



Careers Guidance Policy

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This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

Key Contacts

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Introduction

1. Cairn Education is committed to providing students and potential students with quality impartial careers advice. The principals of this policy are governed by;
2. DfE Guidance for further education colleges and sixth form colleges (2018)
 - The Gatsby Benchmark
 - The Matrix Standards
 - The Quality in Careers Standard
 - Career Development Institute
3. In line with the above, we commit to:
 - Offer impartial careers advice and guidance that will result in appropriate and informed choices about future destinations.
 - Employ fully qualified careers advisors to support careers guidance at Cairn Education.
 - Offer effective, accessible and up-to-date careers information, labour market information and resources.
 - Provide specialist knowledge and advice to support tutors, linking curriculum learning to career opportunities.
 - Provide a high-quality service to all students, parents/ guardians and the college and the local community.
 - Ensure that students are integrated into the wider college curriculum.
 - Provide specialist careers software for students to access whilst at college.
4. This is achieved by providing access to information resources, impartial guidance, and, once enrolled at the College, a range of co-curricula activities designed to develop skills for employability.

Progression Pathway

5. Cairn Educations Progression Pathway is specifically designed to enable students to gain the skills, qualifications and knowledge to succeed in further vocational training or employment.

Intent

- To develop the confidence and resilience to access mainstream education or employment.
- To develop strategies to manage the sensory, social and academic demands of mainstream education or employment.
- To achieve qualifications needed to progress into further education, training or employment.
- Have a comprehensive understanding of their strengths and skills that they can bring to the workplace and develop self-advocacy skills.
- To develop work and study skills that will enable them to transition successfully into their next place of education or employment.

Implementation

Our progression pathway programmes are individually tailored to work towards specific transition outcomes. Programmes may include a combination of the following elements.

- Work placements
- Work experiences
- Graded re-introductions to mainstream education.
- Understanding my autism- the strengths and challenges
- Work Skills programme
- Study skills programme
- Specific qualifications: Level 1 and 2 Maths, English and ICT.

Impact

- Students transition to further education, training, or employment with the skills they need to succeed.
- Students achieve the qualifications they need to progress into further education training or employment.
- Students understand their strengths and challenges and know how to self-advocate within education and employment environments.

Our Offer

Before you join Cairn Education you are entitled to:

6. Impartial information, advice and/or guidance about what the college offers.
7. Impartial guidance on your learning needs.
8. An visit and discussion to help you decide on the curriculum you would like to access at Cairn Education and how this might link to your future career aspirations.

When you have joined the college you are entitled to:

9. Help with answering your careers enquiries and job search activities.
10. Activities, workshops/ talks designed to identify and develop your skills for learning and/or employment and make informed decisions.
11. Ongoing access to personal careers guidance.

Before you leave you are entitled to:

12. Information about your progression options such as Further Education, Higher Education, Apprenticeships, Employment and GAP year opportunities.
13. Access to careers guidance to help your career decision matters and to help you achieve your next goals.
14. Help with making employment applications, CV's/
15. Information about what else the college can offer you.

As a result of accessing the Careers Service you will be able to:

16. Identify the most suitable path to achieve your career goals.
17. Identify your strengths, weaknesses and understand how to bridge any gaps.
18. Being equipped and confident to identify relevant information on learning and career progression.
19. Agree a plan of action to help you achieve your goals.
20. Access other sources of valid, up-to-date careers information to support your ongoing development.

Our commitment to our students

21. All our services are regularly reviewed. After your interview you can complete a questionnaire and leave your comments about the level of service you have received and how we can improve our service and standards. You are not required to give your name if you do not wish to. We will ensure that staff:
- Follow the ethical principles of IAG delivery ensuring that information provided is independent and impartial.
 - Respect confidentiality
 - Respond to e-mail enquiries within 3 working days.
 - Respond to telephone messages within 24 hours.
 - Record client information to provide information, advice and guidance services in accordance with Cairn Educations GDPR Policy. If relevant we will seek permission to share limited details with third parties.
 - We are committed to following The Gatsby Benchmark
22. The Careers Guidance Statement of Service operates in accordance with MATRIX and the National Quality in Careers Standard and our published Privacy Policy.

Organisational Responsibilities.

23. The Head of Education is designated Careers Leader.
24. The Head of Education has overall responsibility for implementation of this Careers Guidance Policy.
25. Robust quality assurance systems are in place. Each students individual Career pathways plan is examined and progress reviewed termly.
26. All Cairn Education staff are involved in careers education and guidance in some way, whether through supporting work placements, supplying information on course and job opportunities, labour market information, providing learning or tutorial support to facilitate progression.
27. Cairn Education works in partnership with the local authority and local partners to focus on those young people whose IAG needs are greatest and who are most 'at risk' of becoming NEET.

Code of Ethics

Impartiality:

28. We provide unbiased information, advice and guidance that allows you to consider all the options available to you.

Accessibility:

29. We are committed to making all clients aware of the services we offer and to make sure that all clients can access the service. We do this by working together to provide facilities and materials suitable for all clients in a way that does not exclude anyone from benefiting from the service.

Confidentiality:

30. We treat all information about our clients as strictly confidential as required by the Data Protection Act. We can provide a private setting for pre-booked careers appointments. Drop-in sessions will be within an open space unless otherwise requested. We will not pass on any information without the written permission of the client with the exception of safeguarding disclosures.

Equality of Opportunity:

31. We are committed to equality of opportunity for all our students and will monitor services on a regular basis to ensure that we uphold this principal in delivering our IAG service. We will provide a copy of our equal opportunities policy to any client on request.

Transparency:

32. The information, advice and guidance process should be made clear to every client. We aim to use clear language and ensure that all clients understand what is available through the IAG service, including our roles and responsibilities.

Individual Ownership

33. We ensure that the information, advice and guidance we provide is focused on the needs of the individual and that the service is welcoming and responsive to their

present and future needs. We encourage client feedback on our service and provide opportunities for clients to give us their opinion.

Professional:

34. We ensure that our staff have the skills and knowledge to identify and address our clients needs. Cairn Education is committed to providing opportunities for continuing professional development IAG staff.

Student Referral:

35. We will refer students within Cairn Education as appropriate and onto other agencies following prior agreement with Cairn Education.