

Aurora Boveridge College Careers Programme

Introduction

Aurora Boveridge College Careers Programme uses the Gatsby Benchmarks to raise our young people's aspirations, promote access to all career pathways and to enable them to develop the skills and outlook they need to achieve. At Aurora Boveridge College we strive to ensure that our Careers Programme is accurate, up to date, presented in an impartial manner and enables our students to make informed choices about a broad range of career options. We recognise and celebrate that all of our young people are different and as a result, their education and career pathways will be planned on an individualised basis. Careers education for our students will be relevant, specific, planned and delivered carefully to meet their individual needs. An important part of the programme is Work Experience and Work Related Activities which focuses on providing tailored opportunities for all students. This enables our young people to engage in either external or internal work related activities in a range of industries that are closely linked to their career and educational aspirations.

The aim of the programme is to ensure that students are able to engage in real-life work based learning opportunities that equips them with the knowledge, understanding and tools to successfully manage and thrive in a working environment. Students will be expected to complete a minimum of one placement per year (five days) and all are encouraged to engage in multiple opportunities throughout their time at Aurora Boveridge College. We are ambitious for all our students to engage in increasing amounts of Wex during their time at Aurora Boveridge College.

Curriculum

There is a clear focus on the curriculum offer meeting the Local Enterprise Partnership priorities, embedding employability skills, positive employer relationships through all the curriculum areas to ensure a positive experience for all learners.

Encounters with Employers and Employees

All students will be given the opportunity to learn from employers, this will be through a variety of activities such as work place visits, visiting speakers and enterprise schemes. Each student will have at least one encounter a 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.

External Careers Advice

All students will have the opportunity to access Independent Advice and Careers Guidance from an external agency at least once a year. Working jointly with Education Development Trust, each term, a cohort of students will meet 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.

Support with key skills to help with future pathways

Students will be supported with developing key skills that have been identified either as crucial for a specific career path or through a students EHC Plan. Teachers will embed these key skills into the curriculum where possible. There is also the opportunity for students to work on skills individually during sessions with our Speech and Language Therapists, Occupational therapists or Psychology Team based on site.

Work Experience (WEX)

The Work Experience Programme has been developed to include 4 key stages, of which 2 are repeated throughout their attendance (stage 3 and 4).



Stage 1

All students will be given the opportunity to complete employability modules and industry insights on line through Unifrog, this will provide students with an overview of the skills needed in the workplace and an understanding of the different jobs available. The aim of this, is to support student's preparation of completing WEX placements by developing and building on their existing knowledge of key factors within the workplace in including: Health and Safety, Communication and Teamwork, Rights and Responsibilities, Qualities and Attitudes. Modules can be revisited by students throughout their year.

Stage 2

All students will meet with the Employability Team to identify and discuss their career interests, previous WEX experience, key strengths/qualities, and areas of development that they want to focus on. This information informs choices of placements that the Employability Team will seek. It also helps to identify and discuss any support requirements and preferred choice of placement delivery i.e. a block (5 days) or extended (1 or 2 days a week over 6 weeks). Duration and delivery will be agreed with the employer and reviewed during the placement to identify any amendment requirements. Students will be provided with a Work Experience Diary to record key skills learnt at

the placement. The employability team will work closely with the student and local community to identify additional opportunities for students to learn from their interested industry such as talks, visits and online meetings.

Stage 3

The Employability Team will identify and secure a potential placement and arrange an interview with the employer. All students will be supported to attend the interview and/or informal visit to discuss the WEX, meet the employer and agree terms/expectations of placement. All placements will be closely linked to their identified careers aspirations to ensure it is meaningful and of interest to them. An agreement between the student, parent (if under 18 years) and the employer must be signed prior to commencement.

Stage 4

The student will attend their placement. This can be supported, depending on the individual needs of the student, the type of placement and/or the employer's request. Support can be provided throughout the placement or it can be provided initially and then gradually withdrawn. All students that have a 1:1 support within education and/or care, will continue to have a full support throughout. Transport to and from placement will be provided by Boveridge College.

Internal Placements

Students that are not able to engage with external placements will have the opportunity to complete internal placements (Work Related Activities). The aim is to help build and enhance their confidence and self-esteem, and any other employability skills or those identified on EHC plan i.e. communication, that they feel they would like to develop. Students will work closely with key members of staff, in real-life working conditions to gain a better understanding of the expectations and responsibilities but delivered in a supported environment.

Health & Safety

All placements are identified by the Employability Coordinator, who is then responsible for completing necessary checks including Health & Safety compliance and Public Liability Insurance. It is essential that adequate Insurance Cover is in place for any Learner on work placement. If the initial health and safety assessment indicates that the placement provider does not provide Employers Liability Insurance the placement will not be authorised.

It is the responsibility of all employers and premises managers to keep up to date with Health and Safety legislation and to comply with it and ensure the learner understands and complies with these. The Health and Safety Assessment and any necessary follow up action, will be agreed with the placement provider and recorded with, a date for action as appropriate.

The placement provider is responsible for ensuring that a learner receives adequate induction to the Health and Safety aspects of the workplace. This will include induction to new equipment and procedures etc. which the learner will be introduced to during the learning programme.

It is expected that learners will not be exposed to the use / operation of potentially dangerous machinery given the short duration of activity and specialist / age restricted training required.

NB. We would expect that this procedure must be repeated when changes in the working pattern occur e.g. when the learner moves sections.

Prior to attendance of their placement, an onsite visit, risk assessment will be completed by the Employability Coordinator and shared with the employers (agreed by the young person and family) to ensure that they are aware of any potential issues such as social, emotional, behavioural and medical needs. This does not disclose any sensitive information and only required information is provided. A risk of assessment of the workplace is also requested from the employers to ensure that our students are accessing an appropriate working environment and all hazards/risks are being managed effectively.

Safeguarding

All students will be safeguarded against any potential harm whilst on their placement. All supporting staff members that accompany students will be Boveridge College employees and hold a current DBS. For students that are completing their placement independently or eventually become independent, the appointed supporting staff member within the placement (organisation) will need to hold a current DBS (for those students under age of 18) and ensure that students are safeguarded at all times. Students and the Employer will be provided with relevant contact details of Boveridge College should they need to contact at any time.

Outcomes – Learning and Development

Throughout their placement, students will be expected to complete a WEX diary to track their progress and reflect on their learning and development, with particular reference to their strengths and identified areas of need. This will enhance their experience as it will help them to review the key aspects of their role, responsibilities, the organisation and type of industry.

The Employability Coordinator will continually liaise with the employer to monitor progress, ensure students are engaging appropriately and revise any support requirements. Following placement, formal feedback will be requested, of which will be provided to the students and parents (if appropriate).

The collated information from their WEX diary and Employer feedback and other encounters with Employers will help students make an informed decision as to whether they wish to continue to explore the industry through the completion of further placements or seek alternative options.

All WEX placements will contribute towards their transition plan and any identified outcomes within their EHCP. As each student moves closer to their end of college placement, Aurora Boveridge College will work closely with the student, their families and local authority to identify and secure employment or further education opportunities that are aligned with their aspirations.