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**CAREERS POLICY**

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| **Title** | Careers Policy |
| **Author** | Tracey Jamison, Suzie Beaumont |
| **Classification** | Live |

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| **Owner** | Assistant Principal | | |
| **Overview** | | | |
| This policy clarifies the College’s approach to Work Experience for all Students | | | |
| **Review Panel** | | | |
| Executive Principal - Alexis Johnson | | | |
| Assistant Principal – Stacey Betts | | | |
| Pathway Managers | | | |
| Work Experience Coordinator | | | |
| Link Governor - Phill Jackson | | | |
| **External Input** | PRD and LA | | |
| **Review Date** | May 2022 | | |
| **Review Signature** |  | | |
| **Name** | Tracey Jamison | Date | 21.11.2017 |  |  |

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| **Change History** | |  |  |
| **Version** | **Date** | **Change Agent** | **Details of Change** |
| 1 | *21/11/2017* | Transition Team | Revised and updated |
| 2 | *28.9.18* | Transition Team | N/A |
| 3 | *06.05.2021* | Career Leader | Change of Executive Principal  Change of Link Governor |
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**Communication Specialist College Doncaster**

**Careers Policy**

**Mission**

To empower and support individuals to be resilient, independent and skilled to enable them to achieve their future aspirations

**Vision**

To be recognised as outstanding in everything we do

**Ethos**

We are a college characterised by commitment and ambition to be recognised as OUTSTANDING in everything we do. Our values are fundamental in ensuring we achieve our mission and vision.

1. **Rationale for the careers policy**

Schools and colleges should raise the career aspirations of their SEN students and broaden their employment horizons. They should use a wide range of imaginative approaches, such as taster opportunities, work experience, mentoring, exploring entrepreneurial options, role models and inspiring speakers

***Special Educational Needs and disability code of practice: 0-25years, Chapter 8.28***

1. **Aim of the Careers Policy**

To provide outstanding careers education, information and employer engagement opportunities. To support our students to be ambitious and achieve their long term goals.

1. **Commitment**

To develop a person centred approach to each individual by providing:

* A comprehensive curriculum relating to clear learning outcomes, linked to individual EHC plans;
* A range of employer engagement opportunities including: industry visits, work experience placement, supported internship placements and access to speakers from the world of work;
* Access to impartial careers advice: Ensuring support for all students to make successful transition through tutorials and annual EHC plan meetings;
* Retaining the Quality standard for information, advice and guidance.

1. **Provision**

Effective career planning involves both careers information and guidance and employer engagement opportunities.

Careers education helps students develop the knowledge and skills they need to make informed successful choices, understand and manage transitions in learning and move in to work placements.

This process allows students to become confident in making decisions about their learning and long term goals. Progress in students self development and skills is monitored and recorded regularly.

The college provides careers education through an Employability course which is differentiated to the correct level of learning for each student to allow opportunity for all and to support them in fulfilling their potential.

Communication Specialist College supports all students to participate in meaningful and fulfilling employer engagement opportunities.

Communication Specialist College are actively involved with The Enterprise Advisor Network, Doncaster Chamber of Commerce, Doncaster Careers Hub and the Sheffield City Region Careers Hub and has strong links with a range of local employers.

Students will be supported to attend a range of industry visits to raise their career aspirations and broaden their employment horizons.

The Work Experience team will ensure students will have access to a well planned and effective work experience placement(s) to enable them to develop many of the skills they will need to gain and sustain employment throughout their working life

Parents/carers are informed of the careers programme, and the team of professionals supporting them. Parents have the opportunity to support through formal events: parents evenings, EHC Plan meetings, Transition meetings, Open days and an invitation to communicate with the work experience and transition team throughout the year.

1. **Review and monitoring of Policy**

This policy will be developed and reviewed annually in discussion with teaching and associated staff, students, parents, governors, and external partners. Students will be involved in the planning, delivery and evaluation of the policy and practice:

The policy is shared with staff, careers governor, student council, parent voice and external providers.

All partners are actively involved in planning, delivery and evaluation.

1. **Equal Opportunities**

We are committed to advancing and achieving equality of opportunity for all students/carers/associated persons, staff, governors and visitors. We believe that all people are of equal value and encourage their progression, we promote equality of opportunity, celebrate diversity and challenge stereotypes.

1. **External opportunities**

A comprehensive local work experience programme, industry visits, attendance at job fairs and careers events, college and university open days, hosting and attendance at employer events.

1. **Monitoring and Tracking of student progress**

The college monitors student progress through: tutorials, observations on work placements, recording observations against targets, teaching and learning observations and EHC plan meetings.

Elements of the careers programme are accredited through City and Guilds Employability Skills.

1. **Management**

The careers programme is incorporated in the tutor programme by the Employability Skills Tutor and managed by the Pathway Manager and is supported by a nominated link governor (to be reviewed annually). Work experience is logged by the Work Experience team who liaises with employers, parents and management team.

1. **Staffing**

All staff contribute to careers information and guidance through their roles as Tutors and Pathway Learning Mentors. Staff training, guidance sheets, tutor hand outs and career documents also provide further details. The link governor to meet with Careers team three times a year.

1. **Relationship to other policies**

Careers education is conducted in accordance with the college’s Equal Opportunities Policy, Work Experience Policy, Educational Visits Policy, Safeguarding 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.

1. **Impartial Information resources**

The Career and university publications are located in the learning resource centre, in displays in the curriculum area and other media including the internet. External links are published on the college website.

1. **Budget**

Funding is allocated in the annual budget planned in context of the whole College priorities. Maximum use will be made of in-house quality resources as the currency of careers material is very short and often not fit for purpose. The Pathway Managers are responsible for the effective development of resources and will link closely with the Employability Skills curriculum.

1. **Staff development**

Staff development needs to be linked to staff’s own development in department and is identified and reviewed at appraisal.

1. **Monitoring, reviewing and evaluation**

A report will be submitted by the Assistant Principal to the Link Governor on an annual basis, including: an account of activities, a review of progress and an evaluation of student to parental response to provision, through outcome data and parent questionnaire.