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Education Centre

Summary of the Future Options/Careers Programme

Future Options/**C**areers **E**ducation, **I**nformation, **A**dvice and **G**uidance (CEIAG) is delivered at Victoria School under it's 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)'.

Future Options/Careers Advice at Victoria School is offered in **two** ways in order to meet individual needs, by either:

a) **the Future Options Advice Service, or**

b) **the Careers Advice Service.**

The Future Options Advice Service

This provides information on **non-vocational** (work) routes into adulthood, e.g. adult day opportunities e.g. Adult Social Care services, individual adult day programmes, volunteering, or STEPS course at college etc.

-Students are observed in classroom/education settings, if they prefer

-Parents/carers are also invited in to school for a face-to-face interview to discuss individual student needs, and potential future options to explore

-Support and advice is also available on how to approach Local Authority, Social Care, or Health services for funding

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-Students may/may not be involved in this process, as it is recognised that not all students benefit from direct involvement with early transition work due to the stress and anxiety this can cause.

-Families/Carers are also advised to check out provision/options themselves, before taking their son/daughter to visit, again to reduce anxiety.

-School staff, residential staff (if involved), and the Speech and Language Department can also help with the transition process through the use of 'Social Stories' – based on helping students prepare for changes in their future by the use of stories or examples.

-'Link'/'Shadowing'/'Taster' courses may also be available for students transferring to college, Adult Day services, or going to the Next Step 2/Horizons service.

The Careers Advice Service

This is for students who benefit from preparation for **vocational** (work), training and educational routes e.g. educational courses (Levels 1-3), Traineeships, Apprenticeships, and Supported Internships etc.
Accessing the service means:

-The student and their parents/carers are invited to an interview to look at what transition means to them individually to explore ideas they may have for their future, along with suitable options.

-'Link/Shadowing/'Taster' courses may also be available for students transferring to college, or other training providers, to see if they like it and to help prepare them for transition.

-There will also be an introduction to the school careers tool - JED (Job Explorer Database)- including LMI (Labour Market Information), the Dorset, Poole and Bournemouth 'Local Offers' information, and the National Careers Service website.

-Students are also encouraged to access training sessions to learn how to use the careers tools independently, and as part of Work Related Learning(WRL) for example C.V. writing, job/college applications practice, and interview skills –where appropriate.

-Within face-to-face interviews, learners are encouraged to identify and

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take responsibility for their behaviours, beliefs and personal development needs, to ensure that they are accountable for their choices and decisions.

-During this process students are encouraged to take responsibility to book their own additional Careers sessions, to support transition skills.

Future Options/Careers Adviser Qualifications

The Future Options/Careers Adviser holds the Level 6 Diploma in Careers Guidance and Development, and has the experience, knowledge and skills for delivering *impartial* CEIAG to students with a wide range of disabilities and additional needs (e.g. Cerebral Palsy, DMD, Autism, Learning Difficulties, and behavioural issues).

Accessing the Future Options/Careers Advice Services:

- Impartial advice and guidance is available at:
  - **Face-to-face interviews**
  - **Parents Evenings**
  - via **email-** (sthorns@victoria.poole.sch.uk).

All Future Options/Careers Advice meetings can be supported with **written notes** of what was discussed, and along with any relevant transition options sheets providing further details.

Transition options sheets can also be found on the school website, at the bottom of the following page:

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

Review of the Future Options/Careers Service 2018-19

In order to ensure that the Future Options/Careers Advice service offered at Victoria School is of high quality, the service is reviewed using a range of methods:

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- Following each individual interview parents/careers and young people are encouraged to anonymously complete a feedback sheet, which is then used to continually improve the service.

-Annually in the summer term, an independent audit of the Future Options/Careers service is currently carried out by Ansbury, and a report written to highlight areas for development. The previous year's recommendations and changes to service delivery are also assessed to see if these have been fully met and implemented.

-Monthly the Future Options/Careers Adviser has CPD with the Careers Line Manager – Angus Collins, to discuss the service delivery, and intended destinations of all Year 14/Leaver students.

-Twice yearly former students are contacted (using a variety of methods e.g. telephone, email) to find out if they have achieved their intended destination (please see current chart).

-The Future Options/Careers Policy is reviewed and amended each May.

-The Future Options/Careers information (e.g. Information pack, Options (photo) sheet, Transition leaflets, and all other non-published resources are researched and up-dated each July for use in the next academic year (though the information these contain may have changed following publication).

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