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| Version: 1.0 | Author: K.Smith | |

| Change Log | | | | |
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| Date: | Change Description: | Proposed: | Actioned: | Approved: |
| 18/10/2022 | New Policy created following publication of updated Careers Guidance and Access for Education and Training Providers Published September 2022 | KS | KS/HL |  |

Purpose

The purpose of this policy is to:

- Set out the intentions and key tools that Capella will use to ensure we have an embedded programme of career opportunities, education and guidance that is known and understood by apprentices/delegates and their employers, Associates, and Advisory Board Members, and which prepares learners for future success in their career.
- Ensure compliance with published documents on Careers Guidance and Access for Education and Training Providers.
- Provide contact details for Capella's Careers Leader.

Capella's Careers Leader

Capella's Careers Leader is Kate Smith (Capella Managing Partner).

Capella's Careers Leader is responsible for the deployment of Capella's Career Development Policy, and for ensuring that the policy is published on Capella's website.

Capella's Careers Leader can be contacted via email (Kate.Smith@capellaassociates.com) or by phone (07968 344764)

Owners

All Capella Associates will be aware of and work within this policy. The Capella Advisory Board will review and approve this policy. The Capella Managing Partner (who is also Capella's Careers Leader) will take ownership for, and responsibility for, deployment of this policy.

Intent

We aim to ensure that:

- We have an embedded programme of career education, guidance and opportunities that is known and understood by apprentices/delegates and their employers, Associates and Advisory Board Members
- All our apprentices/delegates understand the transferability of their knowledge and skills.
- We constantly seek and offer opportunities for the upskilling and career progression/development of our apprentices/delegates, and endeavour to prepare our learners for future success in their career.
- We help employers to develop the talent of everyone within their workforce, from career starters through to senior leaders.
- We keep abreast of, and take into account, relevant guidance regarding the provision of careers education.

Tools

Note: All tools apply in respect of apprenticeship programmes, however not all tools will be utilised for, or relevant to, delegates on commercially funded (ie non-levy) programmes.

Key tools we will use include:

- Joint working with the ESFA to create/promote progression pathways for apprentices.
- Offer the full suite of Improvement Apprenticeships thereby enabling easy access for apprentices and their employers to these opportunities.
- Joint working with employers to help them develop their Strategic Workforce Plans, including skills gap analysis and Continuous Improvement (CI) Strategy development, so that they are able to provide development opportunities for their apprentices/delegates.
- Collaborative working with other Apprenticeship Training Providers to offer additional progression and development opportunities including:
 - NHS Leadership Academy – apprentices are able to complete NHS Leadership Academy Programmes (Edward Jenner and Mary Seacole) alongside their apprenticeship.
- Publish and promote Case Studies, Profiles, Apprentice of the Month winners, and National Apprenticeship Award applications to inform and inspire apprentices (both current and potential), and, where possible, to challenge stereotypical thinking and promote equality, diversity and inclusion.

- Provide regular Information, Advice and Guidance sessions for potential apprentices and their employers to find out more about an apprenticeship, what they can expect and options for upskilling to aid career development/progression.
- Obtain an understanding of the career aspirations of apprentices/delegates through the Initial Assessment process and share this information with Lead Trainers to inform and support subsequent conversations with apprentices/delegates about stretch and challenge, which would in turn support the future career development of apprentices/delegates.
- Offer Open Network Programmes where apprentices/delegates from a range of employers learn side-by-side and are able to obtain an understanding of other sectors and to recognise the transferability of their Knowledge, Skills and Behaviours (KSBs).
- Provide information and support throughout programmes for apprentices/delegates to understand and aspire to achieve Merit and Distinction grades.
- Encourage and support apprentices/delegates to join selected modules from other programmes to build additional KSBs. For example, L6 apprentices joining L4/5 modules to support them in current/potential roles as Coach/Trainer.
- Encourage our apprentices/delegates to take advantage of Capella's pre-arranged preferential rates and discounted student membership fee to become Student Members of the Chartered Quality Institute (which provides a free mentoring platform, members resources, interest groups and local groups) upon joining a Programme and, once they have completed their Programme to apply for Practitioner Status which will enhance their Career Development opportunities.
- Provide/facilitate opportunities for apprentices/delegates to connect with others outside their usual network, exposing them to other options and possibilities (e.g. benchmarking visits with customers and/or non-competing organisations).
- Review next steps, in terms of career development, at the end of the Practical Period (prior to passing apprentices through to End Point Assessment).
- Provide individualised feedback on career progression opportunities for apprentices through collaborative work with EPAOs.
- Host celebration events at the end of programmes to encourage further progression and career development.
- Share career development opportunities, that are relevant to the skills that our apprentices/delegates are developing, with our apprentices/delegates via LinkedIn.
- Provide information and links to the National Careers Service on our website.
- Gather data through our Gateway Survey regarding career progression plans and use this to inform future planning. This will be used to measure and assess the impact of completing the apprenticeship/training programme on

apprentices/delegates career progression, as well as the impact of the careers information/support provided to apprentices/delegates by Capella throughout the lifetime of the apprenticeship/training programme.

- Gather data regarding our apprentices/delegates who progress onto other Capella programmes and/or are promoted following completion of their Capella programme.
- Ensure that our Advisory Board and our Associates have an understanding of the Gatsby Benchmarks that are applicable to Capella as an Independent Training Provider whose apprentices are already employed and whose employers we contract with for the delivery of the apprenticeships, with the relevant Gatsby Benchmarks being:
 - Having an embedded programme of career education and guidance that is known and understood by apprentices/delegates and their employers, as well as Capella Associates and Capella's Advisory Board.
 - Providing access to good quality information about future study options and labour market opportunities.
 - Tailoring advice and support to meet differing needs, with equality and diversity embedded throughout.
 - Providing opportunities to experience how learning can be applied in a range of occupations, and to expand networks.
 - Providing information on a range of progression opportunities.

Review and Updates

This policy will be reviewed annually, or more frequently in the event of publication of new guidelines/official communications, and will be subject to review and approval by Capella's Advisory Board prior to each release.

Communication of this Policy

This policy will be published on Capella's website and will be issued to all Associates and Advisory Board Members at each release.