



**lifeworks**

Learning disability champions

Lifeworks Charity Limited

## **Lifeworks Careers Policy V3.1**

May 2023

Notice to staff using a paper copy of this guidance, the Intranet holds the most recent version of this guidance. Staff must ensure they are using the most recent guidance.

Owner: Head of College

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## **1.0 Equality, Diversity and Inclusion**

1.1 Lifeworks is committed to encouraging equality, diversity and inclusion among our workforce and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best. The Charity, in providing services, is also committed against unlawful discrimination of service users or the public.

## **2.0 Introduction**

2.1 Lifeworks Further Education College, is a specialist college for young people with learning disabilities who have completed their compulsory schooling, who may have additional physical disabilities and associated medical needs. Lifeworks is committed to giving every student choice as to their futures and our Careers programme supports these choices whilst encouraging students to be realistic in expectations whilst aiming high.

## **3.0 Purpose**

3.1 This policy provides an overview of the College's commitment to developing and implementing high quality and valid career choices, taking into account local employment priorities.

## **4.0 Scope**

4.1 This policy applies to all processes relating to careers and is applicable to all staff engaged in the curriculum delivery, including employers, partners, and external services.

## **5.0 Definitions**

The careers policy defines the process that all students can expect in terms of their careers education and guidance whilst at Lifeworks College

## **6.0 Responsibilities**

The overall management of Careers Education and Guidance lies with the Quality Manager.

## **7.0 Careers Policy**

7.1 Our students are in a transition stage of their lives having left school and thinking about living more independently and working. The College prepares students for their lives in their communities and further afield. Part of this process is to support students to decide what employment area they would like to work towards through extended, supported work placements.

### **7.2 Aims of the Policy**

We aim to raise aspirations, challenge stereotypes and encourage students to consider a wide range of career options and/or work placements. Through careers education and guidance, it is hoped that students will be encouraged to make the most of their talents and to go on to work placements or courses which suit their needs and abilities.

In particular, we intend our students to:

- develop a broad understanding of the world of work and an ability to respond to appropriate opportunities
- develop supported research skills so that they can make good use of information and guidance
- develop and use their self-knowledge when thinking about and making choices
- develop the skills they need to review their achievements, plan their future actions, make decisions, present themselves well and cope with change and transition.

We recognise that the process of making a decision about any future work placement is a lengthy one and that most of our students will need support to make their final choices.

### **7.2 Commitments**

Lifeworks College and its staff are committed to:

- the provision of resources and advice to enable students to understand and develop career choices, think about the work placements available and to ensure that careers education is seen as part of the overall curriculum and learning framework for all students
- career planning forms an integral part of the college tutorial programme
- encouraging students to achieve and to be ambitious
- involving students, parents and carers in the further development of careers work
- working with Careers SW who provide independent, impartial advice and guidance so that no students is disadvantaged in gaining access to education, training or work
- retaining the Investors in Careers Award.

### **7.3 Provision**

Careers includes both education and guidance. Careers education helps our students develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work placements. Through guidance, students are able to develop their knowledge and skills to help make decisions about what learning and work would be right for them. Progress in students' self-development and understanding of careers is regularly monitored.

Careers education forms an integral part of the curriculum. The three main areas of careers learning, identified in the National Framework, form themes throughout careers work for all students:

- Self-Development This theme focuses on helping students understand themselves better, including their strengths, interests, and the various factors that influence their decisions and behaviors. It's about building self-awareness and confidence.
- Career Management This involves teaching students how to make informed career decisions, set goals, and develop plans. It also includes learning how to adapt to changes and transitions in their career paths.
- Career Exploration This theme encourages students to investigate different career opportunities, including learning about various industries, job roles, and the skills required. It often involves work placements, internships, and other hands-on experiences.

Lifeworks College also supports all students to participate in a weekly, long-term work experience placement.

Careers guidance takes place on a one-to-one basis, and is embedded into the weekly tutorial sessions. The college has a Careers Adviser who is in college a minimum of every term.

#### 7.4 **Equal opportunities**

We are keen to promote equal opportunities and try to use every opportunity to challenge stereotypes and to raise aspirations. We monitor careers resources regularly to ensure that they encourage all our students to think about different work placement options.

The destinations of our leavers are closely monitored and the college is aware of trends and opportunities within the employment sector.

#### 7.5 **Relationship to other parts of the curriculum and other policies**

Careers education is conducted in accordance with the College's Accessibility Policy, Work Placement Policy, Educational Visits Policy and other relevant policies. The college remit of careers is recognised and the curriculum is developed alongside that of other areas so that careers education is an integral part of the whole college curriculum.

#### 7.6 **Resources**

The College has a dedicated careers board, and a Supported Intern Hub, with a range of

resources available to access. This provides details of different jobs and photos of students completing tasks in their work placements which encourage discussion throughout the day.

Our careers adviser is a regular visitor and interviews are arranged for all students during their visits. We recognise the key role that parents and carers play in future career and/or work placement choices. They are welcome to accompany their daughters/sons to interviews, however whilst being mindful to encourage independent participation. Our careers advisor will also attend appropriate EHCP review meetings when transition from College is being discussed.

Our students all complete a Vocational Profile whilst at College.

Past students are a valuable resource and when they visit we welcome their discussions with current students about their jobs.

### **7.7 Investors in Careers**

The College holds the prestigious Investors in Careers Award (aligned to the Gatsby Benchmarks) in recognition of our careers work.

### **8.0 Monitoring compliance**

Our careers programme is monitored regularly by the College Leadership.

## Policy Information Chart

<b>Title</b>	Lifeworks Careers Policy V3.1
<b>Document purpose/summary</b>	This document sets out the commitment and intent of the college to delivery high quality careers information and advice, aligned to the local skills set/employability opportunities.
<b>Owner</b>	Head of College
<b>Policy Department</b>	Service Area Specific: College
<b>Ratification date</b>	Sept 2024
<b>Review date and frequency</b>	Every 2 years, or earlier if there is a change in evidence or legislation
<b>Consultation process</b>	College staff, CLT
<b>Ratified by</b>	CGC
<b>Target audience</b>	Lifeworks College Staff
<b>Circulation</b>	Electronic: Intranet Written: Upon request to the Policies Administrator Please contact the Policy Administrator if you require this document in an alternative format.
<b>Equality analysis checklist completed</b>	Yes
<b>References/sources of information</b>	Ofsted Education Inspection Framework
<b>Associated documentation/cross referenced policies</b>	College Quality of Education Policy v1
<b>Supersedes document</b>	V3.0

Executive approval is subject to the understanding that the policy Owner has followed the organisation process for policy ratification.

## Document Review History

Version no.	Type of Change: Major, minor, none or taken out of use	Date	Author of change	Description of change
1.0	New document	Jan 2016	Head of College	New document
2.0	Major	Jan 2020	Head of College	Update
3.0	Major	Sep 2022	Head of College	Update format Section re-writes
3.1	Minor	Sep 2024	Head of College	Rewording