

## Careers Guidance Policy

### Aurora Boveridge College

<b>Policy Reference:</b>	BOC15
<b>Version Number:</b>	5
<b>Applies to:</b>	Aurora Boveridge College
<b>Associated documents:</b>	Safeguarding Policy Curriculum Policy
<b>Approved by:</b>	The Principal
<b>Implementation date:</b>	June 2023
<b>Next review due by:</b>	June 2024
This policy has been reviewed to ensure it promotes safeguarding and does not present barriers to participation or disadvantage any protected groups	

## 1. Aims

We are committed to implementing a careers education and guidance programme which maximises opportunities for each student to fulfil their potential, by making the most of their talents and creating outcomes that suit their unique set of skills and abilities. We work in partnership with each young person to deliver personalised careers advice and work experience (WEX) which meets each individual's needs and aspirations. We believe in giving our young people the opportunities they need to lead fulfilling and independent lives.

This policy sets out how career activities are delivered at school and explains what students, parents/carers, staff and Executive Directors can expect from the careers programme.

## 2. Scope

The Aurora Boveridge College careers programme aims to:

### **Statutory requirements and expectations**

Aurora Boveridge College has a number of statutory requirements and expectations;

Ensure that all pupils are provided with independent careers guidance up to the age of 18 and up to 25 if an EHCP is in place.

Ensure students have the opportunity to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point; Ensure students hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events; Ensure students understand how to make applications for the full range of academic and technical courses.

Using the Gatsby Benchmarks to shape and improve careers provision

Appointing a named person to the role of Careers Lead – Employability Co-ordinator

Publishing the details of the Careers Programme for young people and their parents/carers to access.

### **Student entitlement:**

All students at Aurora Boveridge College will be given the opportunity to learn from employers, this will be through a variety of activities such as workplace visits, visiting speakers and enterprise schemes. Each student will have a minimum of at least three encounters per year. The encounters will be based on what employers are offering regionally to ensure insight into the labour market and the opportunities that are available to our students.

All students will meet regularly with the Employability Coordinator to identify and discuss their career interests and be given the opportunity to complete work related learning, volunteering and work experience placement/s relevant to their needs and aspirations.

All students will have the opportunity to access Independent Advice and Careers Guidance from an Level 6 qualified external advisor at least once a year to identify and discuss their career and/or educational aspirations. They will be provided with essential information regarding their chosen pathways including details of courses & educational institutions, apprenticeship schemes, employers and any prerequisite qualifications. The work experience co-ordinator will liaise with the IACG practitioner to ensure goals and plans are tracked and implemented.

All students will have the opportunity to complete the Springpod Employability Skills modules on-line and engage with the seventeen industry insights. This will provide students with an overview of the skills needed in the workplace, the course can be undertaken at the student's own pace and each module can be repeated as many times as needed. This will support each student's preparation for successfully engaging in and completing WEX placements, developing and or building on their existing knowledge of key topics within the workplace in including: Health and Safety, Communication and Teamwork, Rights and Responsibilities, Qualities and Attitudes.

## **Management and Delivery**

We recognise the importance of putting in place effective arrangements for the management and delivery of the programme.

### **Roles and responsibilities**

The governing board are responsible for monitoring the overall effectiveness of Careers Education and Guidance Programme (CEGP) at Aurora Boveridge College.

The Senior Leadership Team are responsible for the strategic direction and effective implementation and review of the CEGP, ensuring it is ambitious for our students, appropriate, well resourced, safe and meets the needs of the students and the local / regional economy.

The Employability Coordinator and Head of Education are responsible for the CEGP's effectiveness in delivery of the Gatsby Benchmarks, embedding and developing employability in the curriculum, the scheduling of liaison events, activities and planning, the day to day operation and review of the GEGP's effectiveness, liaising with all stakeholders to ensure it's appropriateness and safety.

The independent advice and careers adviser is responsible for ensuring each student is given an effective overview of career opportunities available to them and liaising with the Employability Coordinator to ensure plans are tracked and implemented

Subject leaders are responsible for ensuring that they maintain close links with local employers, promote the CEGP, ensure employability and careers themes are embedded, reviewed and successfully integrated into schemes of work, support students with their progress toward employability.

All staff are responsible for the safety, encouragement, wellbeing, and individual support required to ensure that students can successfully engage, develop, review and grow through their experience of the CEGP.

### 3. External Careers Guidance

The external careers adviser (Ansbury) will record action plans with individual students. Students will receive a copy and parents and staff have the option to see this information so they can support the process. If a student is away or fails to attend, an alternative time will be arranged. Any further support identified will be agreed and actioned between the Ansbury representative and the College Careers lead.

A range of external providers are invited into school to support the careers programme. These might include local colleges, universities, training providers, apprenticeship organisations, employers, school alumni, or staff from various projects.

In all cases, such staff and organisations will be vetted for suitability.

### 4. Roles and responsibilities

The Careers Lead is responsible for taking a strategic lead and direction for careers work in the school; working under the direction of the Head of Education with responsibility for careers and employability. Due to the whole-college remit of careers work, the range of staff involved in supporting careers activities includes staff from education, care, therapy, administration and facilities management.

#### Staff Development

Staff are introduced to the concepts, aims and programme for CEIAG at Aurora Boveridge College during regular staff meetings.

The Careers Lead attends conferences and network meetings to keep up to date with best practice and legislation.

#### Resources

Aurora Boveridge College is committed to providing the resources to enable an effective careers programme, including adequate staffing, staff training and resources.

#### Employer Links

Links with employers, businesses and other external agencies continue to grow; by building on local community connections and engaging with a range of local partners.

#### Equal Opportunities

Aurora Boveridge College is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs. All students can access advice and guidance tailored to their needs with support to explore options that suit their preferences, skills and strengths. The team work on early-identification of students requiring additional support, with no limit placed on how many times a student might see a careers adviser. There is a whole team approach to support Education, Health and Care planning.

The destinations of leavers are monitored and trends identified.

## 5. Implementation

Boveridge College Principal and Senior Leadership Team are responsible for the implementation of this policy.

## 6. Monitoring arrangements

Our CEGP is evaluated in several ways. three times per year we complete the 'Compass' Careers Benchmark Tool.

We ask for student feedback on their experience of the careers programme and what they gained from it

We collect staff feedback on careers lessons, activities and events

We gather informal feedback from external partners and from parents

We monitor student destination figures post-16 and post-18.

We follow up at 3 months, 6 months and 1 year to evaluate progress of our alumni.

This policy will be monitored and reviewed on an annual basis by the Careers Lead and the Senior Leadership Team (SLT).

This Policy should be read in conjunction with the Gatsby Benchmarks Progress Grid, Careers Programme and the Work Experience Programme.

## 7. Review

This policy is to be reviewed annually by the Principal.