



## **Careers Education Information Advice and Guidance Programme 2024-25**

### **Our mission**

Creating an inclusive environment, that delivers outstanding personalised education, learning and support, which lead to further education, employment opportunities, and a fulfilling and meaningful life for each of our students.

Our overall intent is that all of our students will effectively use Harington as a pathway into a successful adult life, taking account of their SEND, in which they can engage in meaningful work or community-based projects.

### **Introduction**

Harington is a leading and trusted charity, supporting students with learning differences to develop employability and life skills.

Through individualised training and activities students are prepared for work or further study. Students work to obtain qualifications and skills in horticulture, retail, employability and personal and social development. Their individual programmes are designed as holistic packages that develop transferable skills vital for successful and sustained employment.

Additional support in literacy, numeracy, job searching, life skills and work experience develops each student's talents and abilities, helping them to lead fuller lives and to take up a range of employment and educational opportunities.

Harington aims for its students to progress to employment (full time, part time or voluntary) or further training when they leave, and Harington provides support with this transition, as required.

Harington is committed to providing high quality careers education, information, advice and guidance (CEIAG) to all our students. This document details how this is delivered and how Harington meets its statutory requirements.

Students are entitled to receive impartial and independent advice and support throughout their time as students at Harington, and continuing after they have left if

required. As each student at Harington has different abilities, needs, interests and aspirations the delivery of this CEIAG will look different from one individual to another, as is in keeping with Harington's individualised learning approach.

All students will have the opportunity to take part in a range of activities designed to inspire them and ensure they are well informed and learn skills to enable them to make decisions about their futures.

## **Aims of CEIAG**

Harington aims to provide CEIAG that:

- increases aspirations and improves the possibility and probability of finding paid or voluntary work.
- improves quality of life through acquisition and development of work-related skills.
- enriches life experience through work related activities.

## **Careers Education Summary**

Students will be supported to understand the world of work, including opportunities for education, training and work experience. They will explore a wide range of career opportunities and how these match with their aspirations.

Careers Education and Guidance comprises the following:

- Employability lessons
- Work experience
- Individual careers guidance

See below for detailed information about what is available to each student.

Most students at Harington have an Education Health and Care plan (EHC plan), and the annual review of this will provide opportunities for each student to discuss their aspirations for the future, including employment or continued educational opportunities. Prior to their EHC plan annual review meetings all students are supported to complete My Views, which includes their interests and aspirations for the future. Students attend all or part of their annual review meetings where long- and short-term outcomes working towards these aspirations are agreed and recorded, with subsequent incorporation into their learning programmes, and reviews on both a termly and annual basis. Parents / carers and any professionals working with the students are involved with this.

## **Employability lessons**

All staff contribute to CEIAG delivery through teaching and embedding careers and employability throughout the duration of the student's vocational programme. Topics covered are wide ranging and appropriate to student ability and stage of learning, including things like communication in the workplace as well as more

traditional areas such as recognising job opportunities, preparing a personal CV, applying for a job, preparing for and taking part in an interview,

### **Work Experience**

Work experience is an important part of each student's training and for certain programmes it is the main focus. It allows students to build their stamina as they learn about expectations and routines of work. The interests and needs of each student are taken into account and placements are arranged accordingly, with tailored job coach support for each student.

The knowledge, skills and experience gained on work experience placements assists students in making realistic, informed choices about future education opportunities and possible career pathways. Work experience is used to support students in successfully moving into future employment and other meaningful roles. Harington Gardeners and our two charity shops provide a stepping stone to employment for Harington students.

Students also gain an insight into the world of work through Enterprise Projects, Harington's Christmas and Spring sales and helping at the weekly local produce stall.

### **Careers Guidance**

Each student will have at least one impartial careers guidance meeting with a careers adviser whilst they are a student at Harington.

Students who will be leaving Harington at the end of the year, and those who are potential leavers, will be prioritised. Meetings for other students will take place throughout the year. Ideally students will have received careers guidance before their EHCP annual review meeting so that this can inform part of the progression discussion during the meeting.

Follow up meetings will be arranged as required, on an individual basis. Students can request a meeting or follow up meeting at any time.

All staff, particularly keyworkers and job coaches, may identify those students who need advice and guidance. The need for a careers meeting may also be identified at termly or annual reviews. Information from the meetings will be shared, with the permission of the student, with families and keyworkers.

Independent external careers advice is available via the National Careers Service if this is more appropriate.

### **Monitoring, Review and Evaluation**

Harington's CEIAG programme is flexible and continually developing to meet student needs. Updates will be made to ensure it complies with statutory requirements. The Gatsby Benchmarks are used as a framework for what makes good careers provision and as a way of evaluating that provision, providing students with the best possible CEIAG. In line with the eight benchmarks students at Harington can expect:

1. A stable careers programme
2. Learning from careers and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

## **Partnerships**

Harington has forged many long-standing relationships with local employers and businesses, many of whom provide work experience placements. Harington also works closely with local colleges, including Barnet and Southgate College, Westminster Kingsway College and City and Islington College. Other agencies (e.g. local authorities, supported employment providers, social care and therapy services) are involved as determined by individual student needs.

## **Parents / Carers**

Parents / Carers play an integral part of students' understanding of career choices and ability to access opportunities. They are invited to termly and annual review meetings and are involved in all stages of their students' journey at Harington.

## **What students at Harington can expect**

Students at Harington are entitled to receive impartial and independent CEIAG to help prepare them for the world of work and to lead independent lives.

### **Before joining Harington**

- Appropriate course information and advice to help potential students and their families decide if Harington may be the right place for them.
- Taster days, including advice and guidance sessions, provide potential students an opportunity to experience training at Harington and make informed decisions about their future.

### **Whilst a student at Harington**

- Termly reviews with the opportunity to feedback and discuss how training programme fits with future goals and aspirations
- Vocational profile, including information about interests, skills, abilities
- Advice and guidance sessions are available on demand, students can ask for a session or be referred by staff from the students Key Group, including a Job Coach or Key Worker, or a parent / carer can request a session on behalf of their student.
- CV writing, including teaching students the skills to keep their CV up to date
- Job searching

- Support to apply for jobs / voluntary positions
- Interview advice and practice
- Support at interviews
- Labour market information
- Support to apply for money
- Group visits and trips to places related to curriculum e.g. Kew Gardens
- Mentoring sessions
- Support to join EHCP annual review meeting, including identifying short- and long-term aspirations and information for Section A of EHC plan
- At least one 1-1 careers guidance meeting with a careers adviser
- Employer encounters
- Support to access online careers resources, including skills assessments and careers quizzes

### **When at work experience**

- Regular reviews with employer and job coach
- Final review at the end of the placement to consider the skills they have gained and what they would like to progress to
- Work experience diaries are completed for each work experience to help students identify what they have learnt
- Travel training
- Creation of portfolio of skills developed and how these relate to careers of interest

### **In the final year at Harington**

- Support to research other providers, including social care provision
- Visits to colleges, training providers and open days
- Support to make applications
- Progression planning meeting, with families / carers, local authorities and other agencies as appropriate

### **After leaving Harington**

- Job coach support in the workplace, where required
- Support to apply for jobs
- Support to negotiate reasonable adjustments in the workplace