Careers Programme Information

We aim to ensure a high quality of vocational and careers education for young people with special educational needs, to be delivered in a meaningful and appropriate way for their needs and circumstances.

Our vision is to increase the opportunities our students have of finding quality, paid employment in later life.

Through person-centered planning with the Education, Health & Care plans at the centre, we support students to articulate their aspirations for adult life, including for many their aspiration to work.

Strands of Careers Education at Underley Garden

In order to support students to achieve their aspirations, careers education at Underley Garden consists of the following strands:

**1)** Vocational Education lessons to support students to identify their skills, interests and talents. Including CV writing, interview techniques and applications.

**2)** Work Related Learning opportunities offering meaningful vocational experience on site.

**3)** A varied programme of Social Enterprise Activities

**4)** Onsite work experience placements such as ‘Bike Maintenance’, Underley Postmaster’ and ‘car valeting’, to name a few

**5)** Off Site Work Experience at local businesses and charities

**6)** Support, including 1:1 and group sessions with our OFG Futures advisor and the Careers advisor from Inspira (cumbria), visits to local Colleges, job coaching and planning next steps once leaving school

**7)** Open Award qualifications to develop Independent skills, Living in the community and preparation for Life and Employment

8) AQA unit award scheme qualifications in Self-Awareness, Making informed choices, Employability, Investigating career options and recognizing work in the local community.

**8)** Financial literacy and budgeting, where appropriate for students.

Careers Education Summary

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| **EYFS/Key Stage 1** | **Careers Education Focus** |
|  | * Role-play of work related activities
* People who help us activities
* Inspirational visitors/Employer engagement activities
* Field trips linked to themes/topics
* Role play corners
* Story time activities related to different vocations
* Exploration of props and equipment used in different jobs
* Dressing up activities
* Thematic lessons which incorporate the Careers Development Institute framework for Early years and KS1
* Participation in Underley Garden Careers week
* Individual ‘job roles’ within class (eg. Snack Master)
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| **Key Stage 2** | **Careers Education Focus** |
| Years 3-6 | * Classroom Lessons following the Career Development Institute framework for careers, employability and enterprise education (where appropriate)
* Role-play of work related activities
* Joining with and observing older learners carrying out vocational activities in school
* Education, Health & Care Plan Transition Review
* Working together with students and families to identify aspirations and goals for the future
* Inspirational visitors/Employer engagement activities
* Enterprise activities
* Offsite visits to local businesses
* Opportunities for onsite work experience placements
* 1:1 and/or group sessions with our OFG Futures Advisor and external Careers advisor from Inspira (Cumbria cohort)
* Participation in Underley Garden Careers week
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| **Key Stage 3** | **Careers Education Focus** |
| Years 7-9 | * Classroom Lessons following the Incredible Futures Careers curriculum incorporating CDI Framework and AQA Unit Award Scheme
* Role-play of work related activities
* Education, Health & Care Plan Transition Review
* Working together with students and families to identify aspirations and goals for the future
* Inspirational visitors/Employer engagement activities
* Enterprise activities
* Offsite visits to local businesses
* Opportunities for onsite work experience placements
* 1:1 and/or group sessions with our OFG Futures Advisor to create a First Steps Plan and external Careers advisor from Inspira (Cumbria cohort)
* Participation in Underley Garden Careers week
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| **Key Stage 4** | **Careers Education Focus** |
| Years 10-11 | * Classroom Lessons following Incredible Futures Careers curriculum incorporating CDI Framework and AQA Unit Award Scheme (if appropriate)
* Accessing Princes Trust Personal Development and Employability Skills qualification (where appropriate)
* Functional Skills lessons understanding what jobs are for and introducing concepts of making money and budgeting where appropriate.
* Lessons focused on understanding and writing CV’s, applying for jobs, interview practice and appropriate behaviour.
* Mock and real interviews for positions
* On site work related learning activities such as working in ‘‘Bike Maintenance’, Underley Postmaster’ and ‘car valeting’
* First offsite work experience placement in local business or charity.
* 1:1 and/or group sessions with our OFG Futures Advisor to create a Moving on plan and external Careers advisor from Inspira (Cumbria cohort)
* Education, Health & Care Plan Transition Review
* Working together with students and families to identify aspirations and goals for the future.
* Supporting students with transition to mainstream college for those who choose to do so.
* Participation in Underley Garden Careers week
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| **Key Stage 5** | **Careers Education Focus** |
| Years 12-14 | * Classroom Lessons following Incredible Futures Careers curriculum incorporating CDI Framework and AQA Unit Award Scheme (if appropriate)
* Accessing Princes Trust Personal Development and Employability Skills qualification (where appropriate)
* Increase in on/off site work related learning activities to include Enterprise, Cake bake and sale, reading to younger students, community work experiences (see provider access policy)
* Lessons to develop understanding on processes involved in searching for and finding a job. Including developing CV’s, interview techniques and applications, where appropriate.
* Visits to Skills and Employment Fairs
* Mock and real interviews for positions
* 1:1 and/or group sessions with our OFG Futures Advisor to create an Impartial review or Moving on plan and external Careers advisor from Inspira (Cumbria cohort)
* Visit and training opportunities with Kendal fire Station including Heart Start training
* Visits to appropriate Colleges and FE Institutes
* Offsite visits to local businesses
* Participation in Underley Garden Careers week
* Life Skills curriculum which links to Open Award accreditation including Entry level Awards, Certificate, Extended Certificate and diploma’s in:

 -Skills for further learning and employment - Independent Living-Looking after yourself and your Home -Independent Living-Living in the Community* Education, Health & Care Plan Transition Review
* Working together with students and families to identify aspirations and goals for the future through a Vocational Profile.
* Supporting students with transition from school to appropriate further education
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External Partners and Supporting Agencies

In order to provide quality careers education, Underley Garden works with a range of external agencies, businesses and charities, including:

* Inspira
* Leighton Moss Nature reserve
* Milnthorpe Kennels and Cattery
* DWP – Job Centre Plus
* Ragtag Arts & Community Scrap Store
* South Lakes Greyhounds
* Right2Work
* Future Choices
* Kendal College
* Lancaster and Morecambe College
* Cumbria Police Cadets
* NHS
* BAE systems
* St Johns Hospice

On site Work Related Learning Opportunities

**Hug in a mug cafe**

Pupils take part in various roles including barista, waiter/waitress, cleaner, pot washer and preparing snacks and treats for their peers and staff within the school.

**Recycling Monitor**

Pupils use telephone skills to book collection times and collect recycling boxes from all classrooms, offices and therapy rooms. They are responsible for wearing the correct PPE and ensure the recycling is organised appropriately and disposed of safely.

**Lunchtime Assistant**

Students will be responsible for setting the dining room up for lunchtime. They will ensure all tables have sufficient cutlery, refreshments and fruit. Throughout lunchtime, they will clear and clean tables and then re-set them for the next lunch sitting. Some also help serve the lunches.

**Story Telling**

Students who enjoy reading have the opportunity to engage and inspire younger or less able reader to enjoy stories. This can happen 1:1 or in small groups depending on confidence level.

**The Salon**

Our Post 16 department is equipped with a hair salon, including a washbasin, hair washing, drying and brushing equipment. Our Hair and Beauty students offer salon services to staff and other pupils in the school.

**Social Enterprise**

Students carry out a wide range of Social Enterprise activities, raising money for the School Charity and for class trips and resources.

**Jobs around School**

Students take part in many activities across the school grounds, helping create and prepare resources for display boards, cleaning activities and general repair activities.

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