

Careers Programme Information

We aim to ensure a high quality of vocational and careers education for young people with special educational needs, to be delivered in a meaningful and appropriate way for their needs and circumstances.

Our vision is to increase the opportunities our students have of finding quality, paid employment in later life.

Through person centred planning with the Education, Health & Care plans at the centre, we support students to articulate their aspirations for adult life, including for many their aspiration to work.

Strands of Careers Education at Underley Garden

In order to support students to achieve their aspirations, careers education at Underley Garden consists of the following strands:

- 1)** Vocational Education lessons to support students to identify their skills, interests and talents. Including CV writing, interview techniques and applications.
- 2)** Work Related Learning opportunities offering meaningful vocational experience on site.
- 3)** A varied programme of Social Enterprise Activities
- 4)** Onsite work experience placements in our 'Hug in a Mug' café, the Thrift shop and Laundry services to name a few
- 5)** Off Site Work Experience at local businesses and charities
- 6)** Support, including 1:1 and group sessions with our Careers advisor from Inspira, visits to local Colleges, job coaching and planning next steps once leaving school
- 7)** Open Award qualifications to develop Independent skills, Living in the community and preparation for Life and Employment
- 8)** Financial literacy and budgeting, where appropriate for students.

Careers Education Summary

EYFS/Key Stage 1	Careers Education Focus
	<ul style="list-style-type: none"> • Role-play of work related activities • People who help us activities • Inspirational visitors/Employer engagement activities • Field trips linked to themes/topics • Role play corners • Story time activities related to different vocations • Exploration of props and equipment used in different jobs • Dressing up activities • Thematic lessons which incorporate the Careers Development Institute framework for Early years and KS1 • Participation in Underley Garden Careers week • Onsite work experience opportunities • Individual 'job roles' within class (eg. Snack Master)
Key Stage 2 and 3	Careers Education Focus
Years 3-9	<ul style="list-style-type: none"> • Classroom Lessons following the Career Development Institute framework for careers, employability and enterprise education (where appropriate) • Role-play of work related activities • Joining with and observing older learners carrying out vocational activities in school • Education, Health & Care Plan Transition Review • Working together with students and families to identify aspirations and goals for the future • Inspirational visitors/Employer engagement activities • Enterprise activities • Offsite visits to local businesses • Opportunities for onsite work experience placements • 1:1 and/or group sessions with our external Careers advisor from Inspira • Participation in Underley Garden Careers week
Key Stage 4	Careers Education Focus
Years 10-11	<ul style="list-style-type: none"> • Classroom Lessons following the Career Development Institute framework for careers, employability and enterprise education (where appropriate) • Functional Skills lessons understanding what jobs are for and introducing concepts of making money and budgeting where appropriate. • Lessons focused on understanding and writing CV's, applying for jobs, interview practice and appropriate behaviour. • Mock and real interviews for positions



	<ul style="list-style-type: none"> • On site work related learning activities such as working in 'Hug in a mug' café, Launderette and Thrift shop • First offsite work experience placement in local business or charity. • 1:1 meetings with our external Careers advisor from Inspira • Education, Health & Care Plan Transition Review • Working together with students and families to identify aspirations and goals for the future. • Supporting students with transition to mainstream college for those who choose to do so. • Participation in Underley Garden Careers week
<p>Key Stage 5</p>	<p>Careers Education Focus</p>
<p>Years 12-14</p>	<ul style="list-style-type: none"> • Classroom Lessons following the Career Development Institute framework for careers, employability and enterprise education (where appropriate) • Increase in on site work related learning activities to include Enterprise, Cake bake and sale, Library work, Teaching assistant supporter, reading to younger students, cleaning and creating display boards. • Lessons to develop understanding on processes involved in searching for and finding a job. Including developing CV's, interview techniques and applications, where appropriate. • Introduction to vocational experience including Hair and Beauty, Catering, Horticulture, Hospitality, Health and Social care and Animal Care • Visits to Skills and Employment Fairs. • Mock and real interviews for positions • 1:1 meetings with our external Careers advisor from Inspira • Visit and training opportunities with Kendal fire Station including first Aid training • Visits to appropriate Colleges and FE Institutes • Offsite visits to local businesses • Inspirational visitors • Participation in Underley Garden Careers week • Life Skills curriculum which links to Open Award accreditation including Entry level Awards, Certificate, Extended Certificate and diploma's in: <ul style="list-style-type: none"> -Skills for further learning and employment - Independent Living-Looking after yourself and your Home -Independent Living-Living in the Community • Education, Health & Care Plan Transition Review

	<ul style="list-style-type: none"> • Working together with students and families to identify aspirations and goals for the future through a Vocational Profile. • Supporting students with transition from school to appropriate further education
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External Partners and Supporting Agencies

In order to provide quality careers education, Underley Garden works with a range of external agencies, businesses and charities, including:

- Inspira
- Greenlands farm
- Leighton Moss Nature reserve
- Furniture Matters
- Cowran Farm
- Beyond Radio
- Milnthorpe Kennels and Cattery
- Job Centre, Kendal (provide mock interviews)

On site Work Related Learning Opportunities

Hug in a mug cafe

Pupils take part in various roles including barista, waiter/waitress, cleaner, pot washer and preparing snacks and treats for their peers and staff within the school.

Recycling Monitor

Pupils use telephone skills to book collection times and collect recycling boxes from all classrooms, offices and therapy rooms. They are responsible for wearing the correct PPE and ensure the recycling is organised appropriately and disposed of safely.

Librarian

Students keep the school libraries extra tidy, making sure all books are put back in the right place and are returned when they should be. They also offer delivery service where they take a selection of books around classrooms for students to choose from.

Thrift Shop Assistant

Students will be responsible for organising and displaying donated items in the Thrift shop. They use the pricing gun and tagging machine to ensure all items have a displayed price. The students will manage customer requests and complete transactions, using the fully functional till, ensuring the correct money is handled and receipts given. The students are required to give good customer service at all times.

Lunchtime Assistant

Students will be responsible for setting the dining room up for lunchtime. They will ensure all tables have sufficient cutlery, refreshments and fruit. Throughout lunchtime, they will clear and clean tables and then re-set them for the next lunch sitting. Some also help serve the lunches.

Story Telling

Students who enjoy reading have the opportunity to engage and inspire younger or less able reader to enjoy stories. This can happen 1:1 or in small groups depending on confidence level.

The Salon

Our Post 16 department is equipped with a hair salon, including a washbasin, hair washing, drying and brushing equipment. Our Hair and Beauty students offer salon services to staff and other pupils in the school.

Social Enterprise

Students carry out a wide range of Social Enterprise activities, raising money for the School Charity and for class trips and resources.

Jobs around School

Students take part in many activities across the school grounds, helping create and prepare resources for display boards, cleaning activities and general repair activities.

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