Careers Policy

Reference	PC_Careers_Policy_2026-27
Version	v1.0
Effective from	1 September 2026
Applies to	All team members across Pinc College
Policy owner	Chief Education Officer
Next review	Summer 2027

Introduction

Pinc College is committed to providing holistic education of the highest quality and this policy is underpinned by Pinc College values, culture and methodology.

Our college Values

Individual - 'We celebrate everyone'

Inclusive - 'We value and support everyone'

Innovative 'We believe in the power to change'

We foster a culture that is **Respectful, Responsible, Safe and Kind**

The principles of the Pinc Method applies equally to our students and team members in everything we do. Our method holds the individual, their wellbeing and their specific needs in every aspect of our approach.

Policy intent and scope

One of Pinc College's key aims is to help prepare students for life after they leave the College. This means that we need to support students with appropriate choices through a programme of impartial careers, employability and work experience.

This policy provides guidance to students, parents and guardians and information to commissioning local authorities on the Pinc College (the College) outlining:

- Our Careers, Education, Advice and Guidance (CEIAG) offer for all students.
- Compliance with requirements and guidance as set out by the National Careers Strategy (December 2017)
- Our commitment to the Gatsby benchmarks and the provision of quality careers guidance:
  1) A stable careers platform
  2) Learning from careers and labour market intelligence (LMI)
  3) Addressing the needs of each student
  4) Linking curriculum learning to careers
  5) Encounters with employers and employees
  6) Experiences of workplaces
  7) Encounters with Further and Higher Education
  8) Personal guidance

Responsibilities and Communication

Responsibility for the Careers policy sits with the Vice Principal Pathways and Employability. The governing body and Principal hold overall accountability for ensuring that the college complies with legal requirements, such as the SEND Code of Practice. The Whole College Pathways Careers Lead and Regional Pathways Leads play a key role in careers learning, planning and support for students, including liaising with team, parents, and external professionals. All Team members have a role in supporting and promoting careers learning for students.

Procedure/s

Principles

At Pinc College, we provide high quality careers and work-related learning opportunities for all students that support personal development, preparation for adulthood and life after college. The presence of our campuses in Museums and Galleries naturally develops students' work readiness, confidence and wellbeing through the many learning opportunities that present.

As with all learning at Pinc College, the Careers curriculum and offer is fully differentiated and personalised, ensuring that every student, regardless of ability, can make progress in this area. This approach equips students with the necessary tools to make informed decisions about their next steps. All students benefit from this tailored and inclusive approach to career development.

Careers Entitlement

Pinc College aims to provide each student with the resources and support available to them to make informed choices about their career and education choices, aspiring for a positive destination for all.

We ask that our students:

- Have positive attendance and attitude at Creative Futures and Pathways Supported Internship sessions.
- Are open to learning about futures careers and learning opportunities.

We will:

- Provide impartial information, advice and guidance on future career paths and learning options.
- Offer students a careers meeting at key transition points and the opportunity to meet with a careers lead at any point in the year.
- Create opportunities for interactions with and visits to employers, education and training providers.
- Prepare students for future careers through a diverse range of planned work experience opportunities, work placements and a rich, supportive curriculum.
- Promote and provide access to external opportunities to help students make informed choices, including careers events and visits to partner organisations.
- Promote and provide access to external education and training providers via in person or online events.

- Support student's applications for: college; university; apprenticeships; employment opportunities; or volunteering opportunities.

CREATIVE FUTURES

All **Engage** students attend 1 day per week of Creative Futures. This provides access to a wide range of embedded and discrete opportunities to support students' careers exploration and preparation for employment including the following:

Developing work readiness:
Learning within cultural, creative and heritage spaces
Working with others
Mentor support
Developing confidence
Developing independence
Wellbeing

Employer interactions:
Employer led briefs, projects, and workshops
Curating and exhibiting in galleries and museums
Visits to employers, studios, cultural and heritage venues
Artist collaborations
Competitions
Art based pop-up shops and events
Leaning and developing the skills to become a freelance or self-employed artist
Careers events
Work placements
Mentoring

PATHWAYS SUPPORTED INTERNSHIPS

- Pinc College offer a Supported Internship pathway to employment for students who are seeking to progress from education into work. This is for students who have an Education Heath and Care Plan and are motivated to gain paid employment.
- Students are supported to plan and prepare for transition to the Supported Internship during their final year of study with Pinc College.
- The Supported Internship offers a personalised study programme based on students' prior achievement, needs and aspirations. This includes a work placement alongside employability, personal and social development, English and Maths.
- Students attend work placements for the majority of their timetable alongside their wider learning.

PARENTS and CARERS

We recognise the important role that students' parents and carers have in our students' career development. You will be informed about key careers events and calendar deadlines such as UCAS,

and have the opportunity to meet with our team at any point in the academic year to discuss progression, careers and planning for next steps.

PROVIDER ACCESS POLICY

Pinc College is committed to working collaboratively and in partnership with community partners, training providers, further and higher education providers etc. We ensure our students have access to information and events, both internal and external that showcase the range of progression pathways and options available including further education, higher education and Apprenticeships. We have a Provider Access Policy which sets out our commitment to ensuring that colleges and training providers have access to our students to discuss available routes.

PROGRESSION AND DESTINATIONS

- Pinc College adopts a holistic approach to planning next steps for each student, supported by the EHCP review and Careers meeting.
- We aim for all students to have an identified positive next step on leaving College. We do however recognise that this can take longer for some students, for example where health or wellbeing is impacting on progression.
- Pinc College work closely with external providers, including local authorities to support positive progression for students.
- The College tracks all student outcomes and destinations on leaving College. This is to be reported on annually.

QUALITY ASSURANCE

CPD and Training

- Pinc College has a Careers Leader appropriately trained in line with national requirements.
- Pinc College has Level 6 qualified careers advisers who can provide impartial information, advice and guidance via 1-1 interviews or group sessions.
- Pathways Leads have the appropriate skills and knowledge to provide students with quality, impartial advice and guidance.
- The College has a commitment for all relevant team members to undertake BASE Supported Employment Techniques Training (SET) and or Training in Systematic Instruction (TSI), ensuring they are appropriately qualified in line with the National Occupational Standards for Job Coaches.
- Relevant Pinc Team are provided with refresher training and briefings throughout the year appropriate to their role.

Audit

A termly campus-based quality assurance review of 'Creative Futures' and 'Pathways' is undertaken. All aspects of the careers and employability provision are reviewed, and actions identified to support a high quality, consistent offer.

In addition to this, an annual Compass audit is undertaken to review the quality of all aspects of CEIAG offer which includes work related learning activities, work placements, careers interviews, next steps planning and positive destinations.

Supported Internship Quality Assurance Framework (SIQAF)

Pinc College undertakes an annual self-assessment of its Pathways Supported Internship provision, identifying areas of good practice and areas for improvement. This is summarised in an action plan which will inform the relevant aspects of the college self-assessment process.

Feedback

Feedback is sought from students, parents and guardians, team members and employers at key points in the year via QDP questionnaire, informal sessions and feedback surveys. This is recorded, actioned and monitored through the Quality Assurance Process and the college Self-Assessment Report.

Related Polices and Process Flows

Provider Access Policy

Work placement flow