

Future Options / Careers Advice & Guidance Policy 2017/18

In partnership with the school motto: 'Achieving Through Believing', this policy and the Future Options/Careers Advice and Guidance service promote a holistic, young person centred approach to CEIAG (Careers, Education, Information, Advice and Guidance) by recognising that our students are unique individuals with a wide range of abilities and disabilities. This document also recognises that during transition to adulthood, students will experience different journeys to each other, though all will be supported to become as fully prepared as possible for transition from Victoria Education Centre.

In fulfilling our duties under the Equality Act 2010, we will promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics. Therefore CEIAG is offered in two ways in order to identify and meet individual needs: via a **Future Options Advice & Guidance** route, or **Careers Advice & Guidance** route. This document outlines how this will happen in Victoria Education Centre during 2017-18.

Future Options Advice & Guidance is available for students (and their families/carers) who benefit from information on non-occupational (work) routes into adulthood, e.g. adult opportunities delivered by Social Services or individualised adult activity programmes. Students are observed in classroom/education settings, with information gained from teaching and support staff to allow a deeper understanding of their strengths, likes, dislikes and needs. Parents/carers are also invited in to school for a face-to-face interview to discuss individual student needs, potential future options to explore and for the discussion of any issues or concerns before the Annual/Transitional/Education, Health and Care Plan Review. Support and advice is also available on how to approach services for funding, as well as how to access benefits information, which may allow a wider range of future opportunities.

Careers Advice & Guidance is for students who benefit from preparation for future work, training or educational routes, e.g. educational courses, Traineeships, Internships, Apprenticeships, job hunting etc. Before each Annual/Transitional/Education, Health and Care Plan Review, students and their parents/carers are invited to an interview to look at what transition means to them individually. This allows opportunity to explore ideas they may have for their future, for example, a specific job, volunteering, supported employment or internship.

The careers services are 'strengths focused' so students can explore and develop the skills and talents required for realistic future work and training ambitions, whilst being mindful of their limitations. Services may include an introduction to the school careers tool - JED (Job Explorer Database), the Dorset, Poole and Bournemouth 'Local Offers' website and the National Careers Service website to support this process. The aim of this work is to ensure that students can continue to develop the skills needed to be work ready and then go on to become as independent as possible to attain successful employment in the future according to their particular needs.

Students are encouraged to access training sessions to learn to how to use the careers tools independently, along with work related skills, for example, CV writing, job/college applications practise and interview skills – where appropriate - to reinforce skills learned in Employability lessons. Within face-to-face interviews, learners are encouraged to identify and take responsibility for their behaviours, beliefs and personal development needs to ensure that they are accountable for their choices and decisions. However, all important life choice decisions are made by the student within their families, with advice and guidance from the Careers Adviser.

Impartial advice and guidance is also available at Parents' Evenings and via telephone and email contact. Future Options/Careers Advice meetings can be supported with written notes of what was discussed to support the transition process. Any information discussed in interviews is confidential, unless there are concerns of safeguarding and then the school's Safeguarding Policy (CPOMS) is followed. However, students can consent to share information within school and with other named agencies or individuals. All correspondence containing personal data is stored securely in a locked cabinet and permission to share personal data or information is gained where necessary from either the service user or their parent/carer (depending on capacity).

An Information Pack (2017/18) and transition sheets are also available in electronic formats for students to access independently at school (via the Student Intranet 'The Playground'), or for families/carers via the school website:

<http://www.victoria.poole.sch.uk/school-college-community/transition-planning-leaver-destinations/>

Delivery of CEIAG in school happens formally within the National Curriculum via Work Related Learning (WRL) and Employability lessons and informally via LEAP (Learning Enrichment Activity Programme), Creative Arts Week and Sports Week. Subsequently students can learn from a wide range of activities delivered from external organisations and their employees, along with opportunities for role-modelling from disabled adults e.g. ex-students who come into school to share their experiences and skills, disabled staff and business colleagues.

The 'careers process' is supported from Early Years education onwards by enabling students to develop effective communication and decision making skills throughout their school time. Within Key Stages 2 and 3 the focus is on the development of student self-awareness and communication skills to enable students to begin to understand likes, dislikes, strengths, how to express themselves, together with the identification of areas for development. These skills, along with the development of independence skills and curriculum targets, continue into Middle School (Key Stages 3-4) with an Enterprise Project (e.g. making bird boxes, making food and running a café) and then on into Post 16 Work Experience. These projects enable students to think and develop ideas around adult transition options and possible future career ideas (where appropriate) and any individual targets or work experience can then be put in place to support these.

Work Experience in Post 16 allows students the opportunity of working in local businesses - John Lewis, Adventure Wonderland, Holton Lee Education Centre (outdoor), and Tesco's, or placements which support individual careers ideas. This also incorporates higher level learning and communication skills and reinforces independent adult living skills e.g. independent travel training (where appropriate), time-management skills, reliability and responsibility. The CEIAG programme is therefore reinforced

through Post 16 student involvement in setting their own Preparing for Adulthood termly targets in skill areas such as Employment or Continuing Education, Social Development and participation in the wider community and, where appropriate, with a view of ensuring applicable vocational, educational or volunteering outcomes.

The Future Options/Careers Guidance is delivered by a qualified adviser who holds a Level 6 Diploma in Careers Guidance and Development and BSc.Hons in Social Work and has over ten years' experience of delivering impartial CEIAG with Victoria students and parents/carers, with knowledge of a wide range of disabilities and additional needs (e.g. Cerebral Palsy, DMD, Autism, Learning Difficulties and Disabilities and behavioural issues).

The Future Options and Careers Adviser also works in partnership with school staff - Therapists, Teaching staff and other external professionals including Local Authority (Education) employees, Social Workers, Transition Workers, Ansbury/Connexions (Dorset students only), local SEN Schools (Winchelsea, Langside and Linwood), local College staff (Bournemouth & Poole, Weymouth and Brockenhurst Colleges), local businesses, Continuing Care Health workers, Health professionals and Specialist College staff (Treloars and National Star) to ensure up-to-date knowledge of student needs and awareness of current opportunities.

In order to continually improve the service, feed-back from students/families, senior management and an independent careers auditor review of service is undertaken annually and recommendations are then incorporated into the service delivery.

Future Options/Careers Information, Advice and Guidance is delivered at Victoria Education Centre under its legal duty (Education Act, 2011), to 'secure access to independent careers guidance for their pupils and students upon schools (...for pupils aged 13-18' (Careers England)). In carrying out this duty we have incorporated the statutory guidance document 'Careers guidance provision for young people in schools'(DofE, April 2017) and Ofsted's inspection criteria for evaluating careers provision in schools (August 2016). Other documents that support the delivery of this service are:

- Moving Forward? How well the further education and skills sector is preparing young people with high needs for adult life- OFSTED (March 2016).
- The Education (Act 2011) 'Special Educational Needs and Disability Code of Practice: 0 to 25 years' (SEND April 2015).
- Equality Act (2010).

To be reviewed annually or as deemed necessary.

Sue Thorns – Future Options and Careers Adviser.	Dated: May 2017.
Due for Review: May 2018.	

