LEGACY EDUCATION
Careers & Employability Policy

"Character Above All Else"

Approved by: **Director**
Responsible Person: **Careers Lead / DSL**
Last Review Date: **December 2025**
Next Review Due: **December 2026**

1. Statement of Intent

1.1. At Legacy Alternative Provision (Legacy AP), we believe that all young people deserve access to a future that is meaningful, purposeful, and fulfilling. Our Careers & Employability programme equips students with the knowledge, skills, and character required to make informed choices about their next steps and to thrive in life and work. We aim to reduce NEET (Not in Education, Employment or Training) rates across Burnley by offering real-world experiences, employer engagement, and personal development opportunities that link learning to life.

1.2. Legacy AP operates within a real workplace setting, giving students daily exposure to the expectations, routines, and responsibilities of employment. Students are active contributors to the working environment — assisting with customer service, administrative duties, and retention calls — developing essential communication, teamwork, and professional conduct skills in a safe, supported space. This approach bridges the gap between education and employment, helping young people to see the relevance of learning and the value of contribution.

2. Purpose and Scope

2.1. This policy sets out Legacy AP's approach to delivering high-quality careers education, information, advice, and guidance (CEIAG). It applies to all students, staff, and partner organisations and aligns with the Gatsby Benchmarks, DfE Careers Strategy (2021), Baker Clause (2018), and SEND Code of Practice (2015).

3. Aims

3.1. Legacy AP aims to:

- Inspire students to identify their strengths, ambitions, and values
- Develop transferable skills for employment and lifelong learning
- Provide exposure to a wide range of career pathways and sectors
- Ensure students can make informed post-16 choices
- Build character, professionalism, and resilience through work-related learning
- ngage local employers, colleges, and community partners to open doors to opportunity

4. Careers & Employability Curriculum

4.1. The careers programme is embedded throughout Legacy AP's curriculum and culture. Students participate in:

- Weekly Employability Sessions – covering CVs, interviews, workplace behaviour, and communication
- Physical Training & Character Education – developing discipline and teamwork
- Work Experience & Community Projects – with local employers, including the Lancashire Police ASB Team
- Kloodle Digital Portfolios – recording achievements, skills, and experiences
- Mentoring & Goal Setting – linking aspirations with practical steps

4.2. Legacy AP's provision is uniquely embedded within a functioning workplace. Students take part in authentic business activities such as greeting customers, assisting in the gym, supporting with administration, and making retention calls under supervision. These experiences enable learners to practise real employability skills — communication, problem-solving, reliability, and initiative — while contributing to the success of the organisation. Reflection and evidence of this work are recorded through Kloodle, forming a verifiable record of achievement and professionalism.

5. Gatsby Benchmarks in Context

5.1. Legacy AP's programme aligns with the Gatsby Benchmarks, adapted for flexibility and student need:

- Stable Careers Programme – embedded within the curriculum
- Career & Labour Market Information – digital tools, mentoring, and guest speakers
- Addressing Individual Needs – Careers Action Plans and Kloodle profiles
- Linking Curriculum Learning to Careers – emphasis on physical training and teamwork
- Encounters with Employers – visits, talks, and projects
- Experiences of Workplaces – daily participation in Legacy AP's workplace operations
- Encounters with FE/HE – visits and talks from providers
- Personal Guidance – one-to-one sessions with the Careers Lead and mentors

6. Post-16 Transition Support

6.1. Transition planning begins early and includes:

- Supporting applications for college, apprenticeships, or training
- Liaising with local FE colleges, providers, and employers
- Mock interviews and preparation sessions
- Sharing Kloodle portfolios as evidence of achievement
- Continued mentoring post-placement where needed

6.2. Our goal is that every young person leaves Legacy AP with a sustained, positive destination.

7. Employer and Community Engagement8

7.1. Legacy AP works with local employers and community partners to:

- Provide students with purposeful experiences of work
- Promote understanding of local career pathways
- Strengthen relationships between young people and employers
- Contribute to reducing anti-social behaviour and improving community cohesion

7.2. We welcome partnerships with organisations who share our belief in character, opportunity, and legacy.

8. Inclusion and SEND/SEMH Support

8.1. All students, including those with SEND and SEMH needs, receive personalised, accessible careers guidance. Adjustments are made to ensure full participation in all activities.

9. Roles and Responsibilities

9.1. **Director** – Strategic oversight of the careers programme

9.2. **Careers Lead / DSL** – Coordinates CEIAG activity, liaises with providers, and monitors impact

9.3. **Mentors and Teachers** – Embed employability and character education in daily teaching

9.4. **Students** – Take ownership of their future planning and conduct

9.5. **Parents/Carers** – Engage in next-step discussions and decision-making

10. Monitoring and Evaluation

10.1. The Careers Lead reviews the programme annually based on:

- Student feedback
- Destination data (NEET outcomes)
- Employer and partner feedback
- Portfolio quality and engagement data

10.2. Findings inform continuous improvement and planning.

11. Related Policies

11.1. This policy should be read alongside:

- Curriculum Policy
- Teaching, Learning & Assessment Policy
- SEND & SEMH Policy
- Equality, Diversity & Inclusion Policy
- Behaviour & Exclusions Policy