



Careers Guidance & Work Experience Policy

Introduction

The Education Act 2011 places a statutory duty on training providers to secure access for learners to *independent and impartial careers guidance* that promotes the best interests of the learners to whom it is given and includes information on all options available to them, including apprenticeships and other work-based learning.

Debut's Obligation

We have a commitment to secure independent careers guidance for all our learners, and will expand advice and guidance for all our learners so they are inspired and motivated to fulfil their potential and continue in the beauty industry in which they have embarked. Section 42A of the Education Act 1997 requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from year 8 (12-13 year olds) to year 13 (17-18 year olds). In Debut's case this is enrolled learners from 16 years upwards and beyond.

We recognise it is our responsibility to help every learner develop:

- high aspirations
- the ability to be open minded towards a broad and ambitious range of career opportunities and qualifications based on their career path
- the self-assurance to seek real-life contacts with the world of work can help them understand where different choices can take them in the future
- the skills to self-assess their strengths and weaknesses regarding readiness for work and how to address any gaps
- the confidence to positively engage and participate in work experience within their learning programme
- the skills to understand that good customer care and communication is key in the beauty industry and to strive towards gaining these
- a high quality CV and covering letter or personal profile
- good interview techniques
- personal presentation for interviews

Responsibility and Authority

Debut Training Academy has ultimate responsibility for staff, learner and employees and will ensure that the arrangements for overseeing good quality careers and work experience advice. As such three senior members of staff have been designated as Careers Advice Personnel.

The designated careers personnel are:

Zoe Jones
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Linda Edwards
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Outside Agencies

Debut works with local authorities such as local councils (Employability Skills Teams), Swan.org.uk, Beyond Youth, or other similar agencies to support more vulnerable young people including those with special educational needs, and those who are disengaged or at risk of disengaging or any that have previously offended. Debut also works with the National Careers Service so that learners have access to a wider area of information, advice and guidance.

Work Experience

Debut encourages all learners to seek work experience in the field they are engaged with, ie., beauty related so they gain skills and knowledge in the area they will eventually work within. Debut tutors will deliver a standardised workshop on work experience so learners understand the expectations of what they should fulfil. Debut encourage learners to complete a minimum of 30 hours, however this can be more if the learner wishes to participate for a longer period of time.

Pre-Work Experience Readiness Pack

Learners complete a work experience pre-pack booklet which encourages them to fully self-assess their readiness for the working world, taking into account their skills levels at that time, evaluating their strengths and weaknesses.

This pack is completed prior to work experience and covers areas such as:

- how to prepare a high impact CV
- how to write an effective personal statement
- help to self-assess own readiness for work placement or a trade test
- help to self-assess own practical skills
- help to prepare for an interview
- tips on the right personal appearance for interviews
- sample interview questions that may be asked
- getting organised – listing salons to be contacted and the outcome

Work Experience Log Book

This pack is completed following work experience and covers areas such as:

- the work placement agreement (where you will actively volunteer for work)
- agreed days/hours per week that you have agreed to work
- important reminders to consider when choosing a work placement
- expectations for all parties (Learner/Placement Manager/Debut)
- template to complete of key areas (where to store belongings, who will be supervising, where to park, where to have refreshment breaks etc)
- starting point and work experience journey



- work experience goals and objectives to get there
- defining your skills set
- your duties whilst participating in work experience
- reflecting on your time and what you gained personally
- your work experience mentor feedback

Engaging Learners

Debut recognise that learners need advising or reminding of the benefits of work experience. This is fulfilled by tutors within the classroom or asking learners who have completed work experience to visit other classes and relay their experiences first hand.

Debut emphasises the following when engaging learners in this scheme:

- the limit of work experience is set at minimum 30 hours which is achievable
- work experience is encouraged mid-way through the qualification so that learners have settled into their class and are confidently progressing along their course
- Debut will post up on a board within the academy any salons that have work experience vacancies to help those learners who have not found a placement independently
- work experience can successfully lead onto a trial period in a salon and apprenticeship thereafter or job offer
- it provides learners with confidence and skills for the working world and they can include these areas on their CV
- it provides learners with hands on experience and mentoring in the workplace and may guide them towards their next career route, they can road test the type of business they want to eventually go into
- it can break the cycle where learners can find themselves when they are unable to gain employment due to lack of experience
- it can contribute towards the economic development within the local community
- it gives them first-hand experience of the recruitment process
- it provides valuable social and communication skills

Supporting Learning & Equality & Diversity

Learner careers guidance includes a full range of services available for learners to get the most out of their time at Debut Academy. Irrespective of the learner's we have, we will seek to challenge stereotypical thinking and raise aspirations. Debut will ensure that the independent careers guidance provided:

- is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;
- includes information on the range of education or training options, including apprenticeships and technical education routes;
- is guidance that the person giving it considers will promote the best interests of the learners to whom it is given.

This will include:

- linking the curriculum to the careers learners want
- to provide good quality careers information that is accessible to all
- taking the time to give 1:1 careers guidance to each learner so they have a full understanding of the options available, they can ask questions and receive an individual careers advice based on their needs and skills set



- financial advice and support so learners know the minimum wage for their age or how to calculate their outgoings so they know the approximate hourly rate to seek
- how to make work experience benefit them and get the best possible impact from it – gaining an apprenticeship or job
- signposting learners to our website with useful links on careers, job seeking, benefits etc or providing advice face to face
- linking curriculum learning to a career path
- knowing about the labour market, what specific skills set is needed for the job or career they are seeking
- having dedicated staff to canvass and increase our Employer contacts so that we increase the opportunities available for learners to transition into apprenticeship
- having a enthusiastic emphasis to educate employers on the benefits of work experience and how it can benefit their business short and long term
- take advice and guidance from Direct.gov Careers Guidance & Access to Education for Education & Training Providers 2018

Debut's Long Term Plan

Debut's initial focus was to support and encourage FE learners into work experience as it was recognised that this age range specifically had limited ability in applying for work, writing a CV, interview techniques and how to succeed in the workplace and sustain employability.

Following this Debut has expanded this to all 19+ learners. The uptake from this age range has been lower and the barriers such as childcare limitations and other work commitments have impacted its success. Nevertheless, Debut strives to continue to promote and support learners by providing the following:

- Group Careers Talks
- 1:1 Careers Interviews and IAG
- Workshops with the Careers Advice Service
- Gathering destination data at course completion
- Gathering learner feedback on the areas of careers support
- Increasing our Employer database and ensuring the mentors within the workplaces (whether for apprentices, traineeships or work experience) are of high quality

Destination Data

Debut will seek destination data as a learner completes their course. Any destinations that do not indicate a successful outcome at that time are revisited in 6 months to ascertain if the destination has altered. Destination data assists Debut to assess how successfully their learners make the transition into the next stage of education or training, or into employment and if there is any areas where careers support can be improved upon to further increase a successful outcome.

Linked Policies

Please refer to Debut's linked policies below for additional information regarding Work Experience and Careers guidance:

- Counselling Policy
- Communications Policy
- Confidentiality & Disclosure Policy
- Privacy Policy
- Diploma Course Training Policy



- Employer (Work Based) Support & Expectation Policy
- Equal Opportunities & Inclusion Policy
- Guidance Policy
- Health & Wellbeing Policy
- IAG (Information, Advice & Guidance Policy)
- Initial Assessment Policy
- Induction Procedure – Learner Policy
- Internal Quality Assurance (IQA) Policy
- Learner Support & Super Group Policy
- Learner Safeguarding & Safeguarding Vulnerable Adults Policy
- Learner Contribution & Learner Voice Policy
- Lone Worker Policy
- Meetings Policy
- Mentoring – Staff Policy
- Mentoring – Learner Policy
- Observation of Teaching, Learning & Assessment Policy
- Off-Site Educational Trip & In Workplace Tutoring Policy
- Prevent Policy
- Promoting Fundamental British Values Policy
- Quality Assurance Policy
- Questionnaire & Feedback Policy
- Risk Management Policy
- Review & Appraisal – Learner Policy
- Staff CPD/Personal Development Training Policy
- Standards Moderation Policy
- Skills for Life/Transferrable Skills Policy
- Teaching & Learning Policy
- Work Related Stress Policy
- Whistle Blowing Policy

Policy Revision

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