



Careers Guidance Policy

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**Policies &
Procedures**



Careers Guidance Policy



1. Statutory Duty

The statutory duty requires governing bodies to ensure that all registered students at the college aged up to 25 with a current education, health and care plan in place under section 37 of the Children and Families Act 2014 are provided with independent careers guidance.

The governing body must ensure that the independent careers guidance provided:

- Is presented in an impartial manner;
- Includes information on the range of education or training options, including internships and other vocational pathways;
- Is guidance that the person giving it considers will promote the best interests of the students to whom it is given.

2. Policy Aims

- To support the aims of the college;
- To inspire young people, encourage positive attitudes and promote a work ethos for life;
- To ensure we have an embedded programme of career education and guidance that is known and understood by students, parents/carers, teachers, governors/directors and employers;
- To ensure we are up to date with information related to learning from the career and labour market;
- To ensure every student, and their parents, have access to good quality information about future study options and labour market opportunities;
- To ensure we address the needs of every student irrespective of disability and embed equality and diversity considerations throughout;
- To ensure students have multiple opportunities to learn from employers about work and have first-hand experiences of the workplace;

- To ensure every student has opportunities for guidance interviews with a career adviser to meet their individual needs.



The college is committed to providing a planned programme of careers education, information and guidance for all students during their 3 year programme, in partnership with outside agencies. Careers and enterprise opportunities are linked to the Preparation for Adulthood curriculum learning. Rotherham Opportunities College endeavours to follow the guidance outlined in the eight Gatsby Benchmarks of Good Career Guidance:

1. A stable careers programme
 2. Learning from career and labour market information
 3. Addressing the needs of each student
 4. Linking curriculum learning to careers
 5. Encounters with employers and employees
 6. Experiences of workplaces
 7. Encounters with further and higher education

2. . Personal guidance

Young people's careers and life pathways are forged out of their experience, progress and achievements in learning and work. All young people benefit from a planned curriculum or programme of activities to help them make the right career choices. We promote a work ethos and match an appropriate work experience to each student.

Rotherham Opportunities College is committed to achieving a range of outcomes for young people as well as practical outcomes such as positive destinations, successful transitions, life skills learning and on-going development of employability skills.

All staff will contribute to the implementation of aims within the Careers Education and Guidance policy, through cross-curricular teaching and assessment, non-accredited and accredited courses and pastoral work.



3. Partners

Effective partnership links will be set up with:

- Involvement of students, parents/carers, college staff and other professionals at Annual Reviews;
- Further Education Colleges;
- Employers who support 'World of Work' week;
- Business Education South Yorkshire;
- College Governors/Directors;
- Adult Disability Services;
- Careers Inc;
- Rotherham Employment Initiatives;
- Project Search;
- Pathways Rotherham.

4. Staff Responsibilities

The Head of Employability & Project SEARCH is responsible for co-ordinating the careers programme and organising work placements and co-ordinating work experience;

The Head of Employability & Project SEARCH liaises with college/school links and provides visits for students and parents;

All staff are expected to contribute to the careers education programme through their day-to-day work with students and in cross-curricular work-related learning;

Careers education is planned, monitored and evaluated by the senior teacher with support from the Principal.

5. Resources

Careers and Enterprise guidance is displayed around the college.

- Resources such as local college information, specialist college information, apprenticeships etc, are signposted during curriculum work and given to parents and carers in annual reviews;



- Teaching staff support students and parents on visits to future provisions;
- The Career Compass resource is used to audit current careers education across college;
- Travel training is offered to students on a rolling programme;
- Work experience opportunities are offered to all students including from in-house to external with varying degrees of support;
- Bespoke packages of work experience that address individual needs, are put together by the senior teacher;
- Reference to Careers and Enterprise plans.

6. Health and Safety

Students are given guidance on Health and Safety in the workplace in Careers Education lessons prior to work experience;

Risk assessments are made for each individual student prior to work experience. Business and Education South Yorkshire undertake health and safety visits.

7. Parents/Carers

The college recognises the significant influence of parents and carers on a young person's planning and preparation for the future. Rotherham Opportunities College encourages and welcomes parental/ carer involvement at all stages in the planning and decision making process. Parents/Carers are encouraged to collaborate with teachers at any stage in their young person's college career.

- Parents/Carers are always invited to attend the Annual Review;
- Consultation with students to source personalised work experience placements are a vital part of the work we do in college;
- Staff offer supported visits to work placements.



8. Curriculum

The Preparation for Adulthood programme includes careers education lessons, careers guidance activities, information and research activities and work-related learning. Some students have personalised off-site engagement activities which also support positive transitions and vocational learning.

Students are taught skills which are differentiated to their needs such as writing C.Vs, writing letters of application, selecting and understanding job advertisements, understanding wage slips, learning about health and safety in the workplace and making and communicating personal choices.

9. Careers and IT

Students are encouraged to use online resources for careers advice and research;
Students are encouraged to access the internet for current college prospectus information;

Staff use the Career Compass online tool.

10. Equal Opportunities

Staff aim to provide programmes of study which encourage all students to develop to their full potential regardless of gender, race or disability;

Staff aim to provide access to impartial guidance and education which is enhanced by partnership links providing a wide base of advice;

All students are encouraged to take up a work experience placement;

All students have an entitlement to impartial Careers Education and Guidance.