



# **The Oaks Specialist College**

**Skills for Independence & Employability**

## **CAREERS EDUCATION, ADVICE AND GUIDANCE POLICY 2021**

Applicability of Policy	All staff and learners at The Oaks
Location and Access to the policy	<ul style="list-style-type: none"> <li>▪ The College website – <a href="https://www.theoaks.ac.uk/">https://www.theoaks.ac.uk/</a></li> <li>▪ It is available on the College One drive\Policies\CEIAG Policy</li> <li>▪ Hard copies are available on request from the Administration Team</li> </ul>
Relevant statutory guidance, circulars, legislation & other sources of information	<p>Gatsby Benchmarks</p> <p>Careers Guidance -Guidance for further education colleges and sixth form colleges (October 2018)</p> <p>Ofsted’s Further Education and Skills inspection framework (March 2020)</p>
Date of next review	September 2021

## 1. Introduction

The Oaks (Skills for Independence and Employability Ltd) Post 16 Specialist Institution (SPI) is fully committed to ensuring that all learners acquire the skills, knowledge, understanding and attitudes to manage their learning and careers progression. In order to achieve this, the College recognises the importance of implementing Ofsted's Further Education and Skills inspection framework also the duties regarding career guidance and skills development and the importance of employer engagement within CEIAG.

The College also recognises its duty to secure access to independent careers advice for its learners.

Careers Guidance will focus on the specific needs of the individual learner to promote self-awareness and personal development. It will aim to provide current and relevant information to enable each learner to make informed choices about their future. It will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each individual learner. The management board reviews and monitors the quality of Careers Education Information Advice and Guidance.

## 2. Scope

This policy applies to all staff involved in the delivery of information, advice and guidance, careers guidance, teaching, enterprise and employability. All learners up to and including the age of 16-19 & 19-25 year olds with a current Education, Health Care (EHC) Plan in place under section 37 of the Children and Families Act 2014.

## 3. Aims and Objectives

Careers Education, Information, Advice and Guidance (CEIAG) should promote the following for all learners.

Self- development- assessing their strengths and weaknesses to inform future learning and work choices, also develop positive self-esteem and employability skills and attitudes.

Furthermore, to achieve this aim, the College will be guided by the Gatsby Benchmarks to develop and enhance its Careers provision.

[https://www.careersandenterprise.co.uk/sites/default/files/uploaded/1073\\_thegatsbybenchmarktoolkit\\_colleges\\_online3.pdf](https://www.careersandenterprise.co.uk/sites/default/files/uploaded/1073_thegatsbybenchmarktoolkit_colleges_online3.pdf)

Progression planning through the provision of Information and Guidance (IAG) from careers advisors, support across the study programmes, organised progression activities, events and association with local Further Education and Skills providers and business.

Career exploration through the provision of a wide range of resources: computer software, books and leaflets, posters and access to impartial careers guidance.

Regular quality work experience.

Develop an understanding of the changing nature of work, learning and career, volunteering and community participation choices, including education, training including apprenticeship options.

### To ensure all learners have:

- Access to high quality, professional and impartial careers guidance
- Access to inspirational Careers Education programme that challenges career stereotypes and promotes equality of opportunity
- Opportunity to improve employability skills and understanding of awareness of entrepreneurship through employer encounters
- Access to information about work, employment and apprenticeship opportunities that make learners better informed of progression and employment routes

- A programme of careers events, published annually, available on the College Website
- The opportunity of involving Parents & Carers (with the learner's consent) in careers decision making

## 4. Learner Outcomes

### 4.1 Learner Carer Exploration

Learners will be able to, with appropriate support if required:

- Investigate careers and opportunities in learning, work and apprenticeships and how these meet local and national priorities
- Access appropriate information, resources, help and guidance
- Understand changes in education, training and employment and the impact of these on career and working life
- Understand the full range of options available to them from various sources of information

### 4.2 Learners' Self Development

Learners will be able to, with appropriate support if required:

- Understand self, key qualities and skills
- Develop key skills including teamwork, problem solving, independent enquiry, resilience, managing own career development
- Through work experience, test their effectiveness in the workplace and develop skills through experience

### 4.3 Learners Progression

Learners will be able to, with appropriate support if required:

- Make and apply career plans
- Decide on next steps in their career development using action planning, reviewing and setting smart targets
- Search for appropriate opportunities and develop networks
- Prepare for work, further or higher education through written/verbal application and selection interview.

## 5. Careers Education, Information, Advice and Guidance Implementation

### Study Programme/ Teaching, Learning and Assessing

Teaching staff/ Tutors/ LSP's/ Job Coaches contribute to the delivery of CEIAG through:

- The delivery of compulsory tutorials which include British Values, Prevent, My Safety
- The importance of English & Maths and Equality and Diversity
- Skills for success delivered by Employability Facilitators
- Support for learners in preparing Individual Learning Plans (ILP) and ensure that learners are aware, monitor and review their individual targets and target setting
- Conduct regular Learner Progress Reviews and one to one reviews with learners
- Employability skills are identified, embedded and demonstrated in all learners' main vocational qualifications
- Maths and English GCSE/ Functional Skills is taught and embedded throughout the duration of the learners' vocational qualification
- Ensure that learners participate in careers events and industry days.

## 6. Careers Education Office

Careers guidance and development practitioners (Job Coaches) contribute to the delivery of CEIAG through providing:

- Accessible, professional, impartial 1:1 careers guidance interviews, where learner's individual needs can be taken into consideration
- Support to curriculum staff by delivering careers and progression tutorials
- Delivery of employability sessions to all learners
- Annual National Careers and Employability week event
- Careers practitioners who work collaboratively with curriculum staff, organisations for the benefit of the learners

### 6.1 Centre for Apprenticeships & Work Experience

Contribute to the delivery of CEIAG through:

- Organising industry specific talks for curriculum areas
- Assisting learners with enterprise activities and entrepreneurship
- Enterprise and Work Placement Coordinators within curriculum areas liaise and work with employers to provide opportunities for learners to access meaningful work experience
- Assist in searching and applying for apprenticeship opportunities.

### 6.2 Partnership work

The College will continue to work with a range of partners to assist in the delivery of CEIAG and labour market information including local and national employers, charitable organisations, recruitment consultants, STEM Ambassadors, Careers and Enterprise Company, National Careers Service, Job Centre Plus, apprenticeship employers and professional bodies.