



Careers and Transitions Policy

September 2024

(To be reviewed September 2025)

Careers and Transition Policy SupaJam 2024-2025

Our goal

Our mission is to help vulnerable young people engage, achieve and progress in a unique, inclusive learning environment. SupaJam's careers advice and guidance aims to support our talented and ambitious students in line with our mission statement, providing careers guidance in a unique, inclusive environment and tailored to support the individual needs of each of our students. This is developed throughout a student's time at SupaJam is supportive of our students aims and aspirations and nurtures their skills and talents.

Aims and purpose

- To encourage and enable our students to work towards their futures with regular encouragement, support and positivity.
- Inspire our students to be motivated to become independent and take responsibility to develop their aspirations and take ownerships of their future choices and career progression
- To provide a friendly welcoming and confidential atmosphere to openly discuss future options and any worries, concerns or barriers they feel they have preventing them from progressing.
- Support our students in developing key skills needed for college and beyond including resilience, social communication skills, innovation, leadership and team building.

Statutory requirement and recommendations:

Supajam is committed to embedding the Gatsby benchmark of good careers guidance

- A stable careers programme
- Learning from career and labor market information
- Addressing the needs of each student
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance

We have developed our strategic careers plan based on the Gatsby benchmarks, this is updated on an annual basis.

In addition to our strategic careers plan we have developed our 'work ready' careers programme published on SupaJam's website. This is reviewed and updated annually with input from all key stakeholders.

We will annually review government guidelines and recommendations to ensure our careers policies and provisions are in-line with government requirements.

* The term projected leavers indicates those students who have come to their natural end of study time with SupaJam

* The term 'early leavers' indicates those student leaving before their expected end date with SupaJam

* This opportunity is available for as long as we are working with Black Deer

* This provision is conditional on available budget for careers team.

* <https://www.gatsby.org.uk/uploads/education/good-career-guidance-handbook-digital.pdf>

* Subject to staffing availability

Careers provision

1. All of our students will have access to the following:

- Impartial, professional careers advice from a qualified member of staff.
- Practical and integrated careers programme where students are given opportunity to build on key skills needed for college and beyond.
- Accessible careers education through guest speakers, workshops, events, work experience and integrated lessons.
- Opportunity to participate in work experience at a major UK festival.
- All students have access to regular communications regarding career development opportunities via careers boards, emails and 1:1 support sessions.
- Opportunity to share careers and aspirations discussion at the start of the academic year to support staff members to develop and nurture students aspirations.
- Opportunities to develop employability skills in house in preparation to transfer to the wider community.
- Personal support from Director of SEND where appropriate to ensure students have maximum opportunities to achieve career aspirations.
- Transition meetings for all students when leaving SupaJam and additional external careers guidance by a professional trained to work with SEND students.
- Targeted support in small groups to include trips to support in developing independent travel skills, exchanging monies, navigation in new places and social interactions within the community and wider world.

2. Careers advice

- Qualified careers advisor available across all bases to deliver 1:1 in person careers support 1 x per academic year
- Access to additional careers support and advice 1:1 online throughout the academic year
- Students are encouraged to engaged in mentoring opportunities within the music industry
- Careers day is held annually at the SupaJam where students will have the opportunity to seek careers advice from professionals in the business and learn more about career options.

3. STEM activities

- All students will have at least 2 opportunities throughout the year to participate in STEM activities to support in developing key skills for beyond college such as social interaction, communication, innovations and team building.
- Stem activities will be reviewed and developed annually and will be planned and integrated into SupaJam's programme delivery at the start of the academic year.

4. Charitable events and activities

- There will be at least 1 opportunity to participate in a charitable event either in or out of college. This may be a charity gig or in house fundraising organized by the student union for example.

5. Work experience (WEX)

- We provide a safe and supportive environment in which our students can gain work experience to help build confidence and work at a pace that is suitable and meets the needs of each of our students.

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- SupaJam works closely with Black Deer festival where SupaJam has its own stage. This event occurs on an annual basis. Our students, along with industry professionals, are responsible for organizing everything that goes into running our stage at a festival from the artist to the sound engineering.
- Additional WEX opportunities offered by SupaJam to be advertised via our digital opportunities board emailed out every two weeks..
- Our in house work experience opportunities will be covered and protected by existing safeguarding policies and processes and insurances
- Work experience within SupaJam bases will only be available if there is enough staff to safely cover the sessions. If any planned session are missed due to staff shortages we will endeavor to rebook sessions when we have the capacity to safely continue
- All level 3 students are supported to complete external work experience at the end of the academic year as part of their development and transition. We will encourage and support students from level 1 & 2 who wish to seek out external WEX opportunities prior to Level 3 to help them achieve their career aspirations.

7. Additional Curriculum/ Preparation for Adulthood (PFA)

SupaJam's curriculum offer is enhanced to include up to 3 hours per week additional provision to support students' preparation for adulthood. PFA is an additional curriculum designed to prepare students for adulthood beyond college including:

- Careers and Experiencing Work: students will have access to Xello to build an ongoing vocational profile and will receive additional support to work towards career goals
- Community and Enterprise projects
- Personal Social Health and Economic Education (PSHE/SMSC)
- Relationships and Sex Education (RSE)
- Independent Living skills
- Personal Finance skills
- Emotional Wellbeing and Resilience.

Some of our additional curriculum is delivered through [ASDAN Short Courses](#). These are flexible, portfolio-based programmes designed to accredit up to 60 hours of activity and skills development across a range of topics and curriculum areas. ASDAN Courses are certificated, which enable students to add to their qualifications and course portfolio to support students to prepare for working life and/or higher education.

This programme is reviewed and developed at the start of every academic year.

8. Student Union

- The student union aims to provide opportunities for students to become independent, ambitious and motivated thinkers, to help support themselves and others in achieving their aspirations.
- Students will be encouraged to create, update and maintain a careers section on the board with news of charity events, job and work experience opportunities and information on accessing higher education.
- We will provide support for students within the union to help facilitate any events, incentives or workshops they would like to do within college.

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Transitions for SupaJam leavers:

Part of our ethos at SupaJam is to enable our young people to thrive and achieve their full potential. It is therefore essential that we support this with a strong, structured, caring and supportive transition beyond SupaJam for our *leavers.

Provisions for transitions:

- All *projected leavers will receive at least one extra 1:1 transitions chats during their last year with SupaJam
- *Early leavers will receive a transitional 1:1 chat with our careers advisor and careers lead to support in making informed realistic choices about next steps.
- All projected leavers will have the opportunity to work 1:1 with our careers lead to apply for further education/apprenticeships/university.
- All projected leavers will have the opportunity to complete work experience outside of SupaJam*
- All leavers will have the opportunity to have a careers interview with an appropriately qualified careers advisor as outlined in Gatsby Benchmark 8.
- All leavers will have access to labour market information via careers boards, Xello profile as well as termly newsletter shared with parents.
- Leavers identified as been at risk of 'NEET' will have an additional meeting with key stakeholders to support with next steps.
- All leavers will have a transitions discussion as part of their annual review of their EHCP which will generate transitions outcomes and provide opportunity to collaborate with professionals involved in the young persons placement.
- All leavers will have additional support via pastoral to achieve career targets outlined in their transitional outcomes and following career chats. *

Provisions for supporting leavers beyond SupaJam

We will continue to check in and support students after they have completed their studies at SupaJam. We will work with alumni students and/or parents and careers to continue to support positive transitions and placements where support is still required.

All leavers will receive follow up contact at least 3 x throughout the following academic year after their departure. This may be done via phone/email/text/facebook alumni for them to have the opportunity to discuss their progress at their new education placement or employment. Guidelines for contact are as follows:

1. On each contact date attempt to contact students 3 x within the contact period (which will be over the course of 1 week).
2. Try different methods each time to maximise chances of successful contact.
3. If no contact made using different methods (email/text/facebook page) log as unable to contact and send out a no contact letter via post.

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4. All contact and contact attempts should be recorded on the leavers spreadsheet created by SupaJam found on the google drive.

All leavers will be able to call into SupaJam for support relating to their progression into further education or employment for the year following their departure from SupaJam.

Leavers will have the opportunity to attend a leavers youth club hosted by SupaJam and 3 points in the academic year following their departure.

All leavers, if opted in, will receive an alumni newsletter providing information, advice and guidance and opportunities within the music industry.

Data collection

SupaJam will collect progression data on leavers at the end of each academic year, giving us information on destinations of our alumni students. This will allow us to reflect and evaluate the effectiveness of our careers and transitions programmes running at SupaJam which will enable us to make necessary improvements to support our students chosen pathways beyond SupaJam.

Data will also be collected in the form of student and parent voice to collate feedback on student support beyond SupaJam.

Feedback and evaluation

We will review all of our career documents, including this policy on an annual basis and update and develop where necessary through the year as and when government changes or new college incentives come into practice.

We will seek feedback via regular surveys to be completed by staff and students which will have a careers section to help us collect feedback and data on how we are progressing and where we need to improve.

We will have regular careers meetings with careers lead and the senior leadership team to ensure we are up to date on track with our careers programme and delivery.

We will meet with the student union to gain face to face feedback (student voice) and discuss progression within our careers programme to best support our students.

- We will evaluate our careers department activities using COMPASS, a government recommended evaluation tool that reviews your performance against the Gatsby benchmarks.

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