



## **Careers Policy**

Reviewed: August 2022  
To be review: August 2023

## **Safeguarding Statement**

SupaJam is a post-16 specialist provider, specialising in Music, Maths, English and Life Skills. All staff, volunteers and partners are committed to safeguarding the welfare of every person within SupaJam. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

### **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 and 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' personal aims and aspirations and nurtures their skills and talents.

### **Aims and purpose**

- To encourage our students to creatively explore future options and become curious about the world of work, with regular encouragement, support and positivity and opportunities for new experiences.
- Inspire our students to become confident, independent and motivated to develop their aspirations and take ownership of their career progression.
- To provide a welcoming, inclusive and confidential environment to openly discuss future options and any worries or concerns about career progression.
- Support our students in developing key skills needed for college and beyond including resilience, independence, social communication skills, innovation, leadership and team building.
- To involve parents and carers in supporting students' careers progression and development throughout their study programme.
- To provide targeted support to those students who are most at risk of becoming NEET and support in reducing the number of early leavers from college.
- To support students in recognising and challenging limiting stereotypes to allow them to break through barriers along their career pathways and progression.
- To provide up to date LMI to provide students with the knowledge as well as the skills needed to make realistic informed decisions about future pathways.

### **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 delivery plan based on the Gatsby benchmarks, CDI framework updated April 2022, and the latest OFSTED guidance. The careers programme is reviewed and updated where necessary on an annual basis.

We embed the “Baker Clause”, which is an amendment to the Technical and Further Education Act 2017 to ensure students have access to information about technical education qualifications, apprenticeships and T-levels. The Baker Clause also stipulates we should make every effort to improve performance against the 8 Gatsby Benchmarks outlined above. We have a Careers and Enterprise Coordinator from the Education People to support us ensuring we are meeting all requirements in terms of delivering effective careers education and opportunities for our students.

In addition to our careers plan we have developed our ‘work ready’ careers programme, which is a progressive career programme accessible to all students throughout their study programme. This is 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 current government requirements and frameworks.

## **Careers provision**

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

- Impartial, professional careers advice from a qualified member of staff. This may be internal or outsourced externally.
- Practical and integrated and progressive careers programme where students are given opportunity to build on key skills needed for college and beyond.
- A range of opportunities to make informed choices about future careers through guest speakers, workshops and within their RSL delivery.
- Opportunity to participate in work experience at a major UK festival that is integrated into the curriculum to ensure all students are fully supported.\*
- All students have access to careers section on SupaJam’s website, Careers boards and a careers hub to chat with a member of staff to provide them information on LMI and support with employability, education and progression along career pathways.
- Opportunities for insights into the world of work related to their chosen study programme through careers days, work experience, day trips, guest speakers and workshops.

- Opportunities to participate in organising events within college designed to develop core employability skills.
- Online portfolio to record careers activity, build employability skills/tools and explore future options. \*

## **2. Support for SEND and High Needs students:**

- Personal support from SENCO where appropriate to ensure students have maximum opportunities to achieve career aspirations.
- 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 interactions within the communicate and wider world.

## **3. Careers advisor**

- Qualified careers lead available for our three sites for all students throughout the academic year.
- Externally sourced careers advisor to offer a more extensive independent careers advice to our leaver students. \*
- Careers day held annually at the SupaJam where students will have the opportunity to seek careers advice from professionals in the business and learn more about career options.
- Onsite access to members of careers team at least 1 x per week. There will be virtual access to carers lead at all time.

## **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, innovations 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 in or out 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 the needs of each of our students. SupaJam works closely with BlackDeer festival where SupaJam has its own stage. This events occurs on an annual basis. Our students, along with industry professionals, are responsible for organising everything that goes into running 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 ever students access to a fountain of knowledge, skills and industry experience to help develop their employability skills. \*

- Additional work experience opportunities offered by SupaJam to be advertised via 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 and processes and insurances as they will all take place within Supajam premises at either Swanley or Canterbury bases.

## **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
- British Value
- Health
- Independent life skills
- Community work
- Career development

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

## **8. Student Union**

- The student union aims to provide opportunity of 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, job and work experience opportunities and information of accessing higher education.
- We will provide support for students within the union 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 on 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.

Signed .....

Date .....

**Policy review date August 2022.**

*\*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.*

*\* Subject to availability and agreement of suitable online careers portfolio.*