

# ESPA College

# Careers Policy - CEIAG

Version 2 – March 2023

## ‘Raising Aspirations and Improving Lives’

### 1. Background

Careers Education, Information, Advice and Guidance make a major contribution to preparing young people for the opportunities, responsibilities and experiences they will encounter, both in further education and in working life. Effective implementation of CEIAG aims to help all students make a successful transition to adulthood by:

- Supporting them to achieve their full potential.
- Empowering them to plan and manage their own futures.
- Providing comprehensive information on all options available.
- Raising aspirations.
- To support inclusion by promoting equality, diversity, social mobility and challenging stereotypes.
- Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives.
- Promote participation in learning.

The Employability programme at ESPA College follows the principles of the Gatsby Benchmarks which sets out a framework of good practice:

- a) A stable and embedded programme of careers education and guidance.
- b) Good quality information about future study options, jobs and the labour market.
- c) Opportunities for advice and support tailored to young people’s needs.
- d) Subject teaching linked to careers.
- e) Several opportunities to learn from employers and employees.
- f) Experiences of workplaces.
- g) Opportunities to hear from representatives of FE, HE and apprenticeship providers.
- h) Personal guidance from a professionally qualified careers adviser, at the right time.

## **2. Purpose**

ESPA College is committed to career, employability, social/vocational enterprise learning and development for all students. Our autism specific study programmes reflect and embody the overall vision of ESPA College. Advisory Board and senior leaders have a key role in developing and approving this policy and the strategic plan for CEIAG, thus ensuring it has a significant profile and secure place within the College curriculum. This policy supports and is underpinned by other key College policies including: Curriculum Review Policy and Teaching and Learning Policy.

## **3. Commitment to CEIAG**

ESPA College is committed to providing a planned programme of careers education activities to all students, including the opportunity for all students to access impartial information and expert, independent advice and careers guidance through regular visits to and from employers alongside an annual Employability Week.

We maximise the benefits for all students by adopting an holistic approach involving; parents, carers, external IAG providers, employers and other local agencies, the wider community and FE and HE establishments.

We will provide resources for the successful implementation of this policy through securing:

- Time and resources to cover internal needs, CPD training opportunities and commissioning of external sources.
- Well trained and motivated staff including job coaches and specially qualified tutors.
- Student and staff access to key information.
- Ensure that students are aware of the full range of realistic career opportunities available and the steps needed to achieve using bespoke Transition Plans and Vocational Profiles.
- Listen to and learn from employers about valued workplace skills and have first-hand workplace experience.
- Offer an excellent programme of advice and guidance delivered by staff with guidance support tailored to the individual.
- Provide information needed to understand job and career opportunities available and how knowledge and skills can help towards particular career paths.
- Publish details of our career programme for young people and parents on our website.
- Ensure students have at least one meaningful encounter with employers per year.

## **4. Communication with External Stakeholders and Provider Access**

- This policy and current CEIAG relevant information will be accessible on the College website.
- Regular careers notices and opportunities will be published in the Newsletters, College Displays and Notice Boards and social media such as FaceBook and LinkedIn.

## Opportunities for access

- Annual Employability Week when providers, employers, partners and educators link with students and their families to provide bespoke information, guidance and support.
- Additionally a number of events, integrated into the College careers programme will offer providers an opportunity to come into College to speak to students and/or their parents/carer.

## 5. Management, Monitoring and Evaluation

The Senior College Team and Employability Coordinator have strategic responsibility for CEIAG and oversight. The careers provision and strategy is further supported by Trustees and Advisory Board. To ensure the careers provision remains effective and fully meets the needs of all students, this team will conduct an annual review of CEIAG, taking into account of destination outcome data and feedback from a range of stakeholders, including employer surveys. Any updates based on its outcome will be published on the College website.

## 6. Training and Development

To maintain and continuously develop CEIAG in the College, we will ensure the continual professional training and development of relevant staff and link governors.

These will include:

**Employability Co-ordinator:** The professional development plan of this individual will include attendance at external careers event(s) and/or skills training programmes each year.

**Support and Teaching Staff:** All staff will receive support in their role as tutors in providing Careers IAG and on other relevant issues and/or areas of good practice e.g. encouraging departments to make links between their subjects and employability skills and related careers.

**Advisory Board and Trustees:** Will attend at least one internal or external careers event or training programme each year and provide feedback.

## 7. CEIAG Provision within the College curriculum

In College there is a planned programme of learning experiences within all study programmes and entitlement to CEIAG. The programme of employability activities is delivered during sessions, work placements and tutorial. Activities are aligned with the aims highlighted in every young person's Education and Health Care Plan. ESPA college's RARPA a system encouraged all learners to set their own personal targets which enable them to reach their EHCP outcomes and desired destinations once they leave college. Targets are reviewed regularly by the wider staff team and learners review progress in tutorials

ESPA College will aim to secure additional access to face to face external specialist careers guidance as stated in the Education Act 2011 for vulnerable students as defined by the College's governing body.

## **8. Policy Approvals and Review**

This policy will be updated annually following an annual review and in discussion with staff and external partners; key priorities for action are identified and included in the Quality Improvement Plan.