

Aspire2work Careers & Progression Programme 2019-2022

We are committed to our mission to change lives for the better through learning and work. Aspire2work aims to create a talent pipeline of motivated, aspirational and work-ready young people, able to transform the economy and make a positive contribution to society. The aim of our Careers & Progression Programme is to ensure that all aspire2work learners are able to progress into a positive destination.

The aspire2work Careers and Progression programme equips aspire2work learners to be:

Aspirational, Skilled, Positive, Informed, Ready and Employable

Aspirational in their career choices, inspired by their experiences of work and their interaction with employers

Skilled in their vocational area and able to succeed in the workplace, with the skills, behaviours and attitudes valued by employers

Positive about their futures and focused on their goal to progress through learning and on to an achievable and ambitious next destination

Informed: They are able to make informed decisions about potential career opportunities regionally, nationally and internationally

Ready to move into a positive destination, having taken action to apply for their next step in learning, training or work

Employable: They are prepared for job interviews and can confidently describe their suitability for work

Aspire2work provides a consistent offer for learners in all delivery centres. A calendar of careers events and progression-focused activities for each delivery centre is published on our website.

Alternative to sixth form or college

Small class sizes

Practical learning environment

Ongoing careers advice



Flexible start dates

Learning at your pace

Real work experience

Cash bursary, free meals and help towards travel costs

Programme objectives and expected outcomes for learners:

- Aspirational:** Every learner gains experience of work and has the opportunity to engage with employers and opportunity providers
- Skilled:** Every learner is work-ready and motivated to progress into work, with evidence of having developed skills for work
- Positive:** Every learner identifies their progression plans from the outset, with opportunities to review their plans throughout the programme
- Informed:** Every learner has access to careers information, advice about opportunities and personal guidance
- Ready:** Every learner is supported to make a successful transition to a positive destination upon completion of their course
- Employable:** Every learner identifies their skills and personal qualities and is able to describe them to an employer

The Gatsby Benchmarks:

The Careers & Progression Programme is aligned to the 8 Gatsby benchmarks of good career guidance:

1. A Stable Careers Programme
2. Learning from Career and Labour Market information
3. Addressing the needs of each learner
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

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All aspire2work Delivery Centres provide:
1. Work Experience (Gatsby benchmarks 1, 2, 5, 6)
2. Encounters with employers and employees (Gatsby 1, 2, 3, 4, 5)
3. Embedded Careers & Progression Scheme of Work: 'Preparation for Work' (Gatsby 1, 2, 3, 4, 5)
4. Encounters with further and higher education (Gatsby 1, 7)
5. Personal Careers Guidance (IAG) (Gatsby 1, 2, 3, 4, 8)

1. Work Experience (Gatsby benchmarks 1, 2, 5, 6):

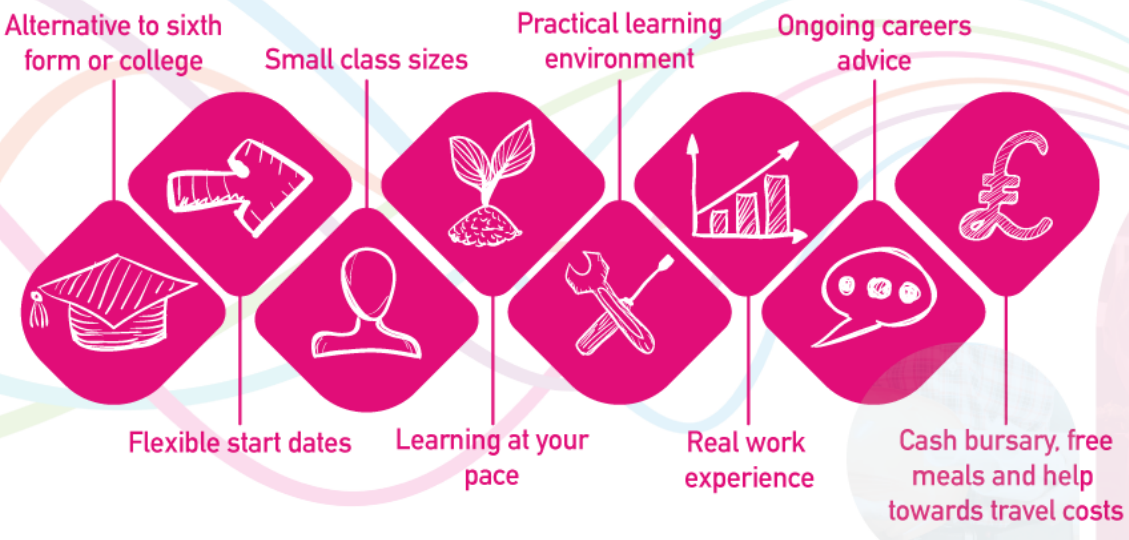
- **Work experience opportunities** are embedded for every learner (work placements for work-ready learners, workplace visits or volunteering opportunities for all). The Destinations and Progressions Coordinator and Placement Officer work closely with teaching staff to encourage and facilitate the development of essential employment skills.

All learners who are work-ready are identified by tutors and will undertake a work placement. Tutors and Performance Managers can liaise with the Destinations and Progressions Coordinator and the Placement Officer to create further work experience opportunities. Learners are prepared for their work experience placements and provided with opportunities to reflect on their overall development following work experience.

2. Encounters with employers and employees (Gatsby 1, 2, 3, 4, 5)

The Destinations and Progressions Coordinator is responsible for working with curriculum staff and the Placement Officer to provide timely employer encounters as below:

- **Employer site visits** provided out-of-centre for every learner. Employers represent the sectors related to each centre's study programmes.
- **Employer engagement:** Every learner has an opportunity to interact with employers (includes visiting guest speakers, employer engagement events, taster days, mock interviews).
- **Careers events:** May include learner visits to Careers Fairs in which employers and opportunity providers provide information about progression routes into and within their organisation and access to opportunities. Also events that provide taster opportunities e.g. The Skills Yorkshire and Skills Humber experiential events.



3. Embedded Careers & Progression Scheme of Work: 'Preparation for Work' (Gatsby 1, 2, 3, 4, 5)

This is a scheme of work delivered by course tutors, supporting embedded employability and integrating careers IAG in the curriculum. Preparation for Work incorporates the Start online profiling tool for learners to explore labour market information, and identify pathways to careers, advice for employability and access to opportunities. Learners can use Start to find and apply to apprenticeships and jobs, as well as further learning opportunities. The Preparation for Work scheme of work also includes offline activities too, for learners in classrooms and centres without IT access. Activities include:

- Careers and local labour market – the entry requirements (qualifications and personal qualities)
- How to compile a CV/ write a job application/ write a cover letter
- Preparing for interviews and succeeding at interviews
- Jobsearch – How to find and apply for opportunities
- Expected behaviours in the workplace, and employability skills
- Visits to FE and HE providers
- CV Review (near end of programme)

4. Encounters with further and higher education (Gatsby 1, 7)

Aspire2work provides opportunities for learners to hear from HE and FE institutions in order to maximise their understanding of the environments, facilities and opportunities available. This commitment includes:

- Tutor arrangement of guest speakers from FE institutions to visit aspire2work to present specific courses and/or other opportunities.
- An opportunity for identified learners with ambition to progress on to higher learning, to visit a local university
- Visits to providers: Involving all local FE colleges offering progression opportunities related to Aspire2work study programmes.
- Invitations for local universities and colleges to be involved in parents information evenings

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5. Personal careers guidance (IAG) (Gatsby 1, 2, 3, 4, 8)

Learners receive high quality impartial personal careers guidance to prepare them for their chosen next steps, from the outset. Careers IAG is embedded for the duration of the programme. 'Start' is an online careers resource from U-Explore, used by all involved in providing IAG, to help learners to identify their career and learning pathways. Impartial career guidance is provided by the Shine Careers Service.

Pre-programme/ Induction IAG		On-programme IAG	
i: By the Learner Support Team prior to enrolment	ii: During the learner's Induction, to identify a progression pathway	iii: As a core part of the study programme from tutors, employers and others	iv: Personal guidance from a level 6 qualified guidance professional, by referral to the Shine Careers Service
			

- i. The Learner Support Team provide advice for potential learners considering aspire2work as an option. Many referred learners arrive with limited understanding of the opportunities available to them. The advisers ensure that the A2W study programme is appropriate for the learner, reducing the chances of 'drop-out', and forms part of a plan for progression through learning and into work.
- ii. IAG is provided for new learners during the aspire2work Induction and an initial progression pathway is identified for each learner utilising 'Start'. Learners can use Start to identify a progression pathway and update a personal career action plan. Start provides every learner with labour market information, careers advice and access to live job and training opportunities. Start enables learners to continue to explore careers in their own time as well as when supported in the classroom. Learners can identify skills and attributes for employment and build a portfolio of evidence of their skills development and experiences of work to create their own 'Start profile'. Start can continue to be used by learners up to completion of their study programme and beyond if learners wish to continue building their portfolio to demonstrate their employability for their future career development.

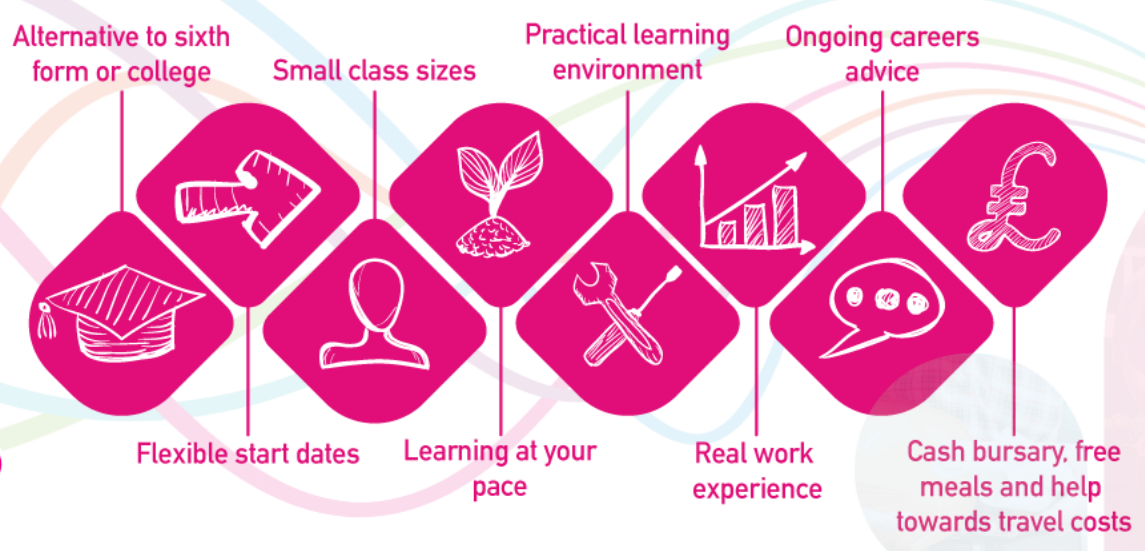


- iii. Careers IAG and progression planning is provided for all learners throughout the study programme by tutors and by employers linked to each study programme. Tutors access the 'Preparation for work' scheme of work and also have access to careers information and regional and national labour market information available on the Start profile, to prepare learners for decision-making and transition to the next stage in learning, training or work.

Every 6 weeks during independent learning weeks, learners are directed to review their Start profiles and intended next destinations. They use Start profile to update their progression plans following any careers and employer-led activities and to provide evidence of career planning and skills development. Learners who are identified as intending to leave the programme, are referred for an 'exit interview' with the LSO's/Shine Team to identify any actions required to support moving into an appropriate next destination.



- iv. Impartial career guidance from a Level 6 qualified guidance professional from aspire-igen's Shine Careers Service available throughout each learner's study programme. Available to learners identified by tutors, or by learners self-referring. Advice is also available for learners and their parents/carers at Parents Evenings. Learners with an Education, Health & Care Plan will be provided with an opportunity for IAG from a Shine Careers Adviser prior to their EHCP review. Course tutors can also refer learners to the monthly Shine drop-in at each centre, for focused support for job applications, and applications for apprenticeships and further learning opportunities.



In a personal guidance appointment, IAG-qualified Shine Careers Advisers can help learners in a range of ways. They can:

- Identify the learner's strengths and help them to reflect on their ambitions for working life.
- Answer questions about the career and learning routes available to learners after their A2W study programmes, including routes to Further and Higher Education and Apprenticeships.
- Help learners with their decision-making for what to do next after A2W and agree actions within a career plan of action.
- Provide advice and practical support to help a learner to apply to their next destination, such as completing applications for a college or apprenticeship, preparing for an interview or making improvements to a CV.
- Refer learners to other sources of support in order to progress from their aspire2work programmes, including providing information about FE/HE and apprenticeship opportunities.
- Provide personal guidance to follow-up Preparation for Work employability development for individuals.

Contact and Communication

Pre-programme IAG: Young people considering A2W study programmes meet with a Learner Support Officer for a discussion to ensure that the A2W study programme is right for them, with referral to alternative education and training options. Contact: a2wapply@aspire-igen.com

Work Placements: Employers and opportunity providers looking to be involved in the aspire2work careers programme can email the Destinations and Progressions Coordinator Rachel Percy: Rachel.percy@aspire-igen.com.

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Progression planning and applications to jobs, training and further and higher education: Learner intended destinations are overseen by the Destinations and Progressions Coordinator. Learners in need of further support are referred to the Performance Managers: Peter Lee-Gallon: peter.lee-gallon@aspire-igen.com , Erin Daykin erin.daykin@aspire-igen.com , Emma Morris Emma.morris@aspire-igen.com , Rob Mifsud rob.mifsud@aspire-igen.com Allison Cuthbertson: Alison.cuthbertson@aspire-igen.com , Jamie Barrett: Jamie.barratt@aspire-igen.com.

Personal Career Guidance to support opportunity exploration and decision-making: Tutors and Centre Performance Managers can also refer learners for personal guidance and progression planning from Shine, via the Shine booking system. A Shine delivery calendar is available on Outlook for curriculum staff to refer learners to the Shine Careers Adviser. The calendar can also be used to book Shine delivery of group IAG in the classroom. For any queries, Shine Careers Service Manager Karen Morgan: karen.morgan@aspire-igen.com

August 2020

Last Review Date: Sept 2020

Next Review Date: Jan 2021

