

Roots *and* Shoots

Careers Team and IAG Policy

Last Updated: 5 Mar 2025

Walnut Tree Walk, Kennington, SE11 6DN

Charity number: 1064070

Careers Team and IAG Policy

As a vocational training provider we prioritise our Careers Team to organise work placement and career-related opportunities for our students.

All students are tracked and assessed using procedures designed to ensure their experience is as safe and positive as possible.

Contents

- The Careers Team service
- A summary of work placements
- Insurance and health and safety
- Student needs and Safeguarding
- Employers and key partners

Careers Team

The Careers Team works closely within the Education Team. The role is dual: to provide Information, Advice and Guidance (IAG) and organise Work Placements (WP), and facilitate skills learning activities.

The Careers Team works with young people between the ages of 16-24 with an Education, Health and Care Plan. Young people come from a range of London Boroughs who also offer IAG support.

Aim

To deliver a high quality, college-based, free and impartial information advice and guidance service, to enable students to make well informed and realistic decisions on their pathway to employment, to develop professional and life skills.

Objectives

1. To empower students to become more self-reliant and better positioned to manage their personal circumstances, health and wellbeing in order to achieve their career goal.
2. To develop students employability skills in line with their agreed career goal so the young people can explore professional and academic pathways.
3. To facilitate work placements and volunteering to develop student skills, knowledge and experience in line with their career goal.
4. To support students to secure and sustain work, including continued career development.

Lambeth-based, London-wide

As a Lambeth organisation most students live within Lambeth and due to our proximity the majority of students live within Lambeth, Southwark and Wandsworth.

Lambeth Information And Advice Support Service (IASS)

The Southwark Information Advice and Support (SIAS)

Wandsworth Information, Advice & Support Service

Organisational Aims

To give every learner a chance to reach their potential within the duration of the course and equip them with skills for future growth.

To give every learner access to work related learning including challenging work placements in an area of personal interest.

Careers Team Aims

To meet each learner at their level in relation to their academic achievement, intellectual ability, confidence and personal ambition.

To take into account each learner's stage in life; age, maturity, experiences, external factors, level of network support, course duration and personal targets for future progression.

Year 1

Every student to engage with the Careers Team
Every student attends Student Volunteering Day. Relationship with Careers
Every student to create Vocational Profile and CV

Year 2

Every student to visit live work placement
Every student to apply for one work placement or paid role
Every student to attend regular IAG sessions (group or individualised)
Every student to complete work placement or volunteering role

Year 3

Every student to complete at least 4 sessions of off-site work placement
Every student to engage in wider educational and training opportunities
Every student to attend regular IAG sessions (group or individualised)

Work Placements

Work placements (WP) or placements have a key role for all students at Roots and Shoots.

As a Further Education provision we offer vocational learning courses that are accredited. Part of this training includes practical work for all students.

Placements can be onsite or offsite, they can be independent, or in pairs or small groups.

Each placement is different and students are matched according to their skill level.

Attendance

Work Placement attendance is checked every day by the Office.
Attendance patterns are reviewed by the Careers Team.
Poor attendance is flagged and monitored and good attendance is celebrated.

Reviews

Each Work Placement is periodically reviewed. WPs should be reviewed at least once per team or three times per year if the placement lasts for one academic year. Reviews can take place in a variety of ways, including in person and via phone or video call. All Reviews should be shared with all parties involved in writing so that they have a chance to input and feedback to comments. In each review, next steps, objectives and new targets are discussed and set up.

Health and Safety and Safeguarding

The health and safety and safeguarding of all students is paramount. All WPs are assessed by an internal and external member of staff. This includes members of the Careers Team and also external assessors. In 2025 we will continue to use Southwark Education Business Alliance (EBA) to support this process.

Employers are expected to organise their own staff insurance to cover the work of students on their site.

The Gatsby Benchmarks - Including 2024 Update

The Gatsby Benchmarks were established as part of Sir John Holman's research into what pragmatic actions could improve career guidance in England.

The 8 Gatsby Benchmarks are:

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

Careers Guidance at Gatsby

As part of their journey through education, all young people should have equity of information, opportunity and experiences to help them make ambitious and fulfilling choices for their futures. Gatsby has been working on careers guidance in England since the publication of our Good Career Guidance report in 2014. We used extensive research and international evidence to define a framework for world-class careers guidance in education – the Gatsby Benchmarks.

Gatsby at Roots and Shoots

1. **A Stable Careers Programme**
   Most students complete a minimum of 1 year study within the Study Programme or Pre-Supported Internship courses. Some students can start mid-year if they are NEET or the case is urgent. In these cases special planning occurs with the aim of engaging the student for the next full course year.

2. **Learning from Careers and Labor Market Information**
   As a training provider we value close links with the local community, economy and wider networks around London.

3. **Addressing the Needs of Each Student**
   As a SEND training provider understanding the needs of each student is crucial. We use a range of backgrounds to inform all decisions from initial consultation, application, target setting and EHCP Annual Reviews, to Destination meetings.

4. **Link Curriculum Learning to Careers**
   The Careers Team works closely with other Tutors on the course (Employability, Vocational Subjects and Maths and English) to ensure consistency across the curriculum and that staff are aware of and making the most of learning opportunities for students.

5. **Encounters with Employers and Employees**
   Students participate in a range of activities involving employers and employees. E.g. Work Placements, Volunteering, Employer visits, and Peer visits to see other students at work.

   We run termly SEND training sessions for our partnering employers who have welcomed the time to share good practice around supporting young people with SEN. Some employers are experienced in this area and some are totally new; the shared experience helps to maintain an active link and spotlight on students at their work placements and the strategies needed to help them make maximum progress.

6. **Experiences of Workplaces**
   Work Related Learning is essential for all students attending the Study Programme and Pre-Supported Internship. E.g. Work Placements and Volunteering

7. **Encounters with Further and Higher Education**
   Students learn about other educational institutions and education pathways in the IAG sessions,their local community and wider London as part of their courses. This helps them to understand the educational landscape, what support is available and future moving-on destinations

8. **Personal Guidance**
   Every student has a personal Job Coach who they can meet in person and communicate with in a way that suits them, e.g. in-person, via email, phone call or text. Job Coaches work closely with students to build up a picture of the young person's needs, targets and future aspirations.

The Careers Team Members

Careers Lead
The Careers Lead is the Team Leader and has oversight of all students and their progress in work placements and other work related learning. They have their own caseload.

Job Coach
The Job Coach has their own caseload of students and oversees their progress.

Intern Tutor
The Intern Tutor has their own caseload of students and oversees their progress. They are supported by the Learning Support Assistant

Job Mentor
The Job Mentor provides valuable support and guidance to students who are attending work placements. E.g. travel support, in-work task support.

How will the Careers Team support you?

1. Job Coach meets student to learn about them and describe the Careers Team and introduces the IAG service
2. Job Coach will introduce themselves to parents/carers and other professionals working with that student (phone/email)
3. Students are encouraged to think about their own background and how this can be presented in their **Vocational Profile**. They will begin to think about **Targets**
4. Students will learn about their own skills during their courses in **Employability Skills** and **Vocational Subjects** to help them become more confident when talking about their professional targets.
5. Students will:
    a. Draft and update their own CV
    b. Be introduced to existing Work Placements that others are attending
    c. Visit existing Work Placements
    d. Begin to talk about and plan their own Work Placement or career's progression
    e. Attend Student Volunteering Days during Review Week
6. **Work Placement (WP)**
    a. Work Placements are aimed at all students and flexible to needs and targets - they can be **ON-SITE or OFF-SITE**
    b. WP are normally once per week for an agreed block of time. E.g. 1 term.

c. Reviews occur at least once per term including EXIT Reviews to supporting endings.

The Matrix Standard

This year we hope to achieve the authorised Matrix Standard in line with the DfE's policy on providing good quality IAG and Work Placements.

Keeping safe: Risk Assessments, Health and Safety and Insurance

All staff and students participating in on and offsite placements are covered under Public and Employers Liability Insurance.

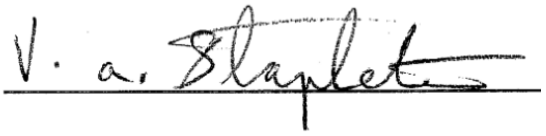
We use Individual Student Risk Assessments, Student Profiles and Vocational Profiles to support the sharing of key information between key stakeholders.

Signed by the Director:



Date: 5 Mar 2025

Signed by the Chair of Trustees:



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