

SupaJam Transitions Policy

September 2021

(Next review date September 2022)

Aim:

SupaJam's Transitions Policy has been created to ensure the aims and objectives of our careers policy have been successfully embedded throughout our students' time studying with SupaJam. This will successfully prepare them for moving on into employment or further education in line with our SupaJam Ethos, allowing all our young people to thrive and achieve to their full potential.

This policy also outlines how we will support our students beyond SupaJam to encourage and support our students in their next steps.

Careers Policy:

This Policy does not take the place of the Careers Policy but runs in conjunction with it. It can be found in our policies folder and on our website. Our Careers Policy follows and embeds the Gatsby* benchmark model set out by the good careers guidance for schools and enables students to access the essential careers exposure necessary to transition successfully beyond SupaJam.

Transitions for SupaJam leavers:

Part of our ethos at SupaJam is to enable our young people to thrive and achieve their full potential. It is therefore essential that we support this with a strong, structured, caring and supportive transition beyond SupaJam for our leavers*.

Provisions for transitions:

- All projected* leavers will receive additional 1:1 transition discussions during their last year with SupaJam.
- Early* leavers will receive an additional transitional 1:1 chat with our careers advisor and transitions coordinator to discuss viable options.
- All projected leavers will have the opportunity to work with our higher education support lead to apply for further education/apprenticeships/university.
- All projected leavers will have the opportunity to complete work experience outside of SupaJam*.
- All leavers will have the opportunity to have a careers interview with an externally sourced careers advisor.
- All leavers will have access to labour market information via careers boards, ensured registration to the national career service, updates on the SupaJam facebook page and support in searching for employment. In addition, parents and guardians will receive a weekly newsletter with supportive advice and guidance.

Additional provisions for SEND transitions:

- All SEND leavers will have a transitions discussion as part of their annual review of their EHCP which will generate transitions outcomes and provide an opportunity to collaborate with professionals involved in the young person's placement.
- All SEND leavers will have additional support from the pastoral care team to achieve career targets outlined in their transitional outcomes and career discussions.

Provisions for supporting leavers beyond SupaJam

- All leavers will receive follow up contact at least 3x throughout the academic year following their departure. This may be done via phone/email/text/facebook alumni and will provide an opportunity to discuss their progress at their new education placement or employment. Guidelines for contact are as follows:
 1. During selected periods within the year (one week, once per long term) the careers team will attempt to contact leaver students 3x within the contact period.
 2. Each contact method will be tried if the previous contact method is unsuccessful.
 3. If no contact is made, the careers team will log that they were unable to make contact and will send out a no contact letter via the post.
 4. All contact and contact attempts will be recorded on the leavers spreadsheet created by SupaJam, found on the internal google drive.
- All leavers will be able to make an appointment to visit a member of the careers team at SupaJam the year following their departure for additional support if needed. This includes, but is not limited to, support with CV's, job applications and further education placements.
- All leavers will be able to call into SupaJam for support relating to their progression into further education or employment for the year following their departure from SupaJam.
- All leavers will be invited back for an opportunity for further work experience to support current SupaJam students at the Black Deer* festival.
- Leavers will have the opportunity to receive a visit* from SupaJam staff members at the placement they have progressed to. This is to support a smooth transition beyond SupaJam

Data collection

SupaJam will collect progression data on leavers at the end of each academic year. This will record how many of our leavers have progressed onto Higher or Further Education, employment, apprenticeships etc. This will allow us to reflect and evaluate the effectiveness of our careers and transitions programmes running at SupaJam which will enable us to make necessary improvements to support our students' chosen pathways beyond SupaJam.

Data will also be collected in the form of student and parent voice to collate feedback on student support beyond SupaJam. As per our careers policy, student voice is already being collected to measure the effectiveness of our current careers programme.

* *The term projected leavers indicates those students who have come to their natural end of study time with SupaJam*

* *The term 'early leavers' indicates those student leaving before their expected end date with SupaJam*

* *This opportunity is available for as long as we are working with Black Deer.*

* *This provision is conditional on available budget for careers team.*

* <https://www.gatsby.org.uk/uploads/education/good-career-guidance-handbook-digital.pdf>