

# Careers information

Inscape  
House  
School

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TOGETHER  
TRUST

# The careers team

We recognise that our students, parents and guardians require access to careers information to support decisions to inform future choices. If students, parents or guardians require contact with the school careers link then they can liaise with Marie Young (Careers & Employability lead) or Richard Nancollis (Post 16 Head of department) via the school office on 0161 283 4750 or alternatively via the following email addresses:

[myoung@togethertrust.org.uk](mailto:myoung@togethertrust.org.uk)

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## Introduction

At Inscape, we strive to attain the highest standards in our work, have respect for others and develop individual talents. These principles underpin the school's approach to developing employability skills in our students so that they can look forward with confidence. We provide career guidance and employability education to support young people in understanding the career landscape. The careers programme provides information and experiences to help our young people to make better-informed and more confident decisions about their future transitions, whatever their needs. Learning programmes embed the development of employability skills; provide access to College placements, industry professionals, vocational training courses, specialist workshops, careers events and high-quality work experience. Inscape is accredited by The Fair Train quality work experience standard and adheres to the Gatsby Framework.

## Aims

A career is a pathway through life, learning and work. Inscape House School promotes careers/employability learning via three themes:

- 1) **Development** through employability education, work experience and enterprise education - which includes self-awareness, self-assessment and self-improvement as a learner.

- 2) **Knowledge** through experiencing the world of work and via the exploration of careers, jobs and labour market information.
- 3) **Skills** through the Inscape employability programme, through work placements and via College and training provider access.

## Resources

- Asdan Employability curriculum and linked resource bank
- Work Experience Placements/partnerships with local businesses
- Workshops provided internally and externally that focus on CV Writing and Interviews skills
- Guest Speakers & Careers Events such as the Skills Show and Apprenticeship Show
- Talentino resources and Talentino training opportunities for key Inscape employees
- Taster Days to support the development of specific employability skills
- Careers advice at key intervals facilitated by the Careers and employability leader
- Collaborative work with organisations such as Go Digital and The Sharp Project to develop our learner's skills and knowledge about specific industry
- Access to external activities such as NOAH's ART (animal care and therapy) Positive Cycles (bike maintenance and repair, Building opportunities (construction and multi trade skills)
- College infill placements and taster days with local providers

## Careers programmes

The diverse Inscape House learning community is separated into four distinct Pathways (Champions, Explorers, Adventurers and Pioneers) Careers and Employability education is subsequently delivered in a manner that is accessible and appropriate to the learning needs and developmental stage of each learner. Please request access to the

relevant curriculum map to ascertain where specific learning will take place.

ASDAN towards Independence and ASDAN Employability programmes provide the academic structure for our careers/employability curriculum, although other subject areas will also educate learners across the school about the careers landscape. Academic study, where possible is linked to work experience placements and vocational training experience. Careers Information, Advice and Guidance is available to students during their studies. Learners follow a number of valuable units that will support the development of hard and soft skills and direct them towards becoming work ready. Students may also gain access to careers advice externally and learners have opportunities to attend workshops and events provided by Industry professionals, local businesses and training providers.

### **Additional activities and services throughout the year**

- Work placements and tasters set up for those who require/request them
- College access infill/taster sessions
- Visits to local companies with targeted groups
- Internal and external company visits
- Guest speakers & Workshops
- Internal and external Careers events

## **Measuring Impact**

Assessment and evaluation enables the school to make judgements about the worth or value of different aspects of the careers/employability provision so that we can decide how to improve and progress with the ever changing labour market. The following procedures support this assessment process:

- The school will assess the impact of the careers programme by analysing the destinations of our young people and the school will ascertain the views of students and parents after key events e.g. careers information events or work placements.

- Compass evaluation supports the evaluation of our careers and employability programme against the eight benchmarks of best practice – known as the Gatsby Benchmarks.
- Audits conducted by Fair train enable the school to maintain the Work Experience Quality Standard.
- Partnership working with a designated Enterprise Adviser supports the school in focusing on the development of the careers programme.
- Successful management of work experience programmes depends on feedback; therefore, the learner, employability practitioner, employer, teachers and support staff are encouraged to provide feedback about progress.
- Learning outcomes as specified in the Employability Schemes of Work and progress statements must be acknowledged and adhered to for each academic term and assessed accordingly. A portfolio of evidence must be created to provide evidence that learners have met specific outcomes.
- Progression details must be tracked and recorded effectively to ensure that the development of work skills, AET targets and Inscape levels are assessed thoroughly with support from placement providers.
- It is recommended that students be asked to feedback on the productivity of their placements and the health and safety standards of the placement provider during the post placement review. The Placement provider will need to be notified immediately if concerns are raised.
- Skills are to be monitored and from this, an assessment can be made to establish if a learner is ready and competent to access a placement independently without staff support. This may entail travelling to and from the venue independently.

## **FE/Training Provider Access**

Inscape believes in giving training providers, Colleges and local businesses the opportunity to talk to students at the school. The school implements the following processes to ensure that young people and

their families understand the employment/training and career options available:

- Active involvement of employers, Colleges and industry professionals in the employability curriculum to support curriculum activity and to advise and support our young people in making positive and realistic career choices
- Opportunities to work actively with local businesses, Colleges and training providers to establish potential internship and apprenticeship routes for our young people.
- Career Guidance provided by the employability lead and supplemented by external career advice services. Guidance is universal and is focused at key transition points
- Internal and external careers events and network sessions organised by the careers lead. Such events provide opportunities for parents, learners and educators to access up-to-date information to support potential routes and future transitions into employment, training or further education.

**Please refer to the Provider access policy located on the school website.**

## Careers Policy

To read the full Careers Policy please use the following link [Inscape careers and employability policy and procedures](#)

## Useful websites

[nationalcareers.service.gov.uk](http://nationalcareers.service.gov.uk)- The National Careers website provides access to job profiles, outlining the skills required, main tasks, pay levels and career prospects for hundreds of different jobs. In addition, valuable guidance on the different stages involved in getting a job

[apprenticeships.gov.uk](https://www.apprenticeships.gov.uk)- A website for anyone wanting to know more about apprenticeships. The website has a search facility for job specific apprenticeships in a particular area.

[icould.com](https://www.icould.com)- Helpful videos about a wide range of job roles

[autism.org.uk](https://www.autism.org.uk)- National Autistic Society

[gov.uk/guidance/equality-act-2010-guidance](https://www.gov.uk/guidance/equality-act-2010-guidance)- The equality Act legally protects people from discrimination in the workplace and in wider society.

[careerconnect.org.uk](https://www.careerconnect.org.uk)- Career Connect provide high quality independent careers advice, bridging the gap to learning and employment and better life chances for young people and adults.

[ucas.com](https://www.ucas.com)- The Universities and Colleges Admissions Service.

## Local Colleges

[salfordcc.ac.uk](https://www.salfordcc.ac.uk) - Salford City College

[tmc.ac.uk](https://www.tmc.ac.uk)- The Manchester College

[trafford.ac.uk](https://www.trafford.ac.uk)- Trafford College

[aquinas.ac.uk](https://www.aquinas.ac.uk)- Aquinas College

[cheadle.cmcnet.ac.uk](https://www.cheadle.cmcnet.ac.uk)- Cheadle College

[accesscreative.ac.uk](https://www.accesscreative.ac.uk)- Access Creative College