



LINK19 College Careers Programme



Careers Programme

LINK19 College careers programme has 10 different sections that all come together as part of the careers offer to learners. The careers programme follows guidance from “The Gatsby Benchmarks” that supports colleges to provide quality careers information, advice and guidance.

Linking Curriculum to Careers

Careers and employability skills are linked to the whole College’s curriculum. Fully embedding careers into everything we do at LINK19 College. Maths, English and Digital skills will all link to careers and employability skills.

Work Placements

Learners at LINK19 College will have opportunities to gain real work experience at a Work Placement both externally within the community and internally at LINK19 College.

Employability Skills

LINK19 College focusses on developing learner’s employability skills and making them better prepared for volunteering, work experience and employment.

Careers Workshops

LINK19 College engages with the learning shop, CXK and The Education People to run careers workshops on the process of employment. Focussing on key skills like CV writing, searching for jobs, applying for jobs and interview skills. These key skills are also supported by class teachers and work placement supervisors to enable learners to gain the required skills for the next phase of adulthood.

Workplace Visits

Throughout the year, learners will visit various workplaces to learn about different industries and gain a better understanding of different careers and job roles.

Professional Speakers

Learners will be inspired by speakers, from a range of different professions and will be able to ask questions to find out more information about different careers and job roles.

Enterprise Projects

Learners will take part in creative enterprise projects that will enable learners to experience the world of business. Understanding profit and loss, along with other skills like teamwork, communication, problem solving and time management.

All products made at LINK19 College will be sold to staff, parents, carers and guardians and then the profit made from these enterprise projects will be reinvested in other enterprise projects.

Careers and Jobs fairs

Learners will attend careers and job fairs. To raise aspirations and give learners an opportunity to speak to different career professionals. Gathering information, contact details and being able to ask questions about different careers and jobs they might be interested in.

Professional Development

Learners will have opportunities to go on careers related courses to improve their careers development, such as First Aid and food hygiene.

Linking Careers to Curriculum

At LINK19 college, learners will gain skills for independence and employability. Creatively linking Maths, English, Digital Skills to careers, learners will develop employability skills on a daily basis.

By linking all curriculum areas to careers learners will develop employability skills and knowledge that will improve their opportunities to gain employment and be independent.

Maths

Maths is used in all in almost every situation in the workplace, so linking maths to careers is hugely important.

Being able to confidently read time, use money, measure, add and subtract numbers are all skills needed in everyday life and in employment.

English

English skills are key to having a career and sustaining employment. Being able to read, write, listen and communicate are all skills needed in every career.

Digital Skills and Technology

Digital skills and Technology is used in every career, so linking digital skills and the use of technology to careers is vital.

Learners will understand how the use of technology improves their ability to learn, study and increase their employability potential. Learners will use different forms of digital media and technology in their learning, whilst gaining an understanding of the benefits different systems and software have on different careers and job roles.

Work Placements

Work Placements are an important part of the careers programme. It is an opportunity for learners to gain real work experience of different job roles and find a career that takes their interest. This gives learners a better understanding of different job roles and a chance to gain valuable employability skills. Learners will complete a work placement journal to record and evidence their progress to learning different employability skills and understanding their work placement.

Internal Work Placements at LINK19 College

At LINK19 College, we offer all learners internal Work Placements as well as work skills opportunities within the college that is treated like a real work experience. Learners will also have an opportunity to review their Work Placement and recognise what employability skills they have learnt during their Work Placement.

External Work Placements

Learners at LINK19 College will have opportunities to gain work experience out in the community at an

external Work Placement and gain a real-life insight into different careers. Learners will gain valuable employability skills and also gain references to add to the CV's. There is also a possibility for learners to gain employment if successful during their work placement.

External Work Placement Partners:

Waitrose

Intersport

Hospice in the Weald

Fashion and Textiles

Catering and Hospitality

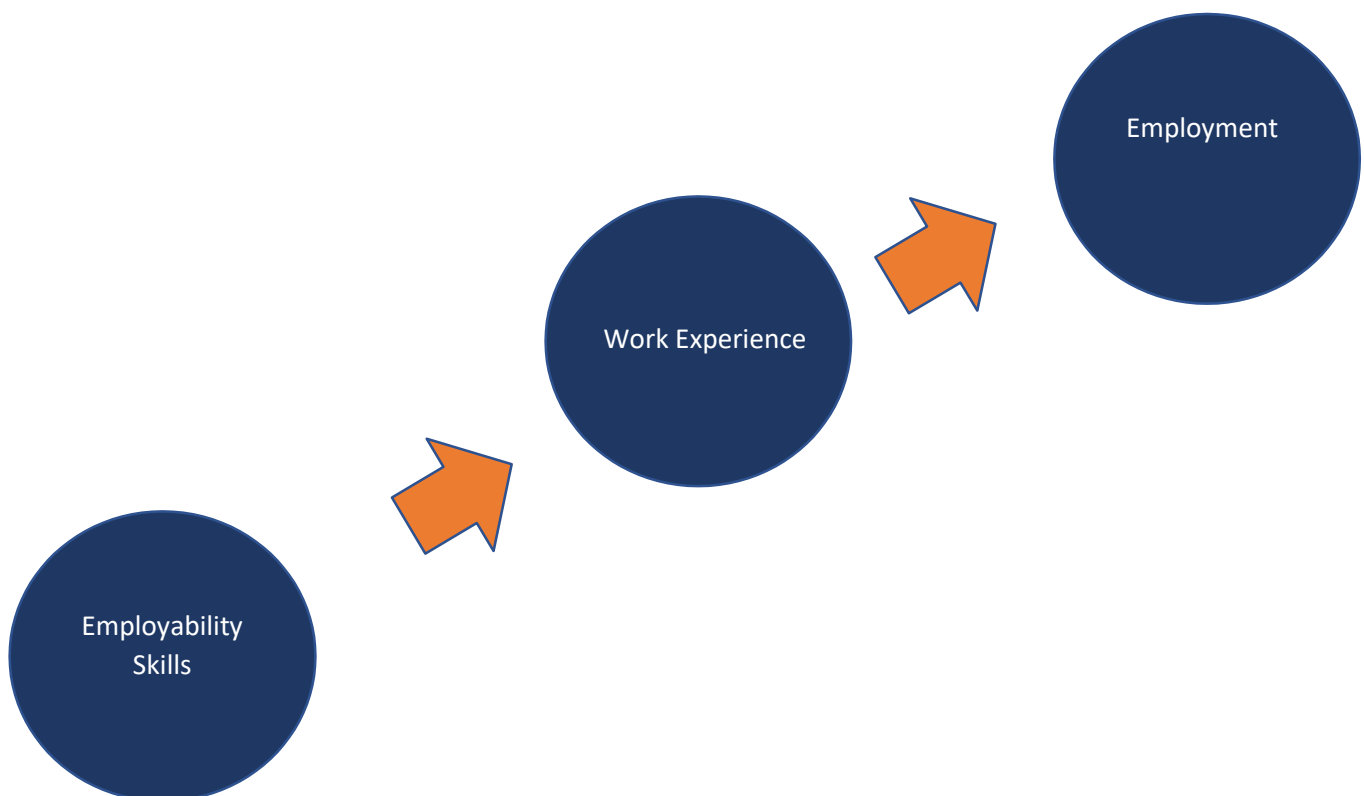
Coaching sport / Fitness

Employability skills

LINK19 College promotes learners to recognise, learn and obtain different employability skills during their time at college. These skills will give learners the best opportunity to be successful in their work experiences to then lead to employment.

During the academic year learners will complete "Employability Skills forms" that evidence different employability skills a learner has achieved in class, out in the community or within their internal work experience. This will help learners recognise that we use these employability skills in our everyday lives and that we can link these skills to careers and employment.

Employment



Work Experience

It is important that learners have the knowledge and understanding of different **Employability Skills** to give them the best opportunity their **Work Experiences** to then give them the best opportunity at gaining **employment**.

Employability skills

Teamwork

Effective Communication

Time Management Skills

Perseverance

Resilience

Polite and friendly

Listening skills

Organisation skills

Ability to learn and adapt

Problem solving skills

Negotiation skills

Valuing diversity and difference

Using initiative and being self-motivated

Leadership

Creativity

Decision making

Careers Workshops

LINK19 College will provide learners with opportunities to understand the process of employment and what is required from them if they wish to be employed.



Workplace Visits

LINK19 organises a variety of workplace visits throughout the year, this gives learners a chance to experience different workplaces, careers and job roles. It is a fun and creative way to see what the world has to offer in regards to different careers and jobs. Raising learners' aspirations and have a better understanding of different industries and all the different jobs that go on beneath the surface.

LINK19 College have taken learners to a range of different workplaces and it has been a memorable

experience for everyone involved. Learners get to do a range of fun activities and ask questions face to face with different professionals that work there.

Learners can also find out about how to apply for jobs and the different routes to access certain job roles.

Professional speakers

To provide quality careers education, advice and guidance and offer learners an opportunity to gain more information on different professions. LINK19 College invites a range of speakers from different jobs and careers. To come into college and share their knowledge and experiences. Giving learners a chance to take part in learning activities and ask questions about different careers and job roles. Improving learner's knowledge and understanding of how they might access different careers.

The more learners understand about what is required to be employed in certain job roles and the skills and qualifications required, will help them to make decisions about what career and job they might like to do in the future. By listening to different professionals this can help raise learners' aspirations and give them motivation to work hard and gain the employability skills.

Enterprise Projects

Learners across our pathways will take part in a range of different enterprise projects, in college and out in the community. These enterprise projects are a fun and creative way to learn employability skills and give learners the opportunities to explore different job roles. If learners have a better understanding of different careers they can make better informed decisions about what they might like to do in the future.

Careers and Job Fairs

LINK19 College will give learners the opportunity to attend careers and job fairs to explore different careers and job roles and therefore have a better understanding of what skills, qualifications experience is needed for different jobs. Learners can also ask questions to different career professions and find out how to apply for jobs and the application process. Learners can also take-home information flyers, application forms and contact information about different careers and job roles. Careers and job fairs can raise learners' aspirations and give them a better idea of what they may like to do in the future.

Professional Development

Learners at LINK19 College can access different courses that will support their career development and give them better opportunities to secure work experience and employment. Giving learners the opportunity to gain valuable qualifications that employers look for in the work place.

First Aid course

Food Hygiene course

Health and Safety course

Customer Service course

CSCS Operative card



Careers Education Information, Advice and Guidance

All learners at LINK19 College will be able to access careers information, advice and guidance. Careers advisors are there to support learner with anything in relation to careers and can help with CV writing, job applications, applying for jobs and interview skills. They can also arrange opportunities for learners to attend jobs fairs and run careers workshops to improve different employability skills.

Labour Market Information

What is Labour Market Information?

Labour Market Information (LMI) can provide us with insights into different jobs and opportunities, telling us what is available now or predicted to be in the future therefore, it is a fundamentally important tool when researching potential career pathways.

It can be gathered from a wide array of sources from websites run by government funded organisations, to adverts for job vacancies in local papers and online. Even sources such as conversations with friends and family can give us information on who maybe recruiting locally however sometimes it is important to ask questions like, “How was the information gathered, when, by whom and for what purpose?” This will affect what the data is attempting to prove (if biased) or what it may mean for you and your career decisions. For example, if the data was collected five years ago, how reliable is it (not very)? However, if the data was collected last week it is likely to be more reliable.

Tools such as <http://www.lmiforall.org.uk/cm2/index.html> can help us access basic data on different jobs which, is helpful for a broad picture but very generalised. The pros and cons of this are outlined here: <https://www.economicmodelling.co.uk/2015/12/11/what-is-labour-market-information-part-4-granularity/>



Advice on researching Labour Market Information

Be informed

When researching the labour market, it is important to try and use more than one source of information to get the best view as possible. Using more than one source of data increases the odds of accurate outcomes.

Research

Research helps you see what is available in the world of work that you might have the skills and desire to do as a job. It is key to understanding what is going on. It can sometimes be a little tricky though so, remember there are plenty of sources of support to help you with this: parents, carers, teachers, friends and your careers adviser.

LMI for Kent

Look at the top jobs in different areas around Kent, plus other useful resources.

<https://www.cxx.org/resources/>

Data packs by district: <http://www.kelsi.org.uk/skills-and-employability/14-to-19-25-curriculum-pathways/district-data-packs>

Economic forecast: <http://www.kent.gov.uk/about-the-council/information-and-data/Facts-and-figures-about-Kent/economy-and-employment>

Advice for parents, carers and guardians

We can do everything we can at LINK19 College to teach employability skills and support learners into work experience and employment. But to provide our learners with the best opportunities available, we need everyone in our learners "circle of support" to be fully involved.

We encourage parents and carers to get involved in the Careers Programme and share their knowledge and opportunities with the wider college community.

We find that what might not be suitable for one learner might be perfect for another.

Work experience

Parents, carers and guardians are encouraged to proactively support their learners into work experience and employment.

Look for work experience and employment that is accessible from where you live.

Don't discourage high aspirations but be realistic with the career's advice and guidance you explain to your learners.

Share work experience and employment opportunities with LINK19 College – A work experience opportunity might not be suitable for your learner but there are other learners who might be interested.

Be a part of the careers programme - Come into college as a career professional and speak about your career, experiences, job role, how you got into doing what you're doing.

Enterprise and community projects

Parents, carers and guardians are encouraged to help with enterprise and community projects.

Make donations to the enterprise projects throughout the year – All proceeds that are made are reinvested within other enterprise projects.

Share community projects with LINK19 College – If you have an opportunity for our learners to do some work in the local community that will explore different job roles and teach employability skills. Feel free to contact LINK19 College and share that opportunity.

Useful Careers Websites

Here are some amazing websites that offer careers advice, guidance and support to gain employment and provide volunteering and employment opportunities.

[The Careers & Enterprise Company](#) [National Careers Service - Find job opportunities](#)

[Careers advice | Prospects.ac.uk](#)

[Careers Advice | Career Guidance | Monster.co.uk](#) [Youth Employment UK: Home](#)

[Getting young people into work - UK Youth Employment...](#) [Career Advice For Students - Use Our Free Online Guide](#) [Careers Guidance And Advice For Disabled Young People](#) [Careers education for students with SEND - Sec-Ed](#)

[How to support young people with special educational needs ...](#)

[Career Connect: Create a better future](#) [Opportunities for young people with additional needs](#)

[Volunteers Wanted in Kent - Give Back To Your Community](#) [Volunteering - Kent County Council](#)

[Kent Volunteers: Home](#) [Careers | RBLI](#)