

## Careers Policy & Strategy

### Introduction

Alt Valley Community Trust's (AVCT) vision, mission, values and strategic priorities highlight our commitments to supporting learners to reach their full potential and preparing them for the future. We believe in the transformative power of education, our programmes of study are focused on employability skills and our careers strategy is the framework for our careers delivery, which aims to ensure that we provide an excellent careers provision that enables learners to understand and access the range of opportunities available to them, to help them gain the skills, knowledge and attributes they require to secure employment in which they can be satisfied, progress and be successful.

AVCT will aim to ensure that careers are a key focus of the learner journey and our careers strategy will help utilise opportunities that enables learners to unlock their future potential. AVCT is committed to providing high quality, impartial, Careers Education, Information, Advice and Guidance (CEIAG), which is inclusive and accessible to all learners, supports them to choose the right programme, encourages them to raise their aspirations and assists them to plan and manage their career and progression. This strategy is designed to affirm the importance of the careers provision for AVCT and outlines the support provided to learners regarding careers and employability.

AVCT plays an important role and ensures effective contribution to meeting local skills needs, the economic development of the region and national skills needs and continues to work closely within a network of professionals including local employers, the Liverpool City Region Combined Authority and wider range of other agencies.

AVCT has a statutory duty to offer high quality careers education and guidance. This Careers Strategy has been written considering the Department for Education (DfE) Careers Guidance and access for education and training providers as well as feedback and evidence of learner and staff needs. This Careers Strategy sets out AVCT's arrangements for the CEIAG provision, which enables preparing learners for the workplace by providing a clear understanding of the world of work including the routes to jobs that they might want to progress into and opening access to new opportunities that learners may not have considered.

AVCT recognises that careers, the job market and the skills sector should adapt and evolve to respond to the changing needs of the future. Our careers offer will enable learners to understand the changing landscape of the economy, future jobs and the skills requirement of jobs and provide opportunities to explore different modes of working.

### Our Approach

Our approach supports and enables learners to benefit from the range of opportunities available to them so that they gain the attributes and skills they require for employment and the competency needed to be productive in the workplace. **Our approach embeds careers into our learning and service delivery as outlined below.**

IAG

Extra curricula activities

Curriculum Work experience

Self-help & access to opportunities

Next Steps & Progression

## **CEIAG Service Delivery**

### **Access to IAG**

We offer professional, impartial and confidential Information, Advice and Guidance (IAG) to current learners and prospective applicants to enable them to make informed decisions and to plan the next steps towards their future, including guidance on applying for courses, employment, university applications or apprenticeships. We also continue to offer support to learners who have left our programmes to provide continuity of support within a community setting.

Our Information, Advice and Guidance for Pre-entry and On Programme includes:

Self-service using our website information and online resources;

- General impartial Information, Advice and Guidance on training, skills and financial support;
- Information and Guidance on bursaries and student loans;
- Course advice and guidance to enable students to choose the right programme of study;
- Guidance on course application and admissions process;
- Signposting to other IAG, local and national support services.
- Guidance and opportunities to develop understanding about employability and requirements for jobs;
- Guidance and opportunities to meet employers, discuss job applications and interviews;
- Guidance and opportunities to visit workplaces and other institutions;
- Guidance and opportunities to develop enterprise, employability and entrepreneurial skills;
- Guidance and support on apprenticeships and job opportunities;
- Focused and adjustable support and guidance in response to diverse learner needs and those who may require detailed support such as care experienced learners, SEND students, young parent learners;
- Bespoke support and guidance for apprenticeships, in collaboration with employers and internal staff.

### **Personal Development Programme**

AVCT's personal development offer will include a range of career development topics such as CV writing, industry insight, completing job applications, job search, use of social media for employment and professional networking (i.e. LinkedIn). Learners will be able to access and use the resources provided to improve their knowledge on careers, develop their CV and employability skills and learn to actively manage their own career and progression.

### **Extra Curricula Activities and Opportunities**

We will strongly encourage learners to participate in extra curricula activities and opportunities, which will engage learners with careers and employability skills and attributes such as self-awareness, resilience, problem solving, effective communication, confidence building, collaboration and teamwork. These extra curricula activities and opportunities will enable learners to aspire, reach and succeed in their chosen career. Activities and opportunities include: • Visits to employers; • Interviews with employers; • CV workshops; • Employability talks; • Career fairs; • Volunteering opportunities; • Opportunities for participation in learner groups and committees.

### **Curriculum**

Our curriculum offer aims to be outstanding, inclusive and impactful and it will actively promote and develop learners' employability skills. Learning activities and course modules will help expand learners' knowledge, skills, and experience to reflect the needs of the regional employer on their programme of study including careers and employability. In addition, teaching staff will incorporate links between theory / academic content and workplace skills such as assessing learners through writing reports, group and individual presentations to enable them to develop practical skills required in the workplace. Curriculum activities will aim to assist learners to reach their intended and actual destination. Curriculum areas will establish effective links with industry and employers to secure opportunities for learners to understand areas and skills in demand and patterns of change in the employability market.

Our curriculum areas recognise that learners have different career needs at different stages of their learning journey, therefore we will offer tailored opportunities of careers and employability activities to meet the needs of our learners. Our curriculum areas will actively promote British Values, Equality, Diversity and Inclusion and use of a range of effective and adjustable resources to provide flexible and impactful opportunities to support differing career aspirations and progression pathways. In addition, the importance of English, Maths and digital learning will be an important element of a learner's progress towards their career. Our curriculum areas will work to meet the needs of each learner by encouraging them to access impartial careers guidance at each significant stage of their learner journey. This includes supporting students with SEND, those who are care experienced and learners who are transferring from other provisions.

### **Work Experience**

Providing meaningful work experience to learners is an important part of our careers strategy because work experience enables learners to develop valuable practical employability skills and enriches their personal development skills.

- Our traineeship type education programmes for young people will include work experience and non-qualification activities that support learners to progress to further study or employment. In this

context this refers to programmes targeted at 16–19 year olds and are designed to meet their individual learning needs and prepare them for higher learning, training, or employment.

- Learners will be able to access information and guidance through our resources on volunteering and opportunities to gain work experience, which enhances their CV and employment prospects where applicable and relevant.

### **Online tools and self help**

We offer a range of information, support, services and opportunities through our website, online tools and resources. We will also utilise locally available resources and information to support our learners and encourage them to develop independence and resilience to support them in their journey.

### **Next Steps and Progression**

In addition to supporting learners to make most of their learning experience and make it as positive and enjoyable as possible, we will offer them advice, support and guidance so that they can progress to their next step of their learning and development journey which includes:

#### **Internal progression**

Learners will be supported through to progress to their next level of their learning journey. Learners who meet the criteria to progress internally without conditions will automatically be offered a place on their chosen programme. Learners who wish to progress on to the next level or change to a different course will be provided with bespoke information, advice and guidance and will be supported to discuss their options and make an informed decision without bias. One to one advice and guidance will be available to learners who may not wish to continue their programme.

#### **Progression to apprenticeship**

Learners looking to secure an apprenticeship will be provided with the support, information, advice and guidance required to access these opportunities both internally and externally.

#### **Embedding CEIAG**

Curriculum Leads and tutors will embed careers into the curriculums and offer inclusive learning activities and course materials, which help expand learners' knowledge, employability skills and experience, incorporating links between theory / academic content and workplace skills.