

KING EDWARD VI COLLEGE

NUNEATON

PROCEDURAL STANDARD FOR

**STUDENT EMPLOYABILITY
POLICY**

Strategic Ownership:	Assistant Principal Student Support
Approved by SMT:	January 2015
Date Reviewed by JCC: Date Reviewed by CCM:	To be Reviewed March 2015 January 2015
Date Approved by Governors Sub Committee:	SMT Management Policy
Date Approved by Governors Full Board:	N/A
Date Staff Informed:	January 2015
Date Impact Assessed:	This policy has been impact assessed and found to be compliant with the College's E&D statement and with most recent legislation.
Date Uploaded to SharePoint/Website:	January 2015
Date of Next Review	January 2018

King Edward VI College – Student Employability Policy

1. Aims

King Edward VI College seeks to provide all of its students with a broad and challenging educational experience which will equip its students with academic qualifications and broader life skills and experience which will increase their employability.

A high level of individual support will be available to all learners, but this support will be supplemented by challenge, and the ethos of the College will be to build resilient and self-sufficient young people.

2. Employability Skills Offer

College based provision:

The College will impress upon students a philosophy that the College is their workplace from day 1. They will be expected to meet high standards of attendance and punctuality and meet deadlines.

Within the curriculum, opportunities will be sought to develop employability skill. Students will be expected to give presentations, support their peers, and on at least 3 occasions in the College year assess their own performance and set themselves challenging targets.

An extensive programme of enrichment activities will be made available to students to complement their studies and broaden their experience, including opportunities to be involved in voluntary work.

Enrolment on GCSE Maths or English courses will be mandatory for all students without a c GCSE at entry. (In some cases this may be in Year 2 following a stepping stone qualification in Year 1).

The College will run an ambassador scheme. Students will be invited to apply for the roles and go through a rigorous interview process. The roles will involve in house training in key areas such as Communication, Safeguarding and Equality and Diversity. The role will include promoting the College through presentations and 1-1 meeting with prospective students and parents both in College and in the wider community.

Students' will be given an insight into the recruitment processes of the College by being involved on recruitment panels when appointing new staff.

Each student will be assigned a Personal Tutor and Progress Manager to advise them on future progression and assist in the completion of applications and processes connected to future progression.

Students felt to be most in need of more intensive support will be offered a short course in employability to include self-presentation and how to 'sell themselves' to employers.

3. Engagement with Employers/HE

BTEC

- Attendance at 'life skills' events and attend at least 2 talks from a prospective employer/trainer/HE provider
- Engage with 1 vocationally related industry visit attend 1 industry specific talk
- Course to contain at least 1 Career Development or Work Skills Unit, where available
- Experience at least 1 practice recruitment interview

A Level Students

- Attendance at HE Progression Fair/Open Days and attend at least 2 talks from a prospective employer/trainer in a curriculum area (as well as from Universities)
- Engage with either 1 industry visit or attend 1 industry specific talk per subject

Careers Academy

- All students recruited to the Careers Academy will undertake a work placement organised by the College in the summer between year 12 and 13.

4. External Advice and Guidance

In line with our Careers Guidance Policy all students will have access to impartial careers advice on a weekly basis and facilitate this advice on the College site.

In particular the College will refer all students reaching 'At Risk' level 3 interventions for impartial careers guidance.

Students have access to impartial guidance and assistance in finding meaningful part time work/work placement if required and opportunities will be identified through our external partnership with the local careers service.

All students are encouraged to take part in self-organised temporary work experience, voluntary and paid in College holidays or weekends. (Students are asked not to undertake more than 10 hours per week paid or voluntary work during term times).

5. Monitoring

The College will seek to embed student employability in all its processes.

The lessons observations criteria will make specific reference to taking opportunities to promote life skills and literacy and numeracy (See Literacy and Numeracy Policy).

Schemes of work and lesson plans should seek opportunities to embed broader skills.

The tutorial programme will also address key areas for career development, such as interview technique, CV writing and how to find work placement.

1-1 Tutorials will be reported upon as to how well they promote independence and self-sufficiency, by encouraging students to assess their own progress and develop their own target setting.

A termly audit of enrichment and employability will be produced to allow managers to track activity across the College.

A yearly destinations report of completers will be produced and published to stakeholders and governors.

All students who leave 'in-year' will be referred to the local Careers Service for impartial advice and guidance. The College will retain a record of all leaver's destinations.

Self-assessment processed in all areas should include a section on employability skills and action should be taken if this is seen to be less than good.

A continuing focus of teachers and tutors professional development will be a focus on developing life/employability skills.