how to apply for HE Student Finance.
- HE and Apprenticeship Fairs were held across HRUC which included workshops with employers and apprenticeship providers.
- HRUC provided access to careers libraries, online tools, and expert-led sessions to enhance employability and progression.



Topic	Sessions Delivered
UCAS Talk / Choosing University	57
Personal Statements	31
Student Finance	23
Progression Presentation	29
Apprenticeships Presentations	11
CV Writing Presentations	18
Interview Skills Presentations	7
Career Options	17
Occupational Talk	9
Progression Talk	27

Curriculum Teams

- Took part in 16 open days and interviewed all applicants to advise and assess suitability.
- 96% of students were satisfied with the quality of their curriculum interview.
- 95% of new learners participated in induction programmes, including the Principal's Welcome Talk, where they were introduced to CEIAG services.
- 5,984 learners engaged in careers and employability related enrichment such as talks from guest speakers, interviews and work experience preparation.
- All learners took part in mandatory employability related tutorials as part of study programmes and L3's in UCAS related tutorials.
- Delivered progression specific workshops across all course and levels.
- Embedded industry related skills, knowledge and behaviours including latest developments into schemes of work and the curriculum.
- Supported 10% of all students to engage with volunteering initiatives.



Employability Teams

- Strengthened employer partnerships to facilitate meaningful placements and work experience.
- Created 4 industry Advisory Boards (IABs) in areas such as Aviation, SEND, Construction and Engineering.
- Increased the number of work experience placements to 86%, working with 1,796 different employers.
- 30 learners went on overseas Turing Scheme placements to Crete and South Africa.
- Delivered 130 employer led sessions across the group, linked to future careers.

By regularly assessing our services and adapting to evolving needs, HRUC will continue to empower learners and drive progress across our communities.

MONITORING AND QUALITY ASSURANCE

Our CEIAG provision is rigorously evaluated to ensure alignment with best practices and continuous improvement.

Evaluation Methods

- **Learner Feedback:**
Collected through termly satisfaction surveys and learner voice meetings, informing service enhancements.
- **Destination Tracking:**
Monitored outcomes for all leavers, with 96% progressing to positive destinations such as employment, apprenticeships, or higher education.
- **Employer Feedback:**
Captured through annual surveys with 92% of employers rating learner readiness as “good” or “excellent.”



Quality Improvement

CEIAG services are embedded into the College Group's self-assessment and development processes, ensuring they evolve to meet the needs of learners and the labour market. This year, we have:

- Conducted a full review of careers resources, updating materials to reflect current LMI.
- Introduced termly senior leadership reviews of CEIAG provision, ensuring alignment with the HRUC Strategic Plan.



NEXT STEPS

Key Initiatives for 2024/25

- **Enhance Employer Engagement:**
Expand partnerships to include Industry Advisory Boards in all 15 SSAs.
- **Improve Data Tracking:**
Implement a centralised digital platform to record all ad hoc student interactions, improving data accuracy.
- **Increase Personalisation:**
Provide targeted careers support for all SEND and CLA learners by embedding individualised pathways into the careers calendar.
- **Expand Volunteering Initiatives:**
Grow student participation in community volunteering programs from 10% to 15%, emphasising leadership and transferable skills.
- **Strengthen Alumni Networks:**
Launch an alumni mentoring program, engaging 50 alumni to support current students through career talks and mentoring sessions.



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