



LIGHTHOUSE
FUTURES TRUST

Careers and Employer Engagement Policy

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Member of staff Reviewing Policy: Head of Internships

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LIGHTHOUSE FUTURES TRUST

Careers and Employer Engagement Policy

Lighthouse Futures Trust may be referred to in full or as LFT, the charity or the college.

1. Introduction and Objectives

1.1 One of LFT's key aims is to help prepare students for life after they leave the College. This means that the Trust needs to support students (and, where relevant, parents and carers) with appropriate choices.

1.2 The objects of this policy are to set out the level of advice and guidance that students can expect from LFT. It is integral to LFT's mission and vision as it allows students to make informed choices that enable them to achieve their future aspirations.

1.3 The policy responds to:

- The aims of the National Careers Strategy (December 2017).
- The aims of the Gatsby Benchmarks including:
 - A stable careers platform
 - Learning from careers and labour market intelligence (LMI)
 - Addressing the needs of each student
 - Linking curriculum learning to careers
 - Encounters with employers and employees
 - Experiences of work-places
 - Encounters with Further and Higher Education
 - Personal guidance
- Key priorities identified by the Local Enterprise Partnership (LEP) regarding skills and employment gaps.
- Feedback from employers at a local and regional level regarding the skills they are looking for, both employability and soft skills (such as resilience, initiative, communication, self-motivation and attitude, organisation and team-working).
- The requirement, from the Education & Skills Funding Agency (ESFA) to ensure students are progressing towards appropriate levels of qualification in Maths and English.
- The need for job-seekers to have good digital literacy.
- Information, Advice & Guidance (AIG) good practice.

2 Control

2.1 This Policy is controlled by the Board of Trustees who reserve the right to alter its provisions. It will be reviewed every 3 years.

2.2 The College ensures strong trustee support for employer engagement by having a number of industry representatives on the board including a minimum of one trustee with specific responsibility for monitoring the programme of employer engagement.

2.3 Dealing with the policy on a day-to-day basis is delegated to the CEO and senior leadership team.

3 Principles

3.1 LFT is a destination-led College that focuses on building the capacity of each student to set their future career goals. The college then provides a tailor-made programme of activity that inspires, informs and advises students as to how they can reach their goals.

3.2 The College has an aim of achieving a zero NEET (Not in Employment Education or Training) figure which means they all progress into paid employment or training.

3.3 The College is committed to supporting students to be aspirational and to support the development of skills & experiences they need to achieve their career goals. LFT acknowledges its key role in motivating students and raising aspirations through widening their horizons.

3.4 The College takes a partnership approach which involves students, parent/carers, staff, trustees, employers and external partners, collaborating to support student progression.

3.5 LFT ensures that its programme of activity provides students with the knowledge and skills they need to succeed in paid work. This includes the need to:

- Inform and prepare students for the world of work and their place within that, including the development of “soft-skills.”
- Ensure a positive work culture through engagement activities and events.
- A focus on Liveability and Preparing for Adulthood activities including: independent travel; budgeting; personal care and hygiene.
- Support in developing positive mental health and wellbeing, as well as building resilience.
- Focus on the importance of areas such as punctuality, attendance and engagement.

3.6 LFT’s aim with regards careers advice is to:

- Provide impartial information, advice and guidance on a range of career paths and future employment options with a specific focus on Local Market Information (LMI).
- Ensure careers planning, resources and delivery are tailored to meet the individual learning needs of each student.
- Prepare students for a wide range of future careers through work experience, work placements and a rich, supportive curriculum.
- Provide access to a wide range of external opportunities to help them make informed choices, including attending careers fairs and site visits to partner organisations.
- Support students in their applications for: college; university; apprenticeships; employment opportunities; or volunteering opportunities.

3.7 The college has a clear focus on helping to open up paid employment for each of our students. In order to do this, the College:

- Strives to establish strong relationships with employers and external stakeholders to ensure that the programme can meet the needs of the local labour market. This can

be via: employer visits; employer talks in College; employer-led activities; work trials; work experience; and supported internship placements.

- Building impactful, long-lasting relationships with a range of employers that provide meaningful opportunities for work placements that, ultimately, will result in the opportunity for paid work.
- Ensure that students are aware of the local labour market and the opportunities that are available both locally, within the region and nationally and providing students with a range of opportunities to meet employers, professionals and industry representatives.
- Embeds careers and employability work into our curriculum alongside subject content and project work ensuring relevance of industry links.

4 Quality Assurance

4.1 LFT ensures that all Job Coaches have the appropriate skills and knowledge to provide students with quality advice and guidance. Refresher training is provided for all staff during the year and the College sees careers advice and guidance as a priority.

4.2 The College aims to have at least 2 members of staff with formal qualifications in Information, Advice & Guidance (IAG) to a minimum of Technical Level 3 qualifications.

4.3 LFT aims that, by the end of January, each student on the Supported Internship programme have identified potential future career choices either within their host employer and/or a different employer and that they are actively engaged in applying for paid work.

4.4 The College tracks all its outcomes both on leaving College, and at 6-month and 12-month intervals, and reports on this in its annual reports.