

2023
V3

Careers Development & Guidance Policy

Introduction

The Direct.gov Statutory Guidance - Careers Guidance and Access to Education and Training Providers (January 2023) relates to students at college up to the age of 18 years and students up to 25 years on a EHCP. Debut Academy acknowledge that high quality careers education advice is critical to young people's futures and this policy outlines the company's commitment and strategy to deliver this. In addition the Education Act 2011 requires schools to allow their learners to access independent and impartial careers advice, and with this in mind, Debut provides this by visiting school careers events.

Debut's Obligation

We have a commitment to secure independent careers guidance for all our learners (not just the age groups listed above), so they are inspired and motivated to fulfil their potential and continue in the industry in which they have embarked or wish to venture towards another associated career.

Section 42A of the Education Act 1997 requires Governing bodies to ensure that all registered students 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.

Our stable careers programme & strategy helps learners to:

- make informed decisions on whether to embark on additional study
- gain knowledge about the working world and its expectations
- know what skills they need to succeed
- develop high aspirations
- gain the skills to be an individual that employers are seeking
- be open minded towards a broad and ambitious range of career opportunities and qualifications based on their career path
- gain 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
- gain skills to self-assess their strengths and weaknesses regarding readiness for work and how to address any gaps
- gain confidence to positively engage and participate in work experience within their learning programme
- understand that good customer care and communication is key in the beauty industry and to strive towards gaining these
- understand the importance of a high quality CV and covering letter or personal profile
- develop good interview techniques
- understand the importance of 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 advice. As such the following members of staff are designated as Careers Advice Personnel.

Kersti Harding

Business Development Director & Careers Lead

01268 560552

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Nikki Henry

Sales & Marketing & Careers Advisor

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In addition, the following staff also provide careers advice:

- Director of Academy
- All Tutors
- Centre Managers
- Head of Apprenticeships
- Student Liaison Officer

Debut's Key Strategies for Good Quality Careers Advice

Debut ensure that their careers strategy promotes an individual's growth and advancement and this is supported by our vision and mission statements:

OUR VISION

Our vision is transforming lives and inspiring learners to reach their potential. We strive to provide tailored educational paths that will lead our learners to success, both professionally and on a personal level. By providing the necessary tools, support and guidance, we endeavour to show them how to create opportunities for themselves. We want to empower learners to take ownership of their lives, so they feel confident in making decisions about their futures. Through motivating and training all our learners, we know they have the opportunity to achieve a better future for themselves.

OUR MISSION

- We provide an excellent standard of training to each individual who walks through our doors, we arm them with the skills, knowledge, behaviour and passion required for working within this competitive and demanding industry.
- Our strong bond of collaboration with learners, employers and parents promotes and inspires progression opportunities that will secure professional employment and big career goals.
- We are committed to ensuring every learner is trained with an excellent work ethic providing future organisations with reliable, skilled, innovative staff who have valuable skills to improve and grow businesses.

Our Career Advisor

Our career adviser, Nikki takes a personalised approach to each learner's journey. She engages in one-on-one discussions to understand their immediate and long-term goals, offering guidance on various aspects such as funding options and CV refinement.

Nikki excels in optimising funding utilisation, particularly with schemes like the Advanced Learner Loan. Should a learner express interest in pursuing more than four qualifications, Nikki adeptly navigates the options, advising on which to fund privately and which to prioritise for loan funding based on their cost-effectiveness.

Nikki's guidance is consistently impartial, prioritising the best interests of every learner. If a course isn't offered or isn't available within the desired timeframe, she seamlessly directs individuals to other reputable colleges in the surrounding area, ensuring they have access to the education they seek. Learners can also take advantage of career appointments they can book with Nikki during Wider Curriculum weeks and this is bolstered by her visits into classrooms to provide careers information.

When do we provide Careers Advice?

Career advice and guidance is a big part of our curriculum from induction to completion. Advice and guidance is part of everyone's role and is carried through by contract managers, student liaison officer, tutors and our career adviser.

1. ONBOARDING AND INDUCTION (group sessions)
2. 10-11 WEEKS INTO THE LEARNING JOURNEY (1:1 sessions)
3. WIDER CURRICULUM WEEK (group sessions)
4. MID LEARNING JOURNEY (drop in 1:1 sessions)
5. SIX WEEKS PRIOR TO COMPLETION (1:1 sessions)

Additional Careers Advice is also offered on:

1. ONBOARDING SESSIONS WITH EMPLOYERS, APPRENTICES AND LEARNERS
2. INDUCTIONS WITH LEARNERS AND APPRENTICES
3. SCHOOL CAREERS FAIRS
4. OPEN EVENINGS AT DEBUT CENTRES
5. ON INITIAL ENQUIRY AND CONTACT
6. CV WRITING SESSIONS, EXTRA FREE TRAINING COURSES, INTERVIEW WORKSHOPS
7. DURING NATIONAL APPRENTICE WEEKS
8. DURING NATIONAL CAREERS WEEKS
9. DURING GREEN CAREERS WEEKS
10. DURING DESTINATION DATA COLLECTION AND CAREERS ADVICE TO THOSE WITH NO CURRENT DESTINATION

Careers Booklet

Debut have produced a careers guidance booklet which gives learners advice on Debut's commitment to careers guidance and the various elements of advice available to them. This is shared on the learner Padlet.

Outside Agencies

Debut works with the following outside agencies:

- Job Centres in Basildon, Brentwood, Romford, Thurrock and Southend
- Apprenticeship Services
- Essex Youth Services
- Variety of local Schools & Colleges
- Indeed
- National Careers Advice
- Essex Working Well
- Essex County Council
- Essex Provider Network
- Inspire Youth Hub
- Swan.Org.uk

Learning from Career & Labour Markets

Our Careers team know that it is important to understand the current careers market and what employers need in the way of future staff. This also includes trends in the industry and our Business Development Director ensures that Debut Academy adapts and reacts appropriately, gaining awarding body approval to increase the variety of qualifications offered to open up additional pathways for our learners. The Academy Director also manages beauty salons so her knowledge on current trends and industry helps Debut to provide careers IAG that is current and accurate. Regular contact and communication with our employers enables Debut to consistently be aware of their business needs and adapt our careers advice accordingly as well as providing new training opportunities.

Individualised Careers IAG

Although some careers advice is delivered in groups, Debut provide opportunities during a learners programme to participate in 1:1 careers guidance by our own in-house Careers Advisor Nikki Henry. This enables the advice to be personalised, tailored it to their own career needs, embedding E&D considerations throughout. Debut ensures learners know they have both academic and vocational routes to explore.

Impartial Careers Advice

Debut are committed to providing impartial advice and will signpost individuals at initial enquiry to other providers when:

- a course option required is not available at Debut (e.g. make up courses - we will signpost to someone who can provide diploma courses)
- the level of course required by an individual will not suit their ability and a lower level qualification would be preferable (e.g. entry 3 beauty or level 1 beauty which are not available at Debut and can be accessed at other colleges)
- learners require general advice on setting up a business, capital investment, becoming self-employed.

Linking Advice to the Industry

Debut prides itself on linking advice to the industry learners have embarked upon. This includes group workshops delivered by the Director of the Academy who provides guidance and advice on the following:

Business Careers Workshops

Debut's Academy Director (Carla Hales) provides the following key careers guidance to learners who may wish to embark on setting up their own business in the future but have very little knowledge how to get there. Her years of experience setting up businesses and managing them and staff give our learners a valuable insight into the key steps to help them work towards their goals. This includes:

- Planning a 5 year goal
- looking at strategies and pathways that will lead to the end goal(s)
- knowledge about costings, pricing
- knowledge about capital investment
- profit and loss
- time management
- business set up
- staff employment
- becoming self-employed
- future skills and qualifications that lead to end goals
- question and answer opportunities
- information handouts

The 8 Gatsby Benchmarks

These benchmarks outline what GOOD careers advice look like and Debut have adopted these to ensure their careers guidance and advice is continually reviewed, improved and delivers this. These benchmarks are:

1. **A stable careers programme** - Debut deliver this by their career plan which involves careers advice provided throughout a learner's journey.
2. **Learning from Career and Market Information** - Debut communicates with outside agencies and looks at industry market trends to keep abreast of changes.
3. **Addressing the needs of each learner** - this is provided by Debut via 1:1 individualised and tailored advice by our designated Careers Advisor.
4. **Linking Curriculum Learning to Careers** - Debut hand-pick their industry professional tutors to deliver outstanding skills, knowledge and behaviours in line with industry employment and career requirements.
5. **Encounters with Employers and Employees** - Debut, employers and stakeholders work transparently to provide diverse insights into workplace skills by way of enrichments, visiting speakers, mentoring and shadowing.
6. **Experiences of Workplaces** - Debut actively support learners to actively undertake work experience, provide wider curriculum sessions, industry experts and masterclasses.
7. **Encounters with Further & Higher Education** - Debut participates in careers events at local colleges and job centres to provide IAG to potential learners on career opportunities.
8. **Personal Guidance** - Debut have a designated Careers Advisor providing individualised careers advice throughout the learner journey. In addition, we provide further advice throughout the year, celebrating national career weeks, apprentice weeks and green career weeks.

Debut Onboarding, Induction & Career Progression Book

As each learner begins their learning journey they are provided with their own book to help them map out their career path as well as providing them with the following information:

- wider curriculum weeks
- accessing careers guidance on Learner Padlet
- Debut Advantages & Steps to Excellence
- Training for Purpose
- Competitions
- Work Experience
- E&D
- Personal Growth & Progression
- Promotion, Progression & Dealing with Difficult Conversations
- The Customer's Journey
- Phone Etiquette
- Setting up your own Instagram
- Personal Statement & CV
- Success
- SMART goals
- Mind Mapping
- Wheel of Life
- Life Matrix
- Dream Job
- Career Goals & Milestones
- Growth Mindset
- Managing Time Effectively
- My Achievements

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

Work Experience & Working World

Debut's focus is to support and encourage all learners into work experience. In particular, it was recognised that the 16-18 range specifically had limited ability in applying for work, writing a CV, interview techniques and how to succeed in the workplace and sustain employability.

The Contract Manager for 16-19 learners (Linda Edwards) provides IAG on work experience at onboarding and this is supported by detailed guidance on the key steps to take to seek a work experience placement. Linda also supports learners by reviewing and providing feedback on a learner's CV to help them improve it and also templates on covering letters.

Debut's provision of traineeships has supported learners by providing them with an insight into the working world, and more importantly give them a potential opportunity for an apprenticeship progression or employment opportunity at it's conclusion. Debut has appointed Grace Ogden (Apprentice Coordinator Essex) to support learners gain work experience placements and provide regular workshop events in CV writing and interview techniques.

Essex Career Advisors

We are proud that two of Debut managerial staff have been appointed Essex Careers Advisors which additionally supports Debuts commitment to GOOD quality careers advice and support. Their roles and responsibilities include the following:

- how a school or college can embed labour market information and opportunities into the careers programme.
- engaging with local businesses and employers in their network to put a wide variety of careers opportunities at the heart of young people's education.

The benefits to Debut and its learners mean that we as a company can strategically plan their careers strategy, develop our skills and communication, support local schools and colleges to deliver high quality careers guidance, build strong working relationships and provide insights into our organisation, join a national network to develop our own skills.

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 Careers Development and Guidance Policy:

- Counselling Policy
- Communications Policy
- Confidentiality & Disclosure Policy
- Privacy Policy
- Diploma Course Training Policy
- Employer (Work Based) Support & Expectation Policy
- Equal Opportunities & Inclusion Policy
- Health & Wellbeing Policy
- IAG (Information, Advice & Guidance Policy)
- Initial Assessment Policy
- Induction Procedure – Learner Policy
- Learner Support Policy
- Learner Safeguarding & Safeguarding Vulnerable Adults Policy
- Learner Contribution & Learner Voice Policy
- Lone Worker Policy
- Mentoring – Staff Policy
- Mentoring – Learner Policy
- Observation of Teaching, Learning & Assessment Policy
- Off-Site Educational Trip & In Workplace Tutoring Policy
- Prevent Duty Policy
- Promoting Fundamental British Values Policy
- Skills for Life/Transferrable Skills Policy

Policy Revision

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