

1. Policy and Procedure on Careers Education

Cambian Wing College

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Approval Date	September 2026
Next Review Date	September 2027
Version No	2
Policy Level	Group
Staff Groups Affected	All

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1. Monitoring and Review

- 1.1. This policy will be reviewed annually by the Senior Management Team with input from the Employability Lead Teacher, teaching staff, students, and other stakeholders.
- 1.2. The local content of this document will be subject to continuous monitoring, refinement and audit by the Head of Service.

Signed:



Cassandra Pollitt
Principal
June 2024

2. Terminology

2.1. Our aim is to use consistent terminology throughout this policy and all supporting documentation as follows:

‘Establishment’ or ‘Location’	this is a generic term which means the Children’s Home/school/college. Cambian Wing College is a college.
Individual	means any child or young person under the age of 18 or young adult between the ages of 18 and 25. At Cambian Wing College we have young people attending and/or residing between the ages of 16-25.
Service Head / Head of Service	This is the senior person with overall responsibility for the Location. At Cambian Wing College this is the Principal who is Cassandra Pollitt. <i>* dual registered locations need to include Service Head and Registered Manager if they are not the same person.</i>
Key Worker	Members of staff that have special responsibility for Individuals residing at or attending the Establishment.
Parent, Carer, Guardian	means parent or person with Parental Responsibility
Regulatory Authority	Regulatory Authority is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services. At Cambian Wing College this is Ofsted and CQC.
Social Worker	This means the worker allocated to the child/family. If there is no allocated worker, the Duty Social Worker or Team Manager is responsible.
Placing Authority	Placing Authority means the local authority/agency responsible for placing the child or commissioning the service
Staff	Means full or part-time employees of Cambian, agency workers, bank workers, contract workers and volunteers.

3. Policy Statement

- 3.1.** Cambian Wing College is committed to providing a comprehensive and inclusive careers education programme tailored to the needs of all learners. The programme aims to equip learners with the knowledge, skills, behaviours and meaningful experiences necessary to make informed decisions about future pathways, study options, training and employment.

4. Aims and Objectives

4.1. The primary aims of our careers education policy are:

- To ensure that all students have equal access to high-quality careers education and guidance.
- To provide personalised guidance and support that considers the individual needs and aspirations of each student.
- To support successful progression and transition to the next stage of education, training or employment.
- To work towards meaningful achievement of all 8 Gatsby Benchmarks.

5. Guiding Principles

- 5.1.** Inclusivity: Careers education will be accessible to all learners, with appropriate adjustments made to support and accommodate individual needs.
- 5.2.** Personalisation: The careers programme will be tailored to the strengths, interests, goals and needs of each student.
- 5.3.** Collaboration: We will work in partnership with students, parents/carers, teachers, employers, Local Authorities and other stakeholders (such as Dorset Careers Hub and Bournemouth Christchurch and Poole Council) to provide comprehensive support.
- 5.4.** Continuous Improvement: The programme will be regularly reviewed to ensure it remains relevant and effective.

6. Implementation Strategy

- 6.1.** Assessment of Needs: Each student's career education plan will be based on an initial assessment of their needs, preferences, and aspirations.
- 6.2.** Careers Specific Curriculum: Careers education will be taught through Preparation for Employment, Personal Development and Next Steps lessons. Taught sessions will follow a robust curriculum allowing students to work toward entry level, level 1 or level 2 qualifications. All lessons will also consider student needs/aspirations and future development for employability so as to provide them with 'teaching beyond the qualification' approach to enhancing career related skills, knowledge and behaviours.
- 6.3.** Curriculum Integration: Teachers and support staff will link curriculum learning with careers, highlight progression routes for their subject and highlight the relevance of knowledge and skills in their subjects for a wide range of career paths.
- 6.4.** Employer Interactions: Learners will have meaningful and varied experiences of workplaces, appropriate to their needs and programme of study, including work experience, work shadowing, workplace visits, projects, volunteering or other first-hand experiences. Provision will include preparation, support and reflection.
- 6.5.** Work Experience: Opportunities for work experience and job shadowing will be provided, with appropriate support and accommodations in place. All students will be offered a minimum of 30 hours work experience opportunities.

- 6.6.** Trips and External Visits: Students will be invited to participate in trips and visits to local careers and transition fairs, workplace visits and visits to educational provisions. Learners will have meaningful encounters with a range of further and higher education, technical, vocational and training providers, as appropriate to their progression plans.
- 6.7.** External Partnerships: Partnerships with local businesses, vocational training providers, and community organisations will be established to broaden the range of opportunities available to students.
- 6.8.** Individual Guidance: Every learner will have access to one-to-one careers guidance to help them make informed decisions and develop a career plan. These will be provided by independent career adviser as well as internally.

7. Roles and Responsibilities

- 7.1.** Senior Management Team: Oversee implementation and evaluation of the careers programme and ensure it aligns with college and whole-institution development priorities.
- 7.2.** Employability Lead Teacher: Lead the development and delivery of careers education, acting as the main point of contact for students and staff. Coordinate employer partnerships, monitor progress against the Gatsby Benchmarks and promote careers engagement with parents and carers. To co-ordinate and develop the effective

delivery of Work experience and liaise with the Senior Management Team in the Preparation for Employment related activities.

- 7.3.** Teachers and Support Staff: Link curriculum learning with careers, highlight progression routes for their subject and highlight the relevance of knowledge and skills in their subjects for a wide range of career paths.
- 7.4.** Parents and Carers: Engage with the career's education process, access current careers and pathway information, and support their young people in exploring and making informed decisions about future options.

8. Monitoring and Evaluation

- 8.1.** Regular Reviews: The programme will be reviewed regularly using feedback from learners, parents and carers, teachers, subject staff, support staff, careers advisers and employers, alongside participation and destination information, to evaluate impact and improve provision.

9. Equal Opportunities

9.1 Cambian Wing College is committed to promoting equality and diversity. Careers education will be provided in a manner that respects and values the diversity of the learners, with appropriate support and reasonable adjustments so that every learner can participate and achieve their potential.

10. Accessibility

- 10.1.** Information about the career's education program will be made available in accessible formats, and support will be provided to ensure all learners can fully participate in career-related activities.

11. Policy Review

- 11.1.** This policy will be reviewed annually by the Senior Management Team with input from the Employability Lead Teacher, teaching staff, learners, parents and carers, employers and other stakeholders.
- 11.2.** By following this policy, we aim to provide a robust careers education program that supports the aspirations and potential of every learner, preparing them for a successful transition to their next stage of life.