



KEY SKILLS TRAINING

Careers Policy

Management Team

Updated: December 2018

Ratified by Management Team: December 2018

General Statement

Key Skills Training provides education and support as an alternative provision to ensure that every learner reaches their full potential. We work with learners who are particularly vulnerable to becoming NEET. Key Skills Training recognises that it has a statutory duty to secure independent careers guidance for all students as outlined in (The Education Act 2011 / Career guidance and access for education and training providers January 2018). Our aim is that all students acquire the skills, knowledge and attitudes to manage their learning and career progression. We will support students in making informed decisions by providing access to differentiated, impartial and independent information and guidance about the range of post 16 pathway's available to them.

Commitment

The school is committed to ensuring that the Careers advice students receives:

- Includes information on a range of education or training options, including apprenticeship and other vocational pathways
- Impartial
- In the best interests of the students
- Meets the needs of the students

We are committed to ensure that the school continues to meet the requirements outlined in the Gatsby Benchmarks.

1 A STABLE CAREERS PROGRAMME	2 LEARNING FROM CAREER AND LABOUR MARKET INFORMATION	3 ADDRESSING THE NEEDS OF EACH PUPIL	4 LINKING CURRICULUM LEARNING TO CAREERS
5 ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES	6 EXPERIENCES OF WORKPLACES	7 ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION	8 PERSONAL GUIDANCE

We are committed to providing a planned Careers programme. This is differentiated to suit the needs of each individual learner. Learners will leave Key Skills Training with the skills and knowledge required to support their entry to further education,

training or employment. The school also works with the Local Authority and a wide range of voluntary / statutory agencies to support our learners whose circumstances have made them vulnerable or hard to reach, including those with special educational needs and those at risk of being NEET post-16.

Careers Programme

The aim of our Careers Programme is to raise the aspirations of our learners and to support them in making realistic decisions for post 16. The school-works collaboratively with internal and external stakeholders to build a cohesive programme of careers education to ensure that every learner reaches their full potential.

Responsibilities

All staff have the responsibility to contribute to the overall careers programme within the school.

Careers Team

Liaison with ESLAC and LA teams

Mande Simpson –Key Skills Counsellor and Careers Service

Stacey Taylor – Further Education and Apprenticeship advisor (SENCO)

Management Committee have the overall responsibility for overseeing the Careers Education Provision.

Teaching Staff are responsible for the delivery of careers education by embedding Careers into their subject area and contributing to the effectiveness of the overall programme.

Support for pupils with Special Educational Needs or Disabilities

Key Skills Training has high aspirations for all pupils with special educational needs and disabilities (SEND) and will support them in preparing for their next phase of education or training. Further information about outcomes for students with SEND can be found in the SEND policy which is available on the school website.

Partnership Work

The school will continue to work with a range of partners to assist in the support and delivery of Careers Guidance and LMI including the Career and Enterprise Company, Enterprise Advisor, local employers, post 16 providers and professional bodies.

Staff CPD

Staff CPD will be identified through performance management, staff appraisals and Career team meetings. CPD supports the organisation improvement plan.