

# Policy and Procedure on Careers Education

Cambian Wing College

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## 1. Monitoring and Review

- 1.1. This policy will be reviewed annually by the Senior Leadership Team with input from the Employability Co-ordinator and Work Experience Co-ordinator, teaching staff, students, and other stakeholders for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date of approval shown above, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
- 1.2. This policy will be subject to continuous monitoring, refinement and audit by the Head of Service.

Signed:



Cassandra Pollitt  
Principal  
November 2024

## 2. Terminology and Definitions

2.1. Our aim is to use consistent terminology throughout this policy and all supporting documentation as follows:

<b>'Establishment' or 'Location'</b>	this is a generic term which means the Children's Home/school/college. Cambian Wing College is a college.
<b>Individual</b>	means any child or young person under the age of 18 or young adult between the ages of 18 and 25. At Cambian Wing College we have young people attending and/or residing between the ages of 16-25.
<b>Service Head</b>	This is the senior person with overall responsibility for the college. At Cambian Wing College this is the Principal who is Cassandra Pollitt.
<b>Key Worker</b>	Members of staff that have special responsibility for Individuals residing at or attending the Establishment.
<b>Parent, Carer, Guardian</b>	means parent or person with Parental Responsibility
<b>Regulatory Authority</b>	Regulatory Authority is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services. At Cambian Wing College this is Ofsted
<b>Social Worker</b>	This means the worker allocated to the child/family. If there is no allocated worker, the Duty Social Worker or Team Manager is responsible.
<b>Placing Authority</b>	Placing Authority means the local authority/agency responsible for placing the child or commissioning the service
<b>Staff</b>	Means full or part-time employees of Cambian, agency workers, bank workers, contract workers and volunteers.

### 3. Policy Statement

- 3.1. Cambian Wing College is committed to providing a comprehensive and inclusive careers education program tailored to the needs and abilities of all students.
- 3.2. The program aims to equip students with the knowledge, skills, behaviours and experiences necessary to make informed decisions about their future education, training, and employment options.

### 4. Aims and Objectives

- 4.1. The primary aims of our careers education policy are:
  - To ensure that all students have equal access to high-quality careers education.
  - To provide personalised guidance and support that considers the individual needs and aspirations of each student.
  - To facilitate a smooth transition from education to the next stage of training, education, or employment.
  - To meet the requirements of the Gatsby Benchmarks - [Careers guidance and access for education and training providers - GOV.UK](#)

### 5. Guiding Principles

- 5.1. **Inclusivity:** Careers education will be accessible to all students, with appropriate adjustments made to accommodate individual needs.
- 5.2. **Personalisation:** Where possible, programs will be tailored to the unique strengths, interests, and goals of each student.
- 5.3. **Collaboration:** We will work in partnership with students, parents/carers, teachers, employers, LAs and other stakeholders (such as Dorset Careers Hub and Bournemouth Christchurch and Poole Council) to provide comprehensive support.
- 5.4. **Continuous Improvement:** Regular reviews and updates to the careers' education program will ensure it remains relevant and effective.

### 6. Implementation Strategy

- 6.1. **Assessment of Needs:** Each student's career education plan will be based on an initial assessment of their needs, preferences, and aspirations. Students will be asked to complete baseline assessments and questionnaires at the start of each academic year in order to assist with this initial assessment process. This will be reviewed to track progress.
- 6.2. **Careers Specific Curriculum:** Careers education will be specifically taught to students during their Preparation for Employment, Personal Development and Next Steps lessons. Taught sessions will follow a robust curriculum allowing students to work towards an entry level, level 1 or level 2 qualification in order to record their achievements. These will

also consider student needs, aspirations and future development for employability so as to provide them with ‘teaching beyond the qualification’ approach to enhancing career related skills, knowledge and behaviours.

- 6.3. Curriculum Integration:** Careers education will also be embedded within the broader curriculum, with specific modules and activities designed to build employability skills.
- 6.4. Work Experience:** Opportunities for work experience and job shadowing will be provided, with appropriate support and accommodations in place. All students will be offered a minimum of 30 hours work experience opportunities.
- 6.5. Trips and External Visits:** Students will be invited to participate in trips and visits to local careers and transition fairs, workplace visits and visits to educational provisions such as local colleges and universities as part of the careers’ curriculum.
- 6.6. Individual Guidance:** One-on-one career counselling sessions will be available to help students explore their options and develop a career plan. These will be provided by independent career adviser as well as internally, as part of ongoing commitment to developing employability behaviours, skills and knowledge.
- 6.7. Information Resources:** A range of resources, including digital tools and printed materials, will be made available to students and their families.
- 6.8. External Partnerships:** Partnerships with local businesses, vocational training providers, and community organisations will be established to broaden the range of opportunities available to students.

## 7. Roles and Responsibilities

- 7.1. Senior Leadership Team:** Oversee the implementation and evaluation of the careers education program and ensure it aligns with Cambian Wing College goals.
- 7.2. Employability Co-ordinator:** Lead the development and delivery of careers education, acting as the main point of contact for students and staff.
- 7.3. Work Experience Coordinator:** To co-ordinate and develop the effective delivery of Work experience and liaise with the Employability Co-ordinator in the Preparation for Employment related activities. acting as the main point of contact for External partnerships.
- 7.4. Teachers and Support Staff:** Integrate careers education into their teaching practices and provide ongoing support to students.
- 7.5. Parents and Carers:** Engage with the careers education process and support their young people in exploring career options.

## 8. Evaluation and Outcomes

- 8.1. Regular Reviews:** The careers education program will be reviewed annually to assess its effectiveness and identify areas for improvement.
- 8.2. Feedback Mechanisms:** Feedback from students, parents, and employers will be actively sought and used to inform program enhancements.
- 8.3. Outcomes Tracking:** The progress and outcomes of students will be tracked to measure the impact of careers education on their post-education transitions.
- 8.4. Equal Opportunities**
- 8.5.** Cambian Wing college is committed to promoting equality and diversity. Careers education will be provided in a manner that respects and values the diversity of our student body, ensuring that all students have the opportunity to achieve their potential.

## 9. Accessibility

- 9.1.** Information about the career's education program will be made available in accessible formats, and support will be provided to ensure all students can fully participate in career-related activities.

## 10. Policy Review

- 10.1.** By following this policy, we aim to provide a robust careers education program that supports the aspirations and potential of every student, preparing them for a successful transition to their next stage of life.