PETERBOROUGH

In toto 16+

part of the In Toto Ed Group

CAREERS PROGRAMME



WELCOME

Creating a career pathway for students is an important part of our ethos at In Toto Ed. To us, careers education is important - now is the perfect time for students to explore different career paths, develop skills, and begin setting goals for the future. We provide tailored career guides for teens to help them discover their passions, build skills, and prepare for a successful career journey.

We aim to focus on key areas within our careers support programme:

Self-discovery

We encourage students to identify key strengths and interests by giving them the opportunity to set creative personal goals and explore the activities they enjoy the most, creating their own career pathways based upon their personal strengths, passions and skills.

Exploration

Students can take part in work experience to see how their college choices can be applied within a workplace setting. This gives students insight into their career trajectory, and allows them to explore and research their interests beyond the world of education.

Career Goal and Support

Our students are offered 1:1 time with staff, ensuring they make informed steps towards their futures. Together, realistic, achievable and meaningful career goals are set.

Destinations

There are numerous career destinations available for students, depending on their interests, skills, and the level of education they are pursuing.

Some broad categories and specific fields within them that can serve as potential career paths for students include:

- Apprenticeships
- Attending college to further their skills at a higher level developing an understanding a specific trade. These can cover a range of skills such as carpentry, equine, and sport coaching.

THE IN TOTO ED CAREERS PROGRAMME

The In Toto Ed Careers Programme is designed to guide students through career exploration, skill development, and transition into the workforce or higher education. We will focus on providing students with the knowledge, tools, and opportunities to make informed decisions about their career paths and future endeavours. Our careers programme is delivered within the course they are taking and is embedded into their courses.

On arriving at In toto Ed, we develop on the foundations they have gained in KS3 and 4 for their careers, and expand the knowledge and information they already have, ensuring all our students get the opportunity wo access the wider world in areas where they excel and grow in confidence.

Programme goals

1. **Career Awareness:** Introduce students to a wide range of careers, industries, and professional roles.
2. **Self-Assessment:** Help students identify their strengths, interests, values, and skills.
3. **Skill Development:** Provide students with practical skills such as communication, problem-solving, and teamwork.
4. **Exposure to Real-World Experiences:** Facilitate work-based learning experiences, such as internships, job shadowing, and industry visits.
5. **College & Career Readiness:** Prepare students for post-secondary education or entering the workforce.
6. **Networking:** Connect students with professionals, mentors, and alumni to provide real-world insights and career advice.

College & Career Planning

- **Objective:** Assist students in preparing for college or entering the workforce with a clear and actionable plan.
- **Activities:**
  - **College & Career Guidance:** One-on-one meetings with a guide to discuss options for higher education, trade schools, or direct employment.
  - **Job Search Strategies:** Teach students how to search for jobs, internships, and apprenticeships. Include resume building, cover letters, and interview preparation.
  - **Application Support:** Provide guidance on applying to colleges, scholarships, and vocational training programs.
  - **Mock Interviews:** Organise mock interviews to help students develop confidence and refine their interviewing skills.
  - **Networking Events:** Host career fairs, where students can meet representatives from various industries and colleges.
  - **Professional Mentoring:** Match students with mentors who can offer career advice, internships, and networking opportunities.
  - **Attending college:** to learn vocational skills and develop an understanding of a specific trade. These trades can cover a range of different skills: electrical engineering, plumbing, painting and decorating, barista, hairdressing, childcare.
  - **Attending university** to access a range of subjects and explore different career pathways. Many students on our Academic Pathway choose this route.

Real-World Experiences

- **Objective: Provide hands-on learning opportunities to help students apply what they've learnt in the classroom to real-world situations.**
- **Activities:**
  - **Internships/Work Placements:** Partner with local businesses and organisations to offer internship or work placement opportunities in various fields.
  - **Industry Visits:** Arrange for students to visit local businesses, factories, hospitals, labs, and other institutions to learn about different careers.
  - **Job Fairs:** Host an annual job fair with local companies and organisations, allowing students to explore potential job opportunities.
  - **Workshops by Professionals:** Invite professionals to run workshops on specific careers or industry sectors, allowing students to ask questions and gain insights.

This careers programme is designed to help students develop a strong understanding of themselves and the world of work, allowing them to make informed decisions about their futures. The goal is to ensure that each student is prepared, confident, and capable of pursuing their desired career path or continuing their education.

How to find support

There are many useful websites to use to support students' career journeys and have helpful advice and planning tools to help students achieve their goals.

BBC Bitesize
bbc.com/bitesize/careers

icould
icould.com/explore

Careerpilot
careerpilot.org.uk

National Careers Service
nationalcareers.service.gov.uk

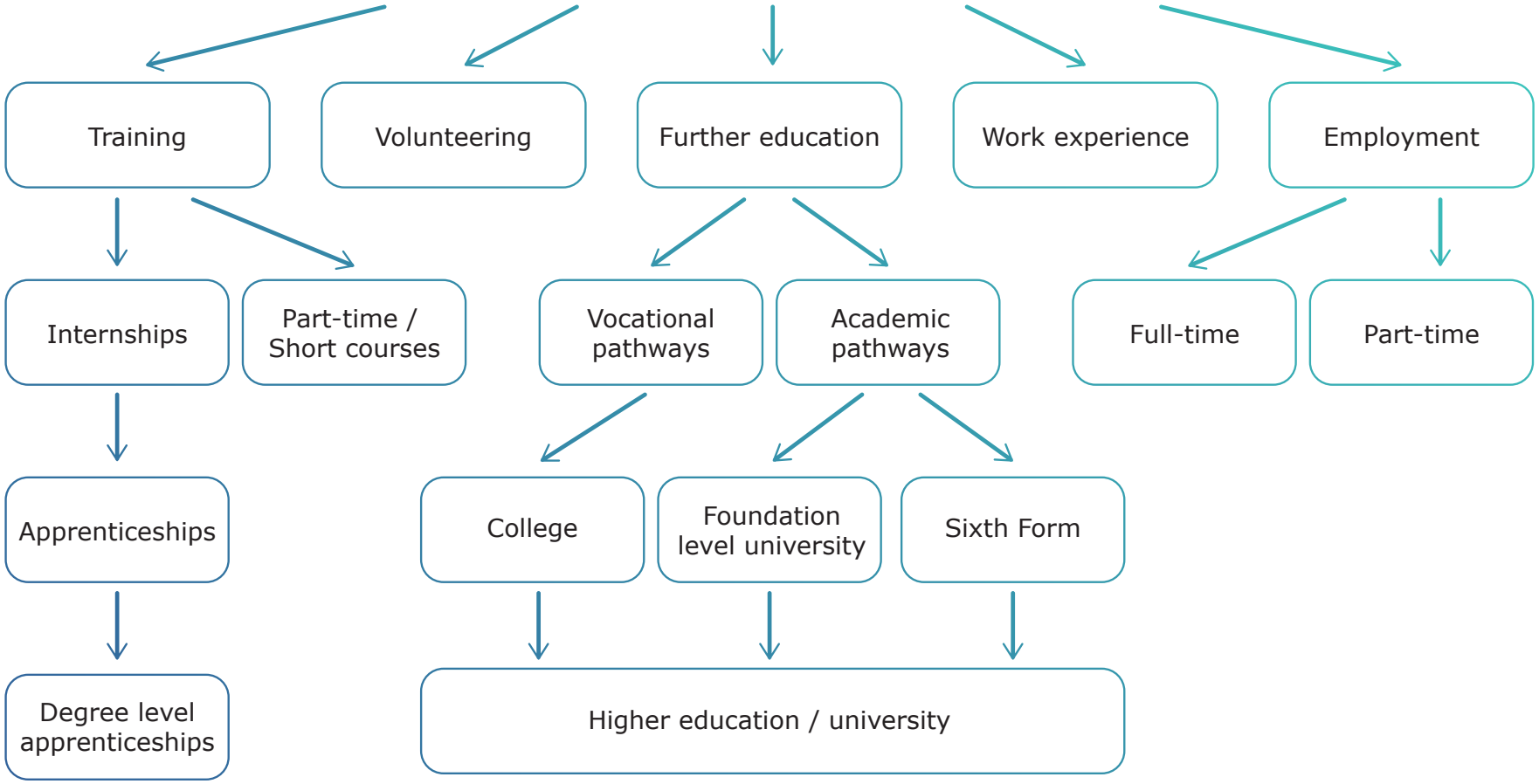
Youth Employment UK
youthemployment.org.uk

Choices College
hee.nhs.uk/our-work/choices-college-supported-internships



In toto ed

WHERE CAN IN TOTO ED LEAD TO?



APPRENTICESHIPS

An apprenticeship program combines on-the-job training with formal study, allowing individuals to earn a wage while gaining practical skills and knowledge in a specific field. It's essentially a job with structured training that leads to a recognised qualification. Apprenticeships are available in various sectors and at different levels, from entry-level to degree-equivalent.

Here's a more detailed breakdown:

Key features

- **Earn while you learn:**
  Apprentices are employed and paid a salary, like a regular employee.
- **Structured training:**
  Apprenticeships involve a combination of on-the-job experience and off-the-job learning, often one day a week at a training provider or college.
- **Recognised qualifications:**
  Apprenticeships lead to nationally recognised qualifications, such as NVQs, diplomas, or even degrees.
- **Variety of sectors:**
  Apprenticeships are available in a wide range of industries, from traditional trades to modern sectors like technology and healthcare.
- **Different levels:**
  Apprenticeships are offered at various levels, from Intermediate (equivalent to GCSEs) to Degree (equivalent to a bachelor's or master's degree).

Helpful links

- **Department for Education - skills for life**
  Find out more about apprenticeships and how to apply
  Learn more

- **NHS careers**
  Discover routes into careers with the NHS, with a mix of on-the-job training and classroom learning
  Learn more

- **UCAS**
  What are apprenticeships, what are the entry requirements, and what is it like being an apprentice?
  Learn more

- **HIGHERiN**
  Search for jobs, placements, internships and apprenticeships, along with employer reviews
  Learn more

UNIVERSITY

Studying for a degree offers numerous benefits, including enhanced career prospects, higher earning potential, and personal growth. A degree can lead to better job opportunities, increased earning power, and a more fulfilling career path. Furthermore, the experience of earning a degree can boost self-esteem, develop valuable life skills, and create networking opportunities.

Helpful links

- **UCAS**
  Discover universities, colleges and courses, and find out how to apply
  Learn more

- **What Uni?**
  Compare courses and read student reviews to help you choose your next steps
  Learn more



EMPLOYMENT

Jobs for students - what are the options?

Part-time jobs are a good option for young people, as they encourage independence and financial confidence, as well as a wealth of other helpful skills to develop confidence in the workplace.

Benefits of part-time work:

Skill development

- **Time Management:**
  Working to a specific timescale helps students develop their organisational skills and helps them develop crucial time management skills.
- **Communication Skills:**
  In the modern world, communication skill development is crucial in developing interpersonal skills within the workplace.
- **Teamwork and Collaboration:**
  Working as part of a team in a part-time job teaches valuable teamwork and collaboration skills.
- **Problem-Solving:**
  Part-time jobs often involve encountering and resolving various challenges and this helps establish a firm grasp of problem-solving skills.
- **Responsibility and Accountability:**
  Taking on a job, even part-time, creates a sense of responsibility and accountability in order to evaluate the young person's performance.

Career benefits

- **Work Experience:**
  Part-time jobs provide valuable early work experience, which can be a real advantage when applying for future jobs or college admissions.
- **Career Exploration:**
  Exploring different part-time roles can help young adults discover their interests and potential career paths, developing interest and curiosity.
- **Networking:**
  Building a professional network through part-time work can open doors to future opportunities and mentorship.
- **CV Building:**
  Even part-time work experience can be a valuable addition to a CV, showcasing skills and experience to potential employers.

Personal development

- **Confidence Building:**
  Successfully completing tasks and receiving positive feedback in a work environment can boost self-esteem and confidence.
- **Independence and Self-Reliance:**
  Earning their own money and managing their own schedule can create a sense of independence and self-reliance.
- **Social Skills:**
  Interacting with coworkers and customers can improve social skills and build confidence in social situations.
- **Sense of Accomplishment:**
  Achieving goals and receiving recognition for their work can provide a sense of accomplishment and satisfaction.



CASE STUDY: STUDENT A

Background
Student A joined In Toto Ed in Year 12

Key Stage 5
While at In Toto Ed, Student A studied Construction Level 2, and Level 2 Maths. They were successful in achieving both.

Next steps
Following their programme, the student was able to successfully gain an apprenticeship within the construction industry, drawing on the skills learnt and developed.

CASE STUDY: STUDENT B

Background
Student B joined In Toto Ed in Year 13.

Key Stage 5
While at In Toto Ed they studied on a bespoke A-level course:
- English Language
- English Literature

Achieving a grade C in both

Next steps
Student B has now accepted a position in the area where they excel, Music, and is focusing on their final part of their diploma.

WORK EXPERIENCE

We equip our students with meaningful real-world experiences that foster both professional development and personal growth. Our work experience programme provides students with invaluable insight into a variety of industries and roles, helping them explore career paths, build essential skills, and gain confidence in professional environments.

A diverse range of placement options

We are proud to partner with a wide array of organisations to offer diverse and engaging work experience placements tailored to student interests, abilities, and aspirations. **Some of the companies and institutions that regularly host our students include:**

- **New Ark Farm**
- **Development of barista and serving skills in house**
- **Entrepreneur in house**
- **Museum**

Personalised support for every student

We understand that stepping into a new environment can be both exciting and challenging. That's why every student is supported where necessary by a dedicated member of staff from In Toto Ed. **This support may involve:**

- Initial visits to the placement site to help the student settle in.
- Regular check-ins with both the student and the host to ensure a positive experience.
- One-on-one guidance to build confidence and address any barriers to participation.
- Ongoing collaboration with placement providers to tailor experiences to individual needs and abilities.
- Transition plan to support students with building their confidence in a work experience setting
- Our supportive approach ensures that students feel confident, safe, and prepared, making their work experience both enjoyable and impactful.



CAREERS DEVELOPMENT PLAN

Purpose

To provide students with the knowledge, skills, and experiences necessary to make informed decisions about post-secondary education and career pathways, and to develop lifelong career management skills.

Student career development stages

Career planning and preparation (Years 12-13)

- **Goal:**
  Help students create actionable plans for post-secondary education or training.
- **Activities:**
  - Personalised career guidance and goal-setting.
  - Resume and cover letter writing workshops.
  - Mock interviews and professional communication practice.
  - Work experience placements or internships.
  - Application assistance for college, apprenticeships, or employment.
  - Finalise and refine individual career development plan (ICDP).
- **Outcomes:**
  - A clear post-secondary plan.
  - Development of job search and professional skills.
  - Increased confidence in decision-making.
  - Preparedness for further education or workforce entry.
- **Cross-curricular integration:**
  - Embed career-related content in core subjects (e.g., using maths in finance careers, science in healthcare).
  - Encourage project-based learning related to real-world problems and careers.
- **Evaluation & review:**
  - Annual review of each student's career development portfolio.
  - Surveys to measure student confidence and readiness.
  - Track post-secondary destinations (college, work, etc.).
  - Feedback from students, parents, and industry partners.
- **Supporting tools & resources**
  - Online career exploration platform Xello
  - Career development workbook or digital portfolio
  - School-based career resource centre
  - Access to virtual job tours and online mentorship

LINKS TO THE GATSBY BENCHMARKS AND SEND PROVISION

1. A stable Careers Programme

SEND Adaptation:

- The programme should be personalised and integrated into Education, Health and Care Plans (EHCPs).
- Careers provision should be flexible and reviewed regularly to match developmental and cognitive abilities.

Example: A special school might hold monthly career development sessions focusing on real-world skills like travel training or workplace communication.

2. Learning from career and Labour Market Information (LMI)

SEND Adaptation:

- Provide LMI in accessible formats (e.g., visual aids, simplified language, symbols).
- Help parents/carers understand LMI to support decision-making.

Example: Using pictorial charts or videos to explain what different jobs involve and their local availability.

3. Addressing the needs of each student

SEND Adaptation:

- Career guidance must be highly individualised.
- Set realistic but aspirational goals aligned with abilities and interests.

Example: A student with moderate learning difficulties might aim for supported employment, while another might pursue college with tailored support.

4. Linking curriculum learning to careers

SEND Adaptation:

- Organise supported visits and inclusive employer interactions.
- Employers need preparation/training to effectively interact with SEND students.

Example: Maths lessons include budgeting for a shopping trip; literacy includes writing a CV or role-playing interviews.

5. Encounters with employers and employees

SEND Adaptation:

- Use practical, hands-on activities to relate subjects to career paths.
- Adapt lesson content to demonstrate relevance to daily living and workplace skills.

Example: Invite a local employer to run a tactile workshop on a simple workplace task.

6. Experiences of workplaces

SEND Adaptation:

- Offer structured work experience, possibly in supported internships or job shadowing.
- Use familiar staff or job coaches to accompany students.

Example: A supported work placement at a local café with a TA present to guide and assist.

7. Encounters with Further and Higher Education

SEND Adaptation:

- Include visits to SEND-specific pathways in FE colleges and supported courses.
- Information should be provided in easy-read formats or with visual schedules.

Example: A college visit includes a sensory tour and a chance to try adaptive technology.

8. Personal guidance

SEND Adaptation:

- Access to careers advisers with SEND experience.
- Sessions may require longer time slots, repeat visits, and input from carers.

Example: A careers session includes parents and the SENDCO, with visual tools to help the student express their preferences.



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