

SupaJam Careers Policy

September 2021

(Next review date September 2022)

Our goal

Our mission is to help vulnerable young people who have previously fallen out of formal education engage, achieve and progress in a unique, inclusive learning environment. SupaJam's careers advice and guidance aims to support our talented and ambitious students in line with our mission statement, providing careers guidance in a unique, inclusive environment that is tailored to support the individual needs of each of our students. This is developed throughout a student's time at SupaJam and is supportive of our students' aims and aspirations with an aim to nurture their skills and talents.

Aims and purpose

- To motivate our students to focus on their futures with regular encouragement, support and positivity
- To inspire our students to become independent, confident and motivated to take ownership of their future choices
- To provide a friendly, welcoming and confidential atmosphere to openly discuss future options and any worries or concerns
- To support our students in developing key skills needed for college and beyond, including resilience, social communication skills, innovation, leadership and team building.

Statutory requirement and recommendations:

SupaJam is committed to embedding the Gatsby benchmark of good careers guidance:

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each student
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance

We have developed our careers programme based on the Gatsby benchmark; this is updated on an annual basis.

We have developed our 'work ready' careers programme, published on SupaJam's website. This is reviewed and updated annually.

We will annually review government guidelines and recommendations to ensure our careers policies and provisions are in-line with government requirements.

Careers provision

1. All of our students will have access to the following:

- Impartial, professional careers advice from a qualified member of staff
- A careers interview from an external careers advisor specialising in IAG for SEND learners
- A practical and integrated careers programme where students are given opportunities to build on key skills needed for college and beyond
- Accessible and visual careers advice through guest speakers, workshops and a careers drop in service*

- The opportunity to participate in work experience at a major UK festival that is integrated into the curriculum to ensure all students are fully supported.*
- Careers advice and guidance integrated within SupaJam buildings and the website
- Opportunities to participate in organising events within college and join events put on by the careers department designed to develop core employability skills

2. Support for SEND and High Needs students:

- Transition meetings for all SEND students when leaving SupaJam and additional external careers guidance by a professional trained to work with SEND students
- Targeted support in small groups to include trips to support in developing independent travel skills, exchanging monies, navigation in new places and social interaction within the community and wider world

3. Careers advisor

- Access to a qualified careers advisor throughout the academic year
- An externally sourced careers advisor to offer a more extensive independent careers advice to our students *
- A careers day held annually at SupaJam where students will have the opportunity to seek careers advice from professionals in a variety of businesses
- Onsite access to members of the careers team

4. STEM activities

- All students will have at least 2 opportunities throughout the year to participate in STEM activities to support in developing key skills for beyond college such as social interaction, communication, innovation and team building.
- STEM activities will be reviewed and developed annually and will be planned and integrated into SupaJam's programme delivery at the start of the academic year.

5. Charitable events and activities

- There will be at least 1 opportunity to participate in a charitable event either within or outside of college. This may be a charity gig or in house fundraising organised by the student union for example.

6. Work experience

- We provide a safe and supportive environment in which our students can gain work experience to help build confidence and work at a pace that is suitable and meets their individual needs. SupaJam works closely with Black Deer festival where SupaJam has its own stage. This event occurs on an annual basis. Our students, along with industry professionals, are responsible for organising everything that goes into running a stage at a festival, from the artist to the sound engineering. To support our students, weekly workshops are integrated into the curriculum at the start of the academic year, giving every student access to a fountain of knowledge, skills and industry experience to help develop their employability skills. *
- Additional work experience opportunities offered by SupaJam will be advertised via the SupaJam job shop run by the careers department. *
- We will encourage and support our students in seeking out work experience opportunities to help them achieve their career aspirations. (Please see separate policy on managing external work experience placements.)*
- Our in house work experience opportunities will be covered and protected by existing safeguarding policies, processes and insurances, run and delivered in either the Swanley or Canterbury base.
- Work experience within SupaJam will only be available if there is enough staff to safely cover the sessions. If any planned session are missed due to staff shortages we will endeavour to rebook sessions when we have the capacity to safely continue.
- All work experience sessions are subject to COVID safety regulations and have been risk assessed and adopted to reduce spread of infection.

7. SMSC Programme

SupaJam's SMSC (*spiritual, moral, social and cultural development*) programme is designed to equip students with the necessary skills, knowledge and confidence to take on adult life in the working world. The programme is integrated into the curriculum over covers 6 key areas over the academic year.

- Equality and diversity
- Healthy Lifestyles
- Healthy Relationships
- Independent Life skills
- Community & Charity Work

This programme is reviewed and developed at the start of every academic year.

8. Student Forum

- The student forum aims to provide opportunities for students to become independent, ambitious and motivated thinkers, to help support themselves and others in achieving their aspirations.
- Students will be encouraged to create, update and maintain a careers section on the board with news of charity events, jobs, work experience opportunities and information of accessing higher education.
- We will provide support for students within the forum to help facilitate any events, incentives or workshops they would like to do within college.

Feedback and evaluation:

- We will review all of our career documents, including this policy on an annual basis and update and develop where necessary through the year as and when government changes or new college incentives come into practice.
- We will seek feedback via regular surveys to be completed by staff and students which will have a careers section to help us collect feedback and data on how we are progressing and where we need to improve.
- We will have regular careers meeting with careers lead and the senior leadership team to ensure we are up to date and on track with our careers programme and delivery.
- We will meet with the student union to gain face to face feedback (student voice) and discuss progression within our careers programme to best support our students.
- We will evaluate our careers department activities using COMPASS, a government recommended evaluation tool that reviews your performance against the Gatsby benchmarks.

**These activities are subject to COVID precautions but in place by the college and will only be carried out if safe to do so in line with government guidance.*