London Design & Engineering UTC

Careers Policy

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Policy Approved by	PDC Committee
Version	3.0
Next Policy Review Date	February 2023

Version Control Table

Version	Date	Amended by	Rationale
0.1	01/09/2020	Gloria Gold	First draft of new policy.
0.2	11/09/2020	Janice Tricks	Monitoring and evaluation section updated to include Compass+
1.0	24/09/2020		Version approved by the Board of Directors
1.1	15/09/2021	Janice Tricks	Page 4: updated to reflect current provision. Page 6: Alumni LinkedIn social group highlighted
2.0	23/09/2021		Version approved by the Board
2.1	02/02/2022	Janice Tricks	Policy updated following external review and to better reflect current practice
3.0	24/02/2022		Version approved by the PDC Committee

Guidance on version Control:
The above is an example of how to complete the Version control table.

Versions are 0.1, 0.2 etc until such point as the document is approved. Then it becomes version 1.0.

Subsequent edited versions become 1.1, 1.2, or if it's a major update, 2.0. Do not worry about the numbers going up and up its about getting the policy right – it's all fine.

CAREERS POLICY

Policy Coverage

THE POLICY APPLIES OR COVERS THE FOLLOWING GROUPS			
Type of Learner	**Tick (✓)**	**Type of Stakeholder**	**Tick (✓)**
Key Stage 3 (KS3) Carousel	✓	Teaching Staff	✓
Key Stage 4 (KS4) GCSE	✓	Education Support Staff	✓
Key Stage 5 (KS5) Level 2	✓	Administrative Support Staff	✓
Key Stage 5 (KS5) Level 3	✓	Directors	✓
Key Stage 5 (KS5) A Levels	✓	Employers	✓
Apprentices	✓	Visitors / Contractors	

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1. Policy Aims

London Design and Engineering UTC offers high quality advice and guidance through its careers programme that prepares all its learners for further study and / or employment. Independent information and guidance are seen as being key alongside a range of opportunities. The College prides itself in the partnership work it carries out with learners / parents / industry partners to support learners with their future aspirations which is evidenced by the range of destinations they move into within a wide range of universities and employers.

Aims and Purpose

- Prepare learners for the transition post 16 and post 18 into the world of higher / further education or the world of work.
- Ensure learners and parents / carers are equipped with the information required to make informed decisions.
- Provide learners with a range of opportunities to develop the skills employers are looking for to support their next steps e.g. communication, teamwork, innovation, problem solving and resilience.
- Provide learners with a range of opportunities to participate to develop practical and technical skills required within industry and the workplace.

2. Statutory Requirements and Recommendations

The careers provision at London Design and Engineering UTC is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997. This states that all schools/colleges should provide independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including university options or apprenticeships and the wider school leaver programme including FE / Technical /Training programmes and routes
- be available to all learners and be appropriate for each individual's needs

In addition, the College is compliant with the careers guidance that the government set out for delivery from July 2021: *'Careers Guidance and Inspiration for young people in schools.'* This states that all academies must give education and training providers the opportunity to talk to their learners about:

- Approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.
- Ensuring that our young people have a good understanding about career choices and the progression routes required.
- Ensuring that our learners are aware of the opportunities available within non-stereotypical roles by ensuring they meet with a wide variety of employees within different sectors.
- Understanding how the content of curriculum subjects lends itself within different careers.

3. Careers Provision

- All learners have access to extra-curricular societies, projects to develop their understanding in a range of areas away from their timetabled curriculum.
- Learners in Year 11 will have the opportunity for a meeting with an independent careers advisor. The opportunity for CEIAG meeting at Year 12 and 13 will be available.
- Learning for Life (L4L) sessions each week which form a part of our PSHE deliverance includes information relevant to the year group on careers and progression.
- Learners in Year groups 9 and 10 will have access to Industry mentoring once per term which will allow them to identify, record and build skills to support their future choices.
- Year 12 learners have access to participate in the Mayor of London's Access Aspiration Mentoring programme
- Year 11 and 13 learners will have the opportunity for mentoring provided by both sponsors and further employers.
- Year 11 and 13 learners will have the opportunity to participate in CV writing session, mock interviews in preparation for employment.
- Learners will participate in a range of talks designed to inspire and motivate on a wide range of career and university opportunities.
- Learners will have access to careers information, masterclasses and projects supported by employers, to link curriculum learning to future careers.
- Have access to the LDE Annual Careers Fair
- Have access to drop-in sessions with the careers lead found on the first floor.
- Receive transition information on post-16 and post-18 options
- Have access to virtual work experience opportunities
- Have access to the careers area of the College website to explore information and opportunities. External opportunities are advertised via the LDE UTC Opportunities and Apprenticeship Padlets and go directly by email to learners of the relevant year group.
    - https://www.ldeutc.co.uk/careers/support--outcomes/post-16-options.aspx
    - https://www.ldeutc.co.uk/careers/support--outcomes/post-18-options.aspx

4. Learners with Special Educational Needs or Disabilities (SEND)

Transition from one key stage to another is part of the action plan for a learner with SEND

- Personalised support from the SENCO along with the careers lead, the borough and external organisations as appropriate.
- Liaison with services within London Borough of Newham e.g. Scope, Newham College, Newham Workplace

5. Learners in Receipt of Pupil Premium Funding

Personalised support will be given to these learners who will receive extra targeted advice in Year 10 and following their Year 11 one-to-one independent interview.

6. Careers Lead

The Careers Lead at the LDE UTC is **Janice Tricks**, who can be contacted on 0203 019 7333, or via email at janice.tricks@ldeutc.co.uk

There are careers advisor who works alongside the Careers Lead to conduct CEIAG interviews. The Careers Lead will work with the independent advisor, the Careers and Enterprise Company, The Local London Careers Hub, and co-ordinator and Enterprise advisors to review and develop the LDE careers programme.

7. Key Stage 3

- The pastoral curriculum in Year 9 covers working with others, communication in the workplace, future plans, skills and what employers are looking for in an employee.
- The options carousel is designed to support learners with their subject options into Year 10.
- Year 9 learners participate in industry mentoring on three occasions 2021-22 and progress into 2022-23.
- Opportunity to participate in projects and society programmes.
- Learners will have access to the LDE UTC Careers Fair
- Learners will have the opportunity to participate in a Speed Networking event

8. Key Stage 4

- The pastoral curriculum in Year 10 and 11 covers key career pathway skills, options Post 16, employability, skills required by employers etc.
- Learners in Year 10 will participate in industry mentoring on three occasions during 2021-22.
- Targeted learners in Year 10 will have a one-to-one careers meeting with an independent advisor.
- Learners in Year 10 will have access to the LDE UTC Careers Fair
- Learners in Year 10 will have the opportunity to participate in a Speed Networking event
- Opportunity to participate in projects and society programmes.
- Learners in Year 11 will have a one-to-one careers meeting with an independent advisor to discuss their options forpost-16 and will receive an action plan. This will be ongoing with the Careers Lead and Head of Year 11 throughout the year to ensure all learners have an offer within the LDE UTC, other colleges or into an apprenticeship or training.

9. Key Stage 5

There is a wide range of activities to support our learners in Year 12 and 13 which blends across both year groups.

- The pastoral curriculum for Key Stage 5 (KS5) covers information on Apprenticeships, preparing Personal Statements and CVs, soft skills required by employers etc.
- Higher Education sessions. Learners are encouraged to visit university open days, join masterclasses, attend taster days and undertake experiences to enhance their profile.
- Year 12 work experience placements are to be undertaken at the end of the Year 12 academic year and learners are encouraged to source placements that are meaningful and will add value to their applications for university or apprenticeships. This is to replicate experiences that they cannot have in college and to develop their employability skills. Placements will be checked for Health and Safety, and insurance. Learners are expected to give feedback on their placement to evidence that the opportunity supports their next steps.
- Employer engagement and interaction through presentations and assemblies.
- Year 12 learners on a one-year programme will have the opportunity for a one-to-one meeting with an independent careers advisor to support their choices. This will be followed up by the Careers Lead with targeted sessions and on-going support.
- Year 13 Learners will have an opportunity for a one-to-one session with an independent careers advisor to support their choices following their level 3 studies. The Careers Lead will offer ongoing support and guidance targeted to individual needs.
- Support with UCAS applications
- CV writing, interview preparation practice workshops.
- Opportunity to participate in projects and society programmes.
- Attend the LDE UTC Careers Fair and others from external organisations, and have access to multiple opportunities for self-development.
- Receive notifications of apprenticeships via emails and the Opportunities Padlet to support their own research.

10. Alumni

We celebrate the destinations of LDE leavers and use their success as a platform to raise aspirations via display boards and the sharing of relevant information on our website. We have created an Alumni LinkedIn social media account to share their future journey with us.

11. Monitoring and Evaluation

All activities will be evaluated by the member of staff responsible for the event by surveys, focus groups and feedback from learner voice and employers/organisations. The Careers Lead will work alongside the independent careers advisor, Careers and Enterprise co-ordinator and advisors to evaluate the impact of events and activities undertaken at LDE UTC and for review of the careers programme.

Compass+ is used, which is a programme developed by the Careers and Enterprise Company to capture careers delivery across the College and covers small group activities to whole College events. This programme will be used to evaluate and review what has been delivered against benchmarks. From this we will identify and adjust the careers programme

for each year group and the College, to ensure it is meeting the 8 Gatsby Benchmarks or working towards 100% for each of them.

The careers provision will also be regularly monitored with regards the COVID-19 pandemic and may be adjusted as necessary depending on Government guidelines, controls and restrictions in relation to controlling the spread and impact of the virus.

12. Destinations

Data will be collected at the end of the academic year for Years 11, 12 and 13 leavers. This information is collected on the UTC Hub and for the Baker Dearing Trust and is used as a focus for our annual careers programme review to ensure new sectors are included in our engagement opportunities. Alumni destinations are displayed on our website and on the display board on the first floor.

13. Links with Other Policies

This policy should be read in conjunction with the following policies:

- Equality and Diversity Policy
- Safeguarding Policy
- Educational Trips and Visits Policy