

## Careers Programme

### Intent-Implementation-Impact

#### **Intent**

Career describes our journey through life, learning and work. We need to actively develop our careers to make the best of them. The process of career development takes skills as well as knowledge and the right attitude. We need to work on these career development skills throughout our lives. As staff, we must ensure that learners understand that whether they are in education, in work, unemployed or involved in caring or voluntary activity there will always be opportunities to work on their career development skills.

Career development skills can be improved by attending a course, trying new things, learning through doing, reading and engaging with the media, building networks and by reflecting on what they do well (and not so well).

ATTFE aims to support and encourage our learners in becoming employable and aspirational people who are successful, confident and ambitious, with an understanding of their own skills and strengths, through engaging parents / carers where applicable, and local employers, both in College and through external visits and events.

A learner who has completed the full range of activities in the careers programme at ATTFE will:

- Be successful, confident and ambitious.
- Know how to find and interpret labour market information at local, regional and national scale.
- Understand and be able to find and successfully apply for various study, voluntary and work opportunities that suit their interests, abilities and links to their aspirations.
- Have had a range of encounters and for 16-19-year olds, experiences with employers and employees from local and national businesses.
- Understand careers and their different meanings and interpretations.
- Be confident in their own career decision-making skills.
- 16-19-year olds to have successfully completed a variety of activities and learning opportunities to meet the Learning Outcomes of the CDI Career Development Framework.

Our careers programme recognises the needs of our learners within the local community and aims to highlight the availability of jobs and training opportunities locally and across the wider region of the East Midlands. Our learners have been impacted by a global pandemic, and our careers programme will reflect the changing landscape of employment and required skills as a result of the short and long-term economic impacts of Covid-19. We also recognise the needs of our local wider community, aiming to work with local businesses who may be unable to hire new talent with the skills and abilities they require.

#### **Implementation**

All colleagues within ATTFE are responsible for supporting learners to access careers information and support where suitable. This is done through pre-course information, tutors providing information relevant to their subject, resources and referral to the Careers Team. ATTFE staff are responsible for sharing a range of information with learners about possible pathways within their subject(s) and

ensure that they are aware of the up-to-date routes and information that they are providing to their learners.

Ongoing staff training and support is provided by the Careers Team, to ensure that staff have access to relevant information and are able to access careers related training where relevant or required.

To help prepare our learners for their future transitions into study, training or work opportunities, we offer a diverse curriculum across ATTFE which will allow learners to develop the skills and knowledge required to have a positive career.

The Careers Plan details the activities that will take place throughout the academic year. This document provides an outline overview of the core activities that are scheduled. Additional activities will be made available to learners throughout the year, and as relevant and meaningful opportunities are sought, especially for the 16-19 cohort.

### **16-19 learners**

All 16-19 Learners have a Learner Passport where they log and record activities that will support them in their transition into the world of work. We link curriculum, learning and work experience activities to the Career Development Framework (CDI) to support learners in improving their career development skills (See Appendix 1).

16-19 Learners will have the opportunity to engage with and learn from a variety of employers, employees, and education providers. There will also be opportunities for learners to engage in workplace encounters, through a range of progressive learning activities and visits.

To support learners in doing this it is imperative that wherever possible learning is linked to employability skills and to career pathways.

Learning outcomes that relate to the six areas of career learning identified in the Career Development Framework are available to support learners in recognising where careers learning is already taking place within lessons.

These documents are available on Sharepoint in the CEIAG folder and also in the learner's Personal Development Passport.

Further guidance in being able to support learners with careers and the CDI framework is available from the ATTFE Careers Team.

The spiral curriculum describes an approach to learning in which learners revisit key topics during their time in College. A learner may first encounter the 'exploring possibilities' learning area during a careers session in a previous term where they are looking at labour market data. As they move through the academic year, listen to employers, have work place experience and make course and career decisions, they will repeatedly revisit this area.

Each experience should build on the last progressively, deepening learners understanding of what is possible for them in a career.

The six career development learning areas should not be drip-fed to learners over the course of their learning, rather that learners should encounter the whole framework as soon as possible, and then

return to it regularly, gradually deepening the knowledge and skills associated with each learning area.

This spiral very much replicates the 'Teach, Practice, Repeat' cycle that tutors employ.



### **CEIAG for Adults**

Adult learners have access to careers related information and learning prior to their course and throughout their course via their tutor.

Learners also have access to career and employment related displays in public areas within ATTFE as well as access to resources and information through their tutor. Additional resources are available from the Careers Advisor.

The Careers Team is available for personnel guidance through tutor referral and independent request.

All members of staff have access to potential learners/ learners and each has a responsibility to support them. This will be through telephone enquiries, data collection and awarding body input.

### **Impact**

The impact of the successful implementation of the careers programme will be:

- Learners become more aware of the choices available to them, and are prepared for the working environment
- Careers learning will become increasingly embedded within the curriculum

- Continued improvement/maintenance in the destinations of leavers, demonstrated through the collection of intended and actual destinations of learners when they complete their courses and progress to positive destinations
- Ongoing evaluation of the impact of the careers programme will be undertaken, considering feedback from all stakeholders alongside ATTFE data.

This information will be continuously reviewed and any changes, updates or adjustments that are deemed necessary will be made to ensure the successful implementation of the progressive programme.

Appendix 1

**CDI**  
CAREER DEVELOPMENT INSTITUTE

# Career development framework

*How to have the career that you want*

Career describes our journey through life, learning and work. We need to actively develop our careers to make the best of them. This process of career development takes skill as well as knowledge and the right attitude. You will need to work on these career development skills throughout your life.

The Career Development Institute has undertaken extensive research and consulted with career development experts and practitioners to identify the six career development skills that you need to have the career that you want.

**Work on your career development skills**

Whether you are in education, in work, unemployed or involved in caring or voluntary activity there will always be opportunities to work on your career development skills.

Career development skills can be improved by taking courses, trying new things, learning through doing, reading and engaging with the media and by reflecting on what you do well (and not so well).

Try and talk about your career with as many people as possible and take the opportunity to see a registered career professional when you can.

*"More than ever, it's important people manage their careers through their working life. The CDI framework gives a clear, structured approach to help you develop your career."*

Stephen Isherwood (CEO),  
Institute of Student Employers

**For a positive career you need to...**

- Grow throughout life**  
Grow throughout life by learning and reflecting on yourself, your background, and your strengths.
- Explore possibilities**  
Explore the full range of possibilities open to you and learn about recruitment processes and the culture of different workplaces.
- Manage career**  
Manage your career actively, make the most of opportunities and learn from setbacks.
- Create opportunities**  
Create opportunities by being proactive and building positive relationships with others.
- Balance life and work**  
Balance your life as a worker and/or entrepreneur with your wellbeing, other interests and your involvement with your family and community.
- See the big picture**  
See the big picture by paying attention to how the economy, politics and society connect with your own life and career.