

# **LINK19 College**

## **CAREERS AND WORK RELATED LEARNING POLICY**

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**Review Date: Spring 2022**

**LINK19 College**

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**CAREERS AND WORK RELATED LEARNING POLICY**

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## LINK19 College

### CAREERS AND WORK RELATED LEARNING POLICY

#### 1. Summary

LINK19 College Post 16 Specialist Institution (SPI) is fully committed to ensuring that all learners acquire the skills, knowledge, understanding and attitudes to manage their learning and careers progression. In order to achieve this, the College recognises the importance of implementing Ofsted's Further Education and Skills inspection framework also the duties regarding career guidance and skills development and the importance of employer engagement within CEIAG. The College also recognises its duty to secure access to independent careers advice for its learners. Careers Guidance will focus on the specific needs of the individual learner to promote self-awareness and personal development. It will aim to provide current and relevant information to enable each learner to make informed choices about their future. It will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each individual learner. The Senior Leadership team along with the Directors review and monitors the quality of Careers Education Information Advice and Guidance.

This policy is designed to provide a coherent overview of LINK19 Colleges' provision of Careers Education, Information, Advice and Guidance (CEIAG) and Work Related Learning (WRL) opportunities. It provides a framework that ensures that the college offers an appropriate range of activities, experiences and support to help students choose 14-19 and post-19 pathways that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

Exposure to the world of work is a significant step in preparing young people for adult and working life. Colleges are expected to offer their students high quality and meaningful engagement with employers to give the student a valuable experience of the work environment

and develop their employability skills. Taking part in work related learning and work experience schemes is one route to achieving this aim.

### Legislation

Sections 42A, 42B and 45A of the Education Act 1997

Section 72 of the Education and Skills Act 2008

### Careers Education, Information, Advice and Guidance Implementation

#### Study Programme / Teaching, Learning and Assessing

Teaching staff/ Work Placement Supervisors/ Work related learning liaison officer/

Administrator contribute to the delivery of CEIAG through:

- The delivery of compulsory tutorials which include British Values, Prevent, My Safety
- The importance of English & Maths and Equality and Diversity
- Skills for success delivered by Employability Facilitators
- Support for learners in reviewing their work targets and EHCP Outcomes and ensure that learners are aware, monitor and review their individual targets and target setting
- Conduct regular Learner Progress Reviews and one to one reviews with learners
- Employability skills are identified, embedded and demonstrated in all learners' main vocational qualifications
- Maths and English GCSE/ Functional Skills is taught and embedded throughout the duration of the learners' vocational qualification
- Ensure that learners participate in careers events and industry days

DfE Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff – October 2018

## **2. Aims and Objectives**

Careers Education, Information, Advice and Guidance (CEIAG) should promote the following for all learners. Self- development- assessing their strengths and weaknesses to inform future learning and work choices, also develop positive self-esteem and employability skills and

attitudes. Furthermore, to achieve this aim, the College will be guided by the Gatsby Benchmarks to develop and enhance its Careers provision.

<https://www.careersandenterprise.co.uk/>

Progression planning through the provision of Information and Guidance (IAG) from careers advisors, support across the study programmes, organised progression activities, events and association with local Further Education and Skills providers and business. Career exploration through the provision of a wide range of resources: computer software, books and leaflets, posters and access to impartial careers guidance. Regular quality work experience. Develop an understanding of the changing nature of work, learning and career, volunteering and community participation choices, including education, training including apprenticeship options. To ensure all learners have:

- Access to high quality, professional and impartial careers guidance
- Access to inspirational Careers Education programme that challenges career stereotypes and promotes equality of opportunity
- Opportunity to improve employability skills and understanding of awareness of entrepreneurship through employer encounters
- Access to information about work, employment and apprenticeship opportunities that make learners better informed of progression and employment routes
- A programme of careers events, published annually, available on the College Website The opportunity of involving Parents & Carers (with the learner's consent) in careers decision making.

Career, work related learning and enterprise education is essential to the preparation of young people for transition to adulthood, equipping them with the knowledge, skills and attributes needed to enter and thrive in the working world. Young people are increasingly concerned with the role of education in occupational success. They want to see the relevance of education to their future lives, and they want assurance that what they are learning is developing their employability. Careers education and work related learning provides the connection between learning and earning, which is a strong motivator for many.

All young people need a planned programme of activities to help them find the right course, training or employment from 14 to 19 and beyond. Effective programmes of careers education

and work related learning supplemented by personalised information, advice and guidance provide young people with a structured introduction to the world of work which opens their eyes to new opportunities and raises their aspirations and ambitions about what they can achieve in their future lives.

We work closely with the local authority due to the vulnerable nature of our pupils who all have special educational needs and disabilities with Education, Health and Care plans in place, ensuring that we know of all the services available to support students, to access these and share this knowledge amongst our community. We all share the presumption that for many of our young people with special educational needs and disabilities are capable of sustaining paid employment with the right preparation and support. We regularly celebrate and showcase and promote the achievements of our students who are volunteering or in paid employment at every possible opportunity.

Careers education and work related learning helps young people to develop the confidence, knowledge and skills that they need to make informed choices and plans that enable them to progress smoothly into further learning and work. Many of the skills that are essential for both higher education and future employment can be developed through these activities. Well thought through decisions about learning and work, informed by effective programmes of careers and work-related learning can increase participation in learning and, in turn raise attainment and support further progression.

Work placements that are well-planned and well-organised has an important role in developing students' employability skills, personal and social skills and helps them learn about the world of work.

### **3. Learner Outcomes**

#### Learner Carer Exploration

Learners will be able to, with appropriate support if required:

- Investigate careers and opportunities in learning, work and apprenticeships and how these meet local and national priorities
- Access appropriate information, resources, help and guidance
- Understand changes in education, training and employment and the impact of these on career and working life
- Understand the full range of options available to them from various sources of information

### Learners' Self Development

Learners will be able to, with appropriate support if required:

- Understand self, key qualities and skills
- Develop key skills including teamwork, problem solving, independent enquiry, resilience, managing own career development
- Through work experience, test their effectiveness in the workplace and develop skills through experience

### Learners Progression

Learners will be able to, with appropriate support if required:

- Make and apply career plans
- Decide on next steps in their career development using action planning, reviewing and setting smart targets
- Search for appropriate opportunities and develop networks
- Prepare for work, further or higher education through written/verbal application and selection interview

## **4. Careers Education**

Careers guidance and development is delivered through accredited pathways and all members of LINK19 College staff contribute to the delivery of CEIAG through providing:

- Accessible, professional, impartial 1:1 careers guidance interviews, where learner's individual needs can be taken into consideration



- Support to curriculum staff by delivering careers and progression tutorials
- Delivery of employability sessions to all learners
- Annual National Careers and Employability week event
- Careers practitioners who work collaboratively with curriculum staff, organisations for the benefit of the learners

Our dedicated work related learning liaison officer alongside the leadership and management team contribute to the delivery of CEIAG through:

- Organising industry specific talks for curriculum areas
- Assisting learners with enterprise activities and entrepreneurship
- Liaise and work with employers to provide opportunities for learners to access meaningful work placements
- Assist in searching and applying for paid employment

## **5. Partnership work**

The College will continue to work with a range of partners to assist in the delivery of CEIAG and labour market information including local and national employers, charitable organisations, recruitment consultants, CXK, Careers and Enterprise Company, National Careers Service, Job Centre Plus and The Education People.

## **6. Work Placements and Work Skills Experiences**

Work placements takes a variety of forms which include working within the local community alongside employers within the learners' chosen pathway which is associated to the learners skills and interests, learners develop a range of transferable skills which are required for employability.

The learners reflect on their learning and personalised targets in their work journal, this enables the learners to reflect on their learning with their work placement supervisor and set their own targets for future learning.

Learners and parents/carers (where applicable) are informed about work placement arrangements well in advance of placements. The following points are discussed:

1. Travel arrangements
2. Hours of work
3. Dress code
4. Expectations
5. Health and Safety information

Feedback is given from the employer on a termly basis where the learner is invited to evaluate their work placement with the employer and the support worker where they set new targets and share educational targets alongside EHCP Outcomes to enable the learner and the employer to make clear connections with work placements and education. The review is shared with class teachers and the leadership team so that learners are able to gain valuable information from the Careers Education Information Advice and Guidance (CEIAG).

Supported encounters within the workplace are highly valued within the context of the careers and work related learning curriculum at LINK19 College and are designed to provide examples to learners and families about ways in which adults with SEN or disabilities can be supported in the workplace and inform them of possible options available to them, including reasonable adjustments, supported internship opportunities and Access to Work arrangements.

## **7. How objectives will be achieved**

Work experience placements will be carefully arranged for each learner and will be matched carefully to their interests, abilities, needs and future aspirations. Learners will be well prepared for their work placement in advance.

- Work related learning is supported by class teachers and work placement supervisors
- The Head of LINK19 College has responsibility for overseeing the programme.
- Core capabilities for employability are communicated to all subject leads so that links to work related learning are made across the curriculum.
- Careers education and guidance is provided for all learners.
- All learners at LINK19 College undertake work placement opportunities.
- Visits are made to and from local businesses.
- All learners have access to and take part in careers conventions.
- All learners take part in enterprise activities.

## **8. Assessment**

Assessment within the area of careers and work related learning is usually in the form of learners self-assessment supported by discussion with teachers and support staff. Each learner will develop a CV, keep a work related reflected journal and will build a portfolio of work through Evidence for Learning to illustrate their individual achievements.

The outcome of careers and work related learning study programmes will form a part of the students EHCP from which the careers advisor working with the student will use the outcome and aspirations detailed in the EHCP to focus their discussion with the learners. EHCP reviews identify future career aspirations and use information about the labour market to inform decisions on study options.

**Approval and review**

The named Director with specific responsibility for careers education and guidance is: Maddy Jones

This policy will be reviewed annually by the Directors.

The school are currently preparing to work towards achieving the Quality in Careers Standard.

<http://www.qualityincareers.org.uk/>

Approved Summer 2021

Next review: Summer 2022

Signed: Chair of Directors.....

Signed: Head of LINK19 College .....



