



# Careers Policy

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## Version Control

Date:	Page:	Details of Change:	Responsible Person:	Ratified by:	Date of next Review:
17/02/2016		Reformat	Sharon Jones	Already ratified, no changes	Feb 2017
05/05/2016		Additions	Nikki Forsyth	CEO	May 2018
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## Lifeworks Policies Referenced

<b>Policy Referenced:</b>



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## **Policy Statement**

### **Careers Policy**

Our students are in a transition stage of their lives having left school and thinking about living more independently and working. The College prepares students for their lives in their communities and further afield. Part of this process is to support students to decide what employment area they would like to work towards through extended, supported work placements.

As British citizens our students have choices as to their futures so our Careers programme supports these choices whilst encouraging students to be realistic in expectations whilst aiming high.

### **Aims of the Policy**

We aim to raise aspirations, challenge stereotypes and encourage students to consider a wide range of career options and/or work placements. Through careers education and guidance it is hoped that students will be encouraged to make the most of their talents and to go on to work placements or courses which suit their needs and abilities.

In particular we intend our students to:

- develop a broad understanding of the world of work and an ability to respond to appropriate opportunities
- develop supported research skills so that they can make good use of information and guidance
- develop and use their self-knowledge when thinking about and making choices
- develop the skills they need to review their achievements, plan their future actions, make decisions, present themselves well and cope with change and transition.

We recognise that the process of making a decision about any future work placement is a lengthy one and that most of our students will need support to make their final choices.



## Commitments

Lifeworks College and its staff are committed to:

- the provision of resources and advice to enable students to understand and develop career choices, think about the work placements available and to ensure that careers education is seen as part of the overall curriculum and learning framework for all students
- encouraging students to achieve and to be ambitious
- involving students, parents and carers in the further development of careers work
- working with Careers SW who provide independent, impartial advice and guidance so that no students is disadvantaged in gaining access to education, training or work
- achieving and retaining the Investors in Careers Award.

## Provision

Careers includes both education and guidance. Careers education helps our students develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work placements. Through guidance students are able to develop their knowledge and skills to help make decisions about what learning and work that are right for them. Progress in students' self-development and understanding of careers is regularly monitored.

Careers education forms an integral part of the curriculum. The three main areas of careers learning, identified in the National Framework, form themes throughout careers work for all students:

Self-Development *understand themselves and the influences on them*

Career Management *make and adjust plans, to manage change and transition*

Career Exploration *Investigate opportunities in learning and work placements*

Lifeworks College also supports all students to participate in a weekly, long-term work placements.

Careers guidance takes place on a one to one basis. Careers work is supported by the work staff do throughout the day. All staff are involved in guidance to an extent. We are also well supported by our Careers Adviser who is in College every term.



### **Equal opportunities**

We are keen to promote equal opportunities and try to use every opportunity to challenge stereotypes and to raise aspirations. We monitor careers resources regularly to ensure that they encourage all our students to think about different work placement options.

The destinations of our leavers are closely monitored and current students informed so that we are aware of trends and opportunities.

### **Monitoring, evaluation and review**

Our careers programme is monitored regularly and amended after an annual review by the Teacher in Charge with input from College staff and our careers advisor.

### **Relationship to other parts of the curriculum and other policies**

Careers education is conducted in accordance with the College's equal opportunities policy, work placement policy, educational visits policy and other relevant policies. The college remit of careers is recognised and the curriculum is developed alongside that of other areas so that careers education is an integral part of the whole college curriculum.

### **Management**

The overall management of Careers Education and Guidance is with the Teacher in Charge.

### **Resources**

The College has 'Careers in a Box' which enables resources to be used in any available space.

Around the College are posters giving details of different jobs and photos of students completing tasks in their work placements which encourage discussion throughout the day.

Our careers adviser is a regular visitor and interviews are arranged for all students during her visits. We recognise the key role that parents and carers play in future career and/or work placement choices. They are welcome to accompany their daughters/sons to interviews. Our careers advisor will also attend appropriate EHCP review meetings when transition from College is being discussed.

Our students have the opportunity to complete a Vocational Profile whilst at College.



Past students are a valuable resource and when they visit we welcome their discussions with current students about their jobs. We are also for grateful for the support we have had from local employers and other charities.

### **Investors in Careers**

We are working towards achieving the prestigious Investors in Careers Award in recognition of our careers work.