

## ESPA College Careers Provision

Every student will have an individualised careers/employability programme, which will be embedded within their curriculum. This programme will be in line with students' employability goals and aspirations, as well as their support requirements. This comprehensive provision aims to challenge stereotypes and barriers to future pathways.

### What can learners expect to receive at ESPA College?

<b>Information, Advice and Guidance</b>
<p><b>Initial Meetings</b></p> <p>At the beginning of their program, learners will have the opportunity to speak with the Employability Coordinator, Job Coaches and ESPA College staff about employability and careers. They will be supported to discuss their future aspirations, support needs and careers programme preferences, in addition to options for future pathways. Learners will also have the opportunity to start a series of conversations which will form the basis of the vocational profile document.</p>
<p><b>Careers Information</b></p> <p>Where required, the Employability Coordinator will provide learners with individualised information about employment pathways and study options. They will also provide information about any relevant work experience placements that may be suitable.</p>
<p><b>Review Meetings</b></p> <p>EHCP and transition review meetings will give learners and parents/carers the chance to discuss future opportunities and pathways. With the assistance of a Careers Advisor, impartial advice and guidance will be provided to learners and parents/carers on the different options available.</p>
<p><b>Guidance Interviews</b></p> <p>Guidance interviews with a level 6 qualified Careers Adviser will be available to learners for whom significant study or career choices are being made.</p>

## **Meaningful Encounters with Employers**

### **Work Placements with Partner Employers**

Learners will undertake external work experience placements. These placements are tailored to the students' individual needs and career/employability goals. We provide placements in a variety of sectors which include: horticulture, animal care, retail, administration, arts/media and hospitality.

### **Meaningful Encounters with Employers**

Throughout the academic year, learners are able to visit local employers. This gives them the opportunity to learn about work, employment and skills that are valued in the workplace. We have had a variety of guest speakers come into the college and speak to students about their particular sector. These speakers are chosen in relation to learners' interests and possible transition destinations.

### **Careers Activities**

Learners are able to take part in careers related activities and trips, as well as ESPA College Employability Week. This helps them to develop a better understanding of current labour market information and the process of searching for a job.

### **Mock Job Interviews**

Learners can participate in mock job interviews with staff at ESPA head office. This is an incredibly useful and valuable experience for learners. They are able to develop their interview preparation skills, as well as become more familiar with a traditional interview experience.

### **Job Coaching**

We have trained job coaches in each college site, which is a vital part of helping learners get the most out of their vocational experiences. A job coach is a person whose goal is to help people learn, accommodate, and perform their work duties. They will help students work on skills related to performing specific job tasks, as well as helping with interpersonal skills necessary in the workplace.

## Internal Work Experience

### Internal Work Experience and Specialist Traineeships

Some of our learners undertake internal work-related placements and activities throughout the year. For example, we have Deliver Me Timbers, which is a place where students can contribute towards woodwork related vocational activities.

Other examples of internal work experience include:

- Onsite maintenance such as clearing pathways, sweeping and gardening
- Deliveries across sites
- Administration support

### Vocational Enterprise Activities

The students run a number of different enterprise projects, which include:

- Tuck shop
- Breakfast club / coffee mornings
- Events to sell crafts / horticulture items
- Car washing
- Seasonal plant sales

## Careers Education

### Employability Sessions

As part of their study program, students are able to work towards qualifications in employability. During these sessions students will undertake a number of units that are designed to prepare them for the world of work.

### Vocational Profiles and Work Experience Logbooks

We use vocational profiling as a tool for gathering information that is related to work and supporting someone to find employment. To do this we use a vocational profile document, which can be completed by students with the support of college staff. Work experience logbooks supplement the vocational profiling process and are used by students to record different kinds of vocational experiences.

### **Pathways**

There is a strong focus on the pathway towards employment. ESPA College follows the RARPA and PfA frameworks, which emphasise the skills and learning needed to attain future employment opportunities, in addition to independent living, good health and friends, family and community.

### **Developing Key Skills**

Students will have the opportunity to develop key employability and life skills by undertaking courses such as Functional Skills Maths and English, Independent Living Skills, Accessing the Community, Travel Training and PSHE.

### **Linking Curriculum Learning to Careers and Preparing for Adulthood**

During their sessions, learners will be taught how their curriculum links to future pathways. This helps them understand the importance of their subject, in relation to their employment goals.

### **Transition**

Ensuring learners have a suitable and successful transition out of ESPA College, is something to which we are strongly committed. We support students to complete a transition plan document, which gives them a clearer picture of their transition goals. This resource is a very useful tool for learners, as well as helping college staff to provide a more individualised study and careers programme. This increases the likelihood of learners being successful in their transition out of ESPA College and throughout their life. We support learners in all stages of their transition, which includes transition visits to potential future destinations.

### **Employability Week and CEIAG**

ESPA College will host an Employability Week each academic year. Students will have the opportunity to focus more on developing their skills, knowledge and understanding of different employment opportunities and workplace scenarios. Students are able to access activities such as guest speakers, visits to employers, mock interviews, visits to colleges and universities and careers information, advice and guidance.