**CELC Careers Advice and Guidance**

It is important that all CELC students are fully supported and guided through the process of planning their futures. Here at CELC careers education is delivered directly through Prospects, as well as through the curriculum. In KS4, students have regular one to one meetings where they work though career action plans and receive support with applications and further education interviews. KS3 students participate in group sessions which give them the opportunity to consider and research their future plans as well as gain some guidance from staff. All staff at CELC play an active role in preparing our students for their future. We have a programme of careers education that is delivered through PSHE, special events, enrichment programmes, visits, trips and key group time.

**All students will have the opportunity to:**

* develop a deeper understanding of themselves, their abilities and affinities
* gain a greater knowledge of the range of opportunities open to them
* take part in work related activities in and out of school
* understand the labour market and the requirements and expectations of employers
* learn to make decisions wisely about their future
* be fully prepared to manage change and be fully supported through key transition periods
* learn how to improve their own employability: how to find work, how to get work and how to progress their careers

**From Year 7 to Year 11 students are entitled to:**

* regular personal support and information on progress
* information on the full range of education and training options available at each transition point
* clear and impartial information, advice and guidance about all the options available so that informed choices and decisions can be made
* support and guidance to assist choices on the most appropriate next steps, including school transition, further education, higher education, training or employment, at each stage of education
* support with making high quality applications for the full range of opportunities available
* many opportunities to learn about the world of work from employers, on work related learning placements and through events
* independent and impartial information, advice and guidance from the Careers Advisors
* Prospects Careers Advisor home visits and/or office appointments, where school attendance is poor

**Measuring the Impact of CELC’s Careers Programme**

Each year, an Activity Survey is produced, in order to analyse how many CELC students have successfully transitioned into education, employment, or training within the DfE Destination Groups. Our outcomes are as follows:

|  |  |  |
| --- | --- | --- |
| **2019 Year 11** | No. of Clients | % |
| Apprenticeship | 2 | 3.3% |
| Current activity not established | 7 | 11.5% |
| Employment without training | 6 | 9.8% |
| Full time education | 27 | 44.3% |
| Full time training | 4 | 6.6% |
| Not settled (active in the labour market) | 12 | 19.7% |
| Temporary break from learning | 1 | 1.6% |
| Working towards participation | 2 | 3.3% |
| Total | 61 |  |

|  |  |  |
| --- | --- | --- |
| **2018 Year 11** | No. of Clients | % |
| Apprenticeship | 2 | 2.4% |
| Current activity not established | 7 | 8.4% |
| Employment with study | 1 | 1.2% |
| Employment without training | 5 | 6.0% |
| Full time education | 44 | 53.0% |
| Full time training | 4 | 4.8% |
| Not settled (active in the labour market) | 14 | 16.9% |
| Temporary break from learning | 1 | 1.2% |
| Working towards participation | 5 | 6.0% |
| Total | 83 |  |

|  |  |  |
| --- | --- | --- |
| **2017 Year 11** | No. of Clients | % |
| Apprenticeship | 2 | 2.9% |
| Current activity not established | 8 | 11.8% |
| Employment without training | 2 | 2.9% |
| Full time education | 29 | 42.6% |
| Full time training | 6 | 8.8% |
| Not settled (active in the labour market) | 16 | 23.5% |
| Temporary break from learning | 2 | 2.9% |
| Working towards participation | 3 | 4.4% |
| Total | 68 |  |

Our review of 2020 Year 11s will be published during the spring term of 2021.

At every stage, students and their parents/carers are given the opportunity to complete Prospects feedback cards. Students are asked to tick 🙂, 😑 or 🙁 in relation to their interview. Over the 2019/2020 academic year, our current student responses are:

Comments students have written include:

*"I got a lot of help with my application"*

*"Helped with getting info about college"*

*"It was very helpful and efficient"*

|  |  |
| --- | --- |
| 🙂 | 94% |
| 😑 | 6% |
| 🙁 | 0% |

**To receive more information, support or guidance on careers, please contact one of the following:**

Assistant Head responsible for Careers:

Joanne McCarthy – [joanne.mccarthy@coventry.gov.uk](mailto:joanne.mccarthy@coventry.gov.uk)

Prospects Careers Advisors:

Swanswell: Jas Nagra – [jas.nagra@prospects.co.uk](mailto:jas.nagra@prospects.co.uk)

Link: Jason Daniel – [jason.daniel@prospects.co.uk](mailto:jason.daniel@prospects.co.uk)

Wyken: David Hayter – [david.hayter@prospects.co.uk](mailto:david.hayter@prospects.co.uk)

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| 1 | Date Policy Due for Review: March 2022  Approval Date: 22nd March 2021  Person Responsible: Joanne McCarthy |