Portland College

CAREERS STRATEGY



OUR VISION

All disabled people will have a lifetime of opportunity

OUR MISSION

We deliver excellent programmes to inspire and empower disabled people to live more independent, fulfilling lives.

AIM OF CAREERS PROGRAMME

The careers programme aims to support disabled learners to prepare for their future and raise their aspirations. This is in line with our vision to support people with disabilities to have a lifetime of opportunity.

We will ensure learners (where appropriate) have the opportunity to:

- Access careers guidance delivered by a level 6 qualified careers advisor who is a member of the Career Development Institute. This supports making informed choices on next steps and future options.
- Access to information and advice on all progression pathways, linked to the labour market, for example; employment, supported internships, apprenticeships, further education, voluntary work, supported living, day/adult services.
- A programme of events which give learners opportunities to explore a variety of progression options. This includes moving on event, external work experience, mock interviews, transition visits etc.
- Support to explore and access progression opportunities.
- Through the Preparation for Adulthood Framework learners will explore and develop a variety of skills to support with future opportunities. This could include Health & Well-being, Travel Training, Budgeting, Building Resilience and Safeguarding.
- Undertake meaningful work experience (internal/external) where appropriate.



QUALITY ASSURANCE ACTIVITIES

- Autism Accreditation
- Matrix accreditation and annual continuous improvement checks.
- Self-Assessment Report.
- Quality Improvement Plan.
- Regular self-evaluation of the Gatsby Benchmarks with the Careers Enterprise Company.
- Feedback / evaluation from learners, parents / carers and employers.
- Quality Walks / Observations.
- Analysis of destinations.



LINKS

Gatsby Benchmark
www.gatsby.org.uk/education/focus-areas/good-career-guidance

Matrix Standard
www.matrixstandard.com

Autism Accreditation
www.autism.org.uk

CONTACTS

Rebecca Harley
Information, Advice, & Guidance Manager
T: **01623 499111** ext **218** E: **rebeccaharley@portland.ac.uk**

Stevie Speakman
Curriculum Manager for Employability
T: **01623 499111** ext **504** E: **steviespeakman@portland.ac.uk**

Deana Langton
Work Experience Coordinator
T: **01623 499111** ext **370** E: **deanalangton@portland.ac.uk**

Kate Downing
IAG Careers Lead
T: **01623 499111** ext **523** E: **katedowning@portland.ac.uk**

CAREERS PROGRAMME

TERM 1: SEPTEMBER - DECEMBER

FIRST YEARS

- Induction activities.
- Baseline Assessments - Tutors will assess learner levels, plan the programme for the academic year and set destinations based on initial assessments, Education, Health Care Plans and impartial careers chats.
- 1:1 impartial careers guidance delivered by a level 6 qualified careers adviser who is a member of the Career Development Institute.
- Meet the Employer event.
- Nottinghamshire County Council Moving on Event.
- Xello Careers programme.
- Education, Health & Care Plan reviews.

SECOND YEARS

- Baseline Assessments - Tutors will assess learner levels, plan the programme for the academic year and set destinations based on initial assessments, Education, Health Care Plans and impartial careers chats.
- 1:1 impartial careers guidance delivered by a level 6 qualified careers adviser who is a member of the Career Development Institute.
- Nottinghamshire County Council Moving on Event.
- Education, Health & Care Plan reviews.
- Support to explore and visit transition options, apply and make appropriate referrals.
- Xello Careers programme.

TERM 2: JANUARY - APRIL

- Moving on event at Portland College.
- 1:1 impartial careers guidance.
- Education, Health & Care Plan Reviews.
- Supported Internship event for prospective learners, parents and carers.
- National Careers Week activities.
- Xello Careers programme.

- Moving on event at Portland College.
- 1:1 impartial careers guidance.
- Education, Health & Care Plan/ Transition reviews.
- National Careers Week - practice application forms and mock interviews with external employers for identified learners.
- Support with applications, referrals and transition visits where appropriate.
- Xello Careers programme.

TERM 3: MAY - JULY

- 1:1 impartial careers guidance.
- Personal Statements and CV's.
- Education, Health & Care Plan Reviews.
- Mock interviews.
- Xello Careers programme.

- 1:1 impartial careers guidance.
- Transitions visits and meetings to support a successful transition.
- Mock interviews with local employers.
- Xello Careers programme - update and finalise CV's.