

Careers and Employability Strategy

SLT Member responsible for policy

Deputy Principal

Date of Strategy

November 2025

Date approved

December 2025

Date of review

November 2026

“The vast majority of young people with SEND are capable of sustained, paid employment with the right preparation and support... all professionals working with them should share that presumption” DfE Post 16 Skills Plan

The College’s Careers and Employability Strategy sets out our ambition and commitment to ensure that all learners have access to relevant and meaningful experience of work which will equip them to secure their future employment ambition. Our strategy is aligned to industry standards and expectations and local and national employer engagement. The college is committed to providing all learners with secure access to independent bespoke careers advice and guidance. The guidance is structured and delivered by individuals with the highest level of skills and experience. Hereward College is committed to working with the Warwickshire Careers Strategy 2019/20 – 2024/25 which is providing support and help to the most vulnerable learners in Warwickshire: According to the British Association of Supported Employment, only 4.8% of people with Special Educational Needs and Disability (SEND) go in to paid employment, despite 78% of people with SEND wanting to be in such employment. This is a significant loss of potential talent that could be utilised by businesses in an area facing tight labour market and recruitment difficulties.

This is reflected in the College’s vision: ***Each learner’s experience at Hereward College will prepare them to the next stage of their life, with outstanding employability skills and much greater control over their own life.***

This Careers and Employability Strategy incorporates the following key objectives, which have been developed in line with the eight Gatsby Benchmarks, working in partnership with the Coventry Careers Hub, the ERB and West Midlands Combined Authority:

- Objective 1: To embed an employability culture within the College
 - Gatsby Benchmark 1: Deliver a stable careers programme
 - Gatsby Benchmark 2: Learning from career and labour market information
- Objective 2: To prepare learners for life outside College
 - Gatsby Benchmark 2: Learning from career and Labour market information
 - Gatsby Benchmark 5: Encounters with employers and employees
- Objective 3: To further embed employability within the curriculum
 - Gatsby Benchmark 4: Linking curriculum learning to careers
 - Gatsby Benchmark 6: Experiences of workplaces
- Objective 4: To expand and extend the Supported Internship model
 - Gatsby Benchmark 6: Experiences of workplaces
- Objective 5: To develop clear progression routes
 - Gatsby Benchmark 3: Addressing the needs of each learner
 - Gatsby Benchmark 8: Personal Guidance
 - Gatsby Benchmark 7: Encounters with further and higher education
- Objective 6: To implement an effective employer and partner engagement strategy
 - Gatsby Benchmark 5: Encounters with employers and employees

High quality Careers Education, Information, Advice and Guidance (CEIAG) is at the heart of the College's commitment to young people in supporting them to gain work and prepare for their future. The engagement of Prospects, an independent careers service for young people, provides impartial advice and guidance for all young people at Hereward.

Implementation of the Careers and Employability Strategy:

Hereward College provides many opportunities for learners to engage with CEIAG throughout their time at college. We support all learners to make informed decisions about their future, ensuring that, where appropriate, they are prepared for work.

On Programme

Personal development programme

Individual
Targets related
to
employability

Careers and
employability
themed
sessions

Personalised
career
planning using
the Xello
platform

Prospects
review and
career
guidance

Curriculum Delivery

Specialist
teachers in
vocational
areas

Labour market
information
through the
Xello platform

Employer's
visits and talks

Specialist
Job and
Progress
Coaches

Careers and Employability

Work
experience
placements

Themed
careers and
employability
events

Links with the
Careers Hub,
ERB (Coventry
and
Warwickshire
Chamber) and
WMCA

Employer
Forum

Progression and transition

The Hereward Approach to transitions

Careers and employer events

Objective 1: To embed an employability and enterprise culture within the College

- Gatsby Benchmark 1: Deliver a stable careers programme
 - Gatsby Benchmark 2: Learning from career and labour market information
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- Dedicated Careers Leader in the Head of Employment Services
 - Programme internally and externally, with a dedicated section on the website
 - Independent careers advice and guidance for all learners delivered by Prospects
 - Personalised targets, and progress against these, documented on Databridge
 - Work experience
 - Employability skills in the classroom
 - Vocational skills and curriculum changes
 - Supported internships and apprenticeships
 - Enterprise skills
 - Termly feedback to Governors, the Senior Leadership Team, Curriculum teams, learners and families
 - Development of the Well Bean café
 - Development of the construction training centre
 - Development of an industry standard catering kitchen
 - Employability events/career days
 - Staff development in TSI (Training in Systematic Instruction) and supported employment
 - External business advice on curriculum development through an employer forum
 - Work shadowing for teachers and progress/job coaches
 - The creation of short-life project teams to focus on specific sectors (hospitality, arts etc)
 - Business mentoring for individual learners.
 - Visits and partnerships with other institutions and authorities
 - Cross College team participation in school engagement events

Objective 2: To prepare learners for life outside College

- Gatsby Benchmark 2: Learning from career and Labour market information
 - Gatsby Benchmark 5: Encounters with employers and employees
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- High quality digital platform Xello, used with all learners and differentiated to meet the needs of learners on each Pathway
 - Xello includes information on local labour market intelligence and learners are supported to interpret this by the Job Coach team
 - Timetable employability sessions for all learners
 - Work placements
 - Guest speakers, trips and visits to employers
 - Careers events
 - Skills development sessions

Objective 3: To further embed employability within the curriculum

- Gatsby Benchmark 4: Linking curriculum learning to careers
 - Gatsby Benchmark 6: Experiences of workplaces
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- Annual careers event
 - Timetabled employability sessions for all learners
 - Internal and external work placements with National, regional and local employers

Work Experience within Study Programmes

The common principles of a high-quality work experience placement are that it:

- *Is purposeful, substantial, offers challenge and is relevant to the young person's study programme and career aspirations.*
- *Is managed under the direction of a supervisor to ensure the young person obtains a genuine learning experience suited to their needs;*
- *Has a structured plan for the duration of the placement which provides tangible outcomes for the learner and employer;*
- *Focuses on the skills required for that occupational sector;*
- *Has clear roles, responsibilities and expectations for the learner and employer;*
- *Is followed by some form of reference or feedback from the employer based on the young person's performance*

The College work experience programme includes the following support from Job Coaches and Xello:

- **Vocational profiling** – getting to know learners' strengths, skills, attributes, and areas of development
- **Development planning** – helping learners to identify where they ultimately want to be, and the steps needed to help them achieve this
- **Employer engagement** – understanding an employer's business needs, their working environment and specific employee roles. Employers are viewed as an equal partner in the process. All employer contacts are encouraged to become engaged in the wider College employability process
- **Job matching** – individuals are matched to a placement or experience of work that supports their development and adds value to the employer. Placement roles are planned and created to identify the steps which the learner will need to take to become skilled over time. Initial assessment and ongoing progress checks are used to ensure the appropriate level of skills development is achieved over time
- **In-work support** – supporting the individual and employer throughout the process; helping to layer up the individual's skills and ensuring that the actions within the development plan are achieved.

Hereward College Employability Journey

Term One

Curriculum Managers, Progress Coaches and Pathway Job Coaches to identify potential leavers. Job Coaches to add learners to central database on One Drive within the first half term. Pathway Job Coaches will then work with potential leavers throughout the year.



Pathway Job Coach to provide feedback on leavers in each Pathway for EHCP transition reviews. Termly updates on destinations and progression on employability skills will be sent to the Progress Coaches.



Pathway Job Coaches to use Xello assessment tool to measure skills, identify positive destinations, set targets and monitor progression. Xello will use a RAG rating for each learner based on the criteria of progression and their skills.

Transition to Employment learners will be supported by their Job Coach into the Supported Internship. EMPLOYMENT or a strong positive destination outside of Hereward College.



Supported Internship - **GREEN** RAG rated learners from Pathway and Transition to Employment



Term Two

Pathway Job Coaches will start to work with leavers fortnightly on a 1:1 basis providing:
Work Experience, Taster Days, Work Related Learning, CV Preparation, Business visits, Work Skills, Exploring Internships, Matching learner's skills to Supported Internship placements



Pathway Job Coaches will continue to work with the whole pathway providing skills and work related learning.



GREEN RAG rated students from Xello will apply for the Supported Internship

Term Three

All leavers will have worked towards targets and will have produced a RAG rating. The Pathway Job Coaches using the RAG rating and the Prospects reports will look to place leavers into a destination and provide information for the Progress Coaches and Curriculum Managers



RED RAG rated Learners



Pathway Job Coaches to provide positive destinations outside of Hereward College

Any **GREEN** learners not successful in the Internship and any **AMBER** RAG rated learners



Learners who are interested in Transition to Employment complete an expression of interest form and if successful will start next academic year.
Employment
Voluntary work
Destination outside of Hereward



Employment
Very strong positive destination

Objective 4: To expand and extend the Supported Internship model

- Gatsby Benchmark 6: Experiences of workplaces

Supported Internships (SIs) at Hereward College are a structured study programme based primarily at an employer, although the College, as an employer, offers a small number of bespoke work experience opportunities.

SIs enable learners aged 16-24 with an Education, Health and Care plan (EHCP) to achieve sustainable paid employment by equipping them with the skills they need for work, through learning in the workplace. Supported internships are unpaid, and last for a minimum of six months (currently 9 months at the College). Wherever possible, they support learners to move into paid employment. One day per week learners complete a personalised study programme, which includes the chance to study for relevant qualifications and English and maths.

Supported Internships within the College Strategic Plan

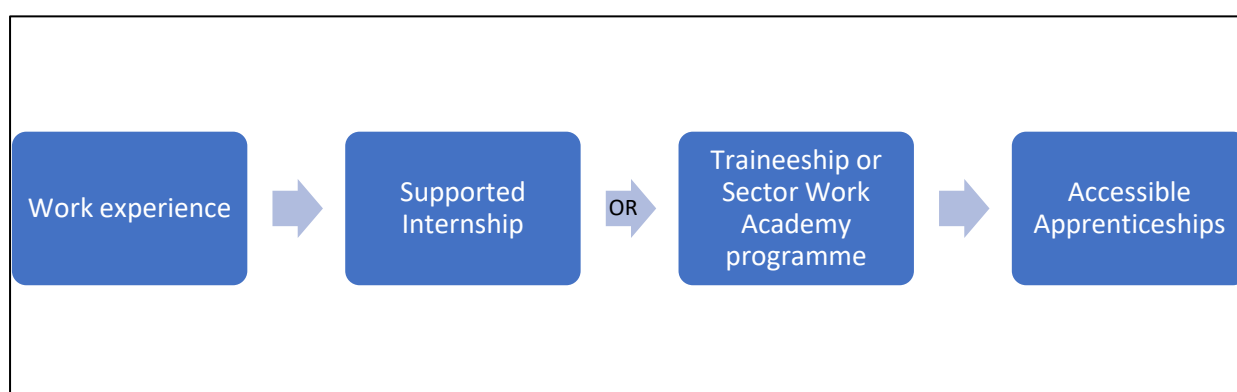
Supported Internships are one of the most attractive developments in SEN education over recent years and provide the sector with one of the most hopeful ways of reducing the poor employment prospects of disabled young people. The Supported Internship offer is therefore the major component of the Employability strategy. The College has links with a significant number of high-profile employers, many of whom sit on the Employer Forum and therefore will build on the excellent groundwork that has been completed to create a sustainable and high-quality model.

Further development of the College Supported Internship provision needs to take account of the local skills improvement plan (LSIP) and the key priorities as defined by the designated Employer Representative Bodies (ERBs) in their bid to reshape skills provision in the locality.

Objective 5: To develop clear progression routes

- Gatsby Benchmark 3: Addressing the needs of each learner
- Gatsby Benchmark 8: Personal Guidance
- Gatsby Benchmark 7: Encounters with further and higher education

Figure 1 College Vocational Progression Routes



Personalised career programmes supported by the Xello platform.

Traineeship or Sector Work- Based Academy Programme

The Traineeship and Into Employment programmes are both government initiatives, developed to support, into the world of work, young people who have not yet achieved a positive work outcome. The College plans to expand this provision for young people that have not secured employment at the end of their college career.

Accessible/supported Apprenticeships

A positive outcome at the end of a Supported Internship, Traineeship or Into Employment programme would be for progression to an Apprenticeship, however learners may progress onto an Apprenticeship following completion of any programme of study.

Legislation was introduced which allowed the minimum English and maths completion requirement for Apprenticeships to be adjusted to Entry Level 3 for:

“Those who have a current or previously issued EHCP or Statement of SEN or Learning Difficulty Assessment and who, as a result of their learning difficulties and/or disability, could not meet the regular English and maths requirements but could otherwise meet the occupational requirements of their apprenticeship”.

The College role is not as Apprenticeship provider, but as Apprenticeship enabler – acting in a supportive and educational role to employers and providers. A valuable partnership to address this issue has been established with Aurelia Training, leading to a successful apprenticeship programme which the College will develop further in 24/25.

Further and Higher Education

Those learners, for whom a destination is likely to be further or higher education, will be identified by Job Coaches through the Xello platform and individual and group Job Coaching sessions. Visits from and to other institutions, including Universities and other colleges will be scheduled throughout the year.

Objective 6: To implement an effective employer and partner engagement strategy

- Gatsby Benchmark 5: Encounters with employers and employees

The College is increasingly working closely with a broader range of employers. This growth is reflected in terms of the number of employers, locations and individual contacts. In order to develop these relationships further the College will:

- ***Identify champions in businesses where there is potential for partnership.***
- ***Engage employers in programme design, curriculum development, work-based learning and work experience, through the Employer Forum.***
- ***Maintain the quality of the current pathways; work experience, supported internship traineeship, Into Employment Programme, accessible apprenticeships.***
- ***Ensure every learner will have multiple opportunities to learn from employers about the world of work and the skills that are valued in the workplace.***
- ***Every year Learners will participate in at least one meaningful encounter with an employer.***

- *The College will continue to engage fully with National, Regional and local employers and professional networks to ensure connections and meaningful encounters with employers.*
- *Further develop the partnership with Aurelia Training and other training providers in the local area.*

Measuring Success

- Judgement of 'Strong for Skills' in the new enhanced inspection framework and self-assessment reports
- Annual analysis and impact of outcomes measured through achievement and destination data.
- Progress against objectives and Gatsby benchmarks measured and reported through the Careers and Employability implementation plan
- The college will increase the number of employer partners and work placement opportunities by 10 each year
- Track each intern/leaver for a least 3 years, post successful completion of Internship and subsequent employment, to demonstrate a positive impact on outcomes.

Employability Awards

Employability awards are formal recognitions given to students, who complete a set of activities designed to enhance their workplace readiness. These awards often involve:

- Work experience or volunteering
- Skills workshops (e.g. communication, teamwork, leadership)
- Career planning activities (e.g. CV writing, mock interviews)
- Reflective learning or portfolios

They aim to bridge the gap between education and employment by helping participants develop transferable skills and build confidence.

Bronze Award



The Bronze Award is designed for learners who are just beginning their journey into employability preparation. It offers foundational exposure to the world of work and equips students with the basic skills needed to start exploring career paths and job roles. It is designed to help students build initial employability skills and knowledge, giving them a foundation from which to grow. The focus is on starting the exploration process and developing an early understanding of potential careers.

Employability Awards

Bronze Award



Name	The Bronze Award is designed for learners who are just beginning their journey into employability preparation. It offers foundational exposure to the world of work and equips students with the basic skills needed to start exploring career paths and job roles.
Description	To help students build initial employability skills and knowledge, giving them a foundation from which to grow. The focus is on starting the exploration process and developing an early understanding of potential careers.
Duration	8 – 10 hours



Criteria 1 - Industry Guest Speaker

Student has participated in one industry guest speaker workshop to learn about different business sectors and prepare for employment.



Criteria 2 - Xello Introduction

Student has created a Xello profile and completed the Matchmaker assignment to explore various job roles and sectors.



Criteria 3 - Profiler completed with Job Coach

Student has completed a profiler with their Job Coach and has begun preparing to explore the world of work, including the start of the CV process.



Criteria 4 - Attended one Internal Event

Student has attended one internal employability event and can articulate the employers present and what they learned from the experience, recorded on Xello.



Criteria 5 - Trip/Visit to an Employer

Student has attended one external trip/visit to an employer and documented their experience and knowledge gained on Xello.

Sliver Award

The Silver Award is designed for learners who are beginning to build their confidence, knowledge, and experience in preparation for the world of work. It provides a structured pathway with supported activities that encourage exploration of career options and job readiness.

Learners will undertake key steps in preparing for employment. They have engaged with industry professionals, explored potential careers through platforms like Xello, participated in work-related events, and received guided job search support.

Employability Awards

Silver Award



Hereward College
PROMOTING INDIVIDUAL ACHIEVEMENT

Name	The Silver Award is designed for learners who are beginning to build their confidence, knowledge, and experience in preparation for the world of work. It provides a structured pathway with supported activities that encourage exploration of career options and job readiness.
Description	Earners of this badge have undertaken key steps in preparing for employment. They have engaged with industry professionals, explored potential careers through platforms like Xello, participated in work-related events, and received guided job search support.
Duration	14 – 16 hours



Gold Award

The Gold Award is recognition for learners who demonstrate an increased level of preparation and understanding of the world of work. It focuses on refining the skills needed for successful job applications and offers hands-on experiences that enable learners to explore different sectors of business, enhancing their employability prospects.

The Gold Award is for learners who are ready to deepen their engagement with the world of work. It builds on the foundational skills of employability and enhances their understanding of different industries, career paths, and the practicalities of applying for jobs.

Employability Awards

Gold Award



Name	The Gold Award is recognition for learners who demonstrate an increased level of preparation and understanding of the world of work. It focuses on refining the skills needed for successful job applications and offers hands-on experiences that enable learners to explore different sectors of business, enhancing their employability prospects.
Description	The Gold Award is for learners who are ready to deepen their engagement with the world of work. It builds on the foundational skills of employability and enhances their understanding of different industries, career paths, and the practicalities of applying for jobs.
Duration	20 - 25 hours



Criteria 1 - Industry Guest Speaker

Students must actively participate in three industry guest speaker workshops, gaining an understanding of different business sectors. They should document their experiences on Xello.



Criteria 2 - Xello Profile

Students must create a full Xello profile, showcasing their career goals and the job roles they are interested in pursuing.



Criteria 3 - CV and Covering Letter/Email

With the support of a Job Coach, students will work over three sessions to create and refine their CV and covering letter/email.



Criteria 4 - Attend Three External Work Placements

The student will attend three internal employability events and at least one external event. They should be able to explain the employer's sector and their experiences, which will be recorded in Xello.



Criteria 5 - Trip/Visit to three Employers

The student must attend trips to three different employers and record their experiences and the knowledge gained on Xello.



Criteria 6 - Work Placement External

Completion of a work placement or work experience with an external employer is required. The student must also complete an assignment on Xello to reflect on the skills and knowledge learned during the placement.

Platinum Award



The Platinum Award is designed to provide learners with the skills and experiences they need to transition into employment, a Supported Internship, or a positive destination in their career journey, providing a deeper engagement with the world of work through a variety of activities and reflections.

The Platinum Award acknowledges students who have gained a higher level of exposure to the world of work. They have developed the necessary skills to secure employment, enter a Supported Internship, or pursue voluntary work, all while demonstrating a readiness to transition into these opportunities

Employability Awards

Platinum Award



Name	The Platinum Award is designed to provide learners with the skills and experiences they need to transition into employment, a Supported Internship, or a positive destination in their career journey, providing a deeper engagement with the world of work through a variety of activities and reflections.
Description	The Platinum Award acknowledges students who have gained a higher level of exposure to the world of work. They have developed the necessary skills to secure employment, enter a Supported Internship, or pursue voluntary work, all while demonstrating a readiness to transition into these opportunities.
Duration	25 - 30 hours



Criteria 1 - Complete a Mock Interview

The student has participated in a mock interview, reflected on their experience, received feedback, and worked on areas for improvement.



Criteria 2 - Attend an external careers event

The student has attended an external careers event or job fair.



Criteria 3 - Completed CV and Covering Letter/Email

The student has a completed CV and covering letter/email and has started actively searching for employment.



Criteria 4 - Attend all Internal Events

The student has attended three internal employability events and one external event. They can articulate the employer's sector, their experience, and have documented their experiences on Xello.



Criteria 5 - Work Experience

The student has completed an external work experience placement and documented their experience and knowledge gained on Xello.



Criteria 6 - Trips and Visits

The student has visited four different employers, attended trips, or participated in employer visits, and has recorded their experiences on Xello.



Criteria 7 - Job Search

The student has registered on three job search sites and is capable of searching for employment.

Diamond Award



The Diamond Award is aimed at students who are focused on preparing for the workforce. It acknowledges their commitment to developing the skills and experience needed to secure employment or pursue a positive career destination, whether that be a job, voluntary work, or a Supported Internship. The Diamond Award is for learners who have demonstrated a high level of preparation for entering the workforce. By completing the listed criteria, students will gain the skills necessary to secure employment or achieve a positive destination.

Employability Awards

Diamond Award



Name	The Diamond Award is aimed at students who are focused on preparing for the workforce. It acknowledges their commitment to developing the skills and experience needed to secure employment or pursue a positive career destination, whether that be a job, voluntary work, or a Supported Internship.
Description	The Diamond Award is for learners who have demonstrated a high level of preparation for entering the workforce. By completing the listed criteria, students will gain the skills necessary to secure employment or achieve a positive destination.
Duration	30 - 35 hours



Criteria 1 - Complete a Mock Interview and an Interview with an Employer

The student has participated in a mock interview and a real interview with an Employer, reflecting on the experience and working on feedback with self-reflection.



Criteria 2 - Completed work experience externally with an Employer

The student has completed work experience for 9 months with an external employer and documented their experience on Xello.



Criteria 3 - Completed CV and Covering Letter/Email

The student has an updated CV, well-written covering letter/email, and references ready from employment.



Criteria 4 - Attend all Internal Events

The student has attended at least five internal events to promote Supported Internships to peers and can articulate the employer's sector and their experience.



Criteria 5 - Trips and Visits to External Events

The student has attended external events such as job fairs, careers events, and employer visits.



Criteria 6 - Job Search

The student has registered on ten job search sites and is able to search for employment effectively.



Criteria 7 - Destination Plan

The student has completed all Employability coursework in a timely manner and to a high standard.

The student has completed all targets set by their Job Coach and recorded the evidence on Databridge.

The student has a clear destination plan, outlining steps for employment or voluntary work. They also have attended a meeting with a Careers Advisor and an EHCP Review. All details are recorded on Xello.

IMPLEMENTATION PLAN

Objective 1: To embed an employability and enterprise culture within the College

Gatsby Benchmark 1: Deliver a Stable Careers Programme

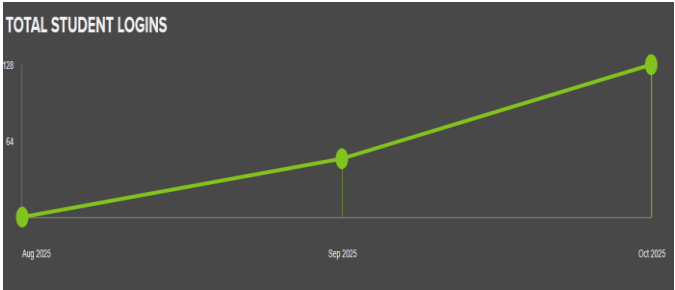
Gatsby Benchmark 2: Learning form career and labour market information

Key Actions		Target for improvement	Detailed/Milestone actions	Accountable Manager	Milestone date	Progress against each action	Impact	RAG Action	RAG Impact
1.1	Improve website information. Further development of college enterprises	All learners to receive 1:1 career advice based on the student's own aspirations, abilities, and needs	Fully Utilise the HOES as Career lead - Develop and maintain the curriculum Intent for TTE and the Supported Internship. - To provide accurate LLM information for pathways, parents/carers, and learners - Monitor delivery of career guidance across the eight Gatsby Benchmarks, using the Compass evaluation tool.	HOES	July 2026	HOES will be attending the BASE conference on the 17th of November 25. Job coaches attended AI webinar on supporting in education with AI. Job coaches have attended Coventry careers hub for on-going training for the Gatsby benchmarks. All new starters for September will be attending training throughout the year with the Coventry careers hub	All new Job coaches have now been enrolled on to the Level 2 IAG through Hereward training, which will support the Interns with higher achievement rates.		
			Work with marketing to improve information and visibility	HOES Marketing	March 2026	We are currently working with IT in the production of a new website which will have a dedicated Employer Services webpage. Films have now been completed and are ready for the launch of the new website. Regular updates from Job coach activity are being sent for social media use.	Social media has resulted in three direct entry Interns for 25/26; we will continue to promote throughout the year for 26/27 starts.		

			Collaborate with managers to further develop Well Bean café for community inclusion and construction centre (Prism)	HOES	July 2026	The partnership with PRISM has now developed mini-Prism and staff training completed. Launch event to take place and Job coach fully trained to support learners- ongoing Two direct entry position for full time staff, one learner from the construction course and one Intern	Employers have attended a Time for Tea event in the Hive where refreshments were provided by the Hospitality students to say Thank you are the support they provide.  Feedback from Employer - I found the whole morning excellent I had never realised all the exceptional offerings for the students in terms of creativity and the state-of-the-art equipment is really refreshing to see. I loved going behind the scenes! All the students we met were engaged and proud of their college and rightly so!		
1.2	Prospects interview for all learners Ensure effective target setting and progress recorded on Databridge		100% completion of prospects interviews 100% completion of learner targets Job coach IQR	HOES	July 2026	Prospects are currently taking place for learners. The Job coach IQR will take place in November to ensure Job coach targets will stretch and challenge.			

IMPLEMENTATION PLAN									
Objective 2: To prepare learners for life outside College									
Gatsby Benchmark 1: Deliver a Stable Careers Programme									
Gatsby Benchmark 5: Encounters with employers and employees									
Key Actions		Target for improvement	Detailed/Milestone actions	Accountable Manager	Milestone date	Progress against each action	Impact	RAG Action	RAG Impact
2.1	To identify and tackle the key challenges which need to be overcome by learners in preparation for external work experience / placement.	All learners, for whom it is appropriate have access to high quality work experience placements	Job Coach team to meet each learner in their cohort to identify their wishes, feelings, and challenges regarding work experience and record on Databridge.	HOES	July 2026	300 plus learners are expected to have an encounter with an employer/ experience of a workplace for 25/26 Training is being developed for recording reviews of progress on databridge to make sure the learner journey is being shown. The creation of the Hereward Job Shop onsite will support the Internal Job coaches with work experience and meeting learners.			
2.2	Careers advice and vocational profiling	All learners, for whom it is appropriate will have independent careers advice	Ensure all Job Coaches fully utilise Xello with learners	HOES	July 2026	All Job coaches are fully trained. All employability teachers are receiving training on Xello We are currently in the process of reviewing Xello and looking at a more inclusive AI product.			

			Job coaches to participate in Prospects reviews or receive reports for all learners.	HOES	July 2026	Job coach will work closer with Progress coaches and will be in all Prospects review for Learners who are leaving or progressing onto the Supported Internship provision. Job coaches attended a speed chat challenge in December to meet all progress coaches. Positive working relationships have been created with the JC team and the progress coaches		
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Gatsby Benchmark 4: Linking curriculum learning to careers								
Gatsby Benchmark 6: Experiences of workplaces								
Key Actions		Target for improvement	Detailed/Milestone actions	Accountable Manager	Milestone date	Progress against each action	Impact	RAG Action
3.1	Identify appropriate skills to embed into the curriculum because of individual vocational assessment	All learners, for whom it is appropriate, have exposure to employability focused activity in their weekly timetable.	All learners for whom it is appropriate will have a Xello profile and will have a vocational assessment with a Job coach.	HOES	July 2026	 To improve Xello utilisation the Employability Awards scheme has been developed to capture all Employability related activity. Learners can work towards the bronze, silver and gold awards, using Xello to record all evidence.	September 2025 Total logins 49 October 2025 Total logins 129	
3.2	Annual careers event		Ensure all learners attend the annual careers event.	HOES	July 2026	The departmental calendar has been completed and will show all planned events for 2025/26. The next event will be "Internship Event" December 25 Updated Hereward Approach for 25/26		
3.3	Increase access to meaningful work experience placements in media and IT by exploiting the expertise in the	New employers to support digital media for AI & VR and the Green Agenda	Maximise the links with the Chamber of Commerce, WMCA and Careers Hub to identify potential employers within these industries.	HOES	July 2026	Ongoing partnership work throughout the academic year WMCA are now leading on the employer engagement forums and Careers hub information. HOES is also attending the Strategic Career Network Meeting hosted by WMCA and Careers Hub.		
			Contact selected employers to identify their capacity to offer	HOES	July 2026	Green team have presented at the Parent forum and the Employer forum to talk about what they are doing to promote the green agenda – Green team will be working closely with employer partners throughout 25/26		

Gatsby Benchmark 4: Linking curriculum learning to careers								
Gatsby Benchmark 6: Experiences of workplaces								
Key Actions		Target for improvement	Detailed/Milestone actions	Accountable Manager	Milestone date	Progress against each action	Impact	RAG Action
			work placements for learners			RDA will be offering placements for Aspire learners for 25/26 New STEM project for 25/26 will see an increase for new and exciting projects.		
			Invite chosen employers to engage with the established Employer Forum	HOES	July 2026	All new employers will attend the Employer forum; the next forum will be in November 25. Employer forum took place on the 16.02.25 attended by WMP, STW, Warwick Uni and CV Life, we hope to have an increase in employer for Dec.25. Face to face employer forum took place 22.05.25, 13 employers attended. Hospitality students prepared and served brunch and Hereward training attended, the same format will be used for Dec 25.		

3.4	To ensure that all learners have access to, in addition to work experience, such as visiting employers, guest speakers and enterprise.	All learners have exposure to 3 or more enrichment activities related to employability	HOES, Lead Job Coach and Curriculum Managers meet to plan the schedule of activities over the course of the academic year. Schedule of activities shared with learners across all Pathways.	ALL	July 2026	All learners will have the opportunity to attend employer visits, guest speakers and enterprise activities throughout the year. <table><thead><tr><th colspan="3">Encounters with Employers and Employees</th><th colspan="5">Experience of workplace</th></tr><tr><th colspan="3">54.40%</th><th colspan="5">44.30%</th></tr><tr><th>Internal Event</th><th>Guest Speaker</th><th>Trips and Visits</th><th>Placement (college)</th><th>Placement (External)</th><th>Fundraising/Enterprise</th><th>Paid work experience</th><th>Volunteering</th></tr></thead><tbody><tr><td>0.00%</td><td>0.00%</td><td>0.00%</td><td>0.00%</td><td>0.00%</td><td>0.00%</td><td>0.00%</td><td>0.00%</td></tr><tr><td>1.14%</td><td>22.73%</td><td>9.09%</td><td>30.68%</td><td>15.91%</td><td>0.00%</td><td>1.14%</td><td>2.27%</td></tr><tr><td>3.48%</td><td>43.48%</td><td>5.22%</td><td>25.22%</td><td>0.00%</td><td>5.22%</td><td>0.00%</td><td>3.48%</td></tr><tr><td>0.00%</td><td>48.44%</td><td>10.94%</td><td>39.06%</td><td>12.50%</td><td>0.00%</td><td>0.00%</td><td>0.00%</td></tr><tr><td>0.00%</td><td>34.38%</td><td>3.13%</td><td>0.00%</td><td>0.00%</td><td>0.00%</td><td>0.00%</td><td>0.00%</td></tr><tr><td>0.00%</td><td>0.33%</td><td>0.33%</td><td>0.00%</td><td>0.00%</td><td>0.00%</td><td>0.00%</td><td>0.00%</td></tr><tr><td>1.63%</td><td>36.48%</td><td>7.17%</td><td>26.38%</td><td>6.85%</td><td>1.95%</td><td>0.33%</td><td>1.95%</td></tr></tbody></table>	Encounters with Employers and Employees			Experience of workplace					54.40%			44.30%					Internal Event	Guest Speaker	Trips and Visits	Placement (college)	Placement (External)	Fundraising/Enterprise	Paid work experience	Volunteering	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	1.14%	22.73%	9.09%	30.68%	15.91%	0.00%	1.14%	2.27%	3.48%	43.48%	5.22%	25.22%	0.00%	5.22%	0.00%	3.48%	0.00%	48.44%	10.94%	39.06%	12.50%	0.00%	0.00%	0.00%	0.00%	34.38%	3.13%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.33%	0.33%	0.00%	0.00%	0.00%	0.00%	0.00%	1.63%	36.48%	7.17%	26.38%	6.85%	1.95%	0.33%	1.95%		
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IMPLEMENTATION PLAN

Objective 4: To expand and extend the Supported Internship model

Gatsby Benchmark 6: Experiences of workplaces

Key Actions		Target for improvement	Detailed/Milestone actions	Accountable Manager	Milestone date	Progress against each action	Impact	RAG Action	RAG Impact
4.1	Explore opportunities for SI delivery. Share experiences across all providers in particular project Search	Target of 40 supported Interns for 2025/26	Identify positive aspects of SI model and share information with prospective students. Share SI experiences through the Employer Forum	HOES/Lead Job Coach	July 2026	We have 41 Interns on the support Internship provision for 25/26. 45 Interns are planned for 26/27 with an increase in direct entry	Target achieved for 25/26 provision		
4.2	Maintain the number of potential Interns through external recruitment, expanding the opportunities in other regions such as Birmingham and the wider West Midlands	10 External Applicants recruited directly onto the Supported Internship provision	Further develop relationships with other schools and colleges within the Birmingham and Coventry areas as potential feeder schools/colleges for direct entry onto the Internship programme. Respond to local employer need through the creation of additional internship opportunities.	HOES/Lead Job Coach	Jan 2026	The marketing dept are currently working on material to promote direct entry onto the Supported Internship. Targeted marketing aimed Mainstream schools, SENCos, and pupils to start Jan 2026.			
4.3	Continue to develop a flexible Job Coach model to take account of placements in SMEs and across a wider geography		Research opportunities with employers situated in the local business park.	HOES	July 2026	Developing a partnership with PRISM, HADO, Tile hill Library for a VR project and the community charity shop who are all based within the local business economy. Addition of Earlsdon Park Village to attend Hereward for			

						coffee, cake and conversation events for 25/26			
4.4	Introduce new models of communication and assistive technology to facilitate, enhance and improve learner experience in the workplace		Job Coach team to identify learners who would benefit from improved communication/assistive technology. Learner list to given, with TEFD and Access Manager.	HOES	On going	Access manager will assess the supported Interns for 26/27 for any assistive tech requirements. Ongoing support being given.			
			Technology to be resourced, training for learners and employers scheduled.	HOES	Dec 25	November 25 -Students from all pathways will begin a four-week STEM project with EFKB construction			

IMPLEMENTATION PLAN									
Objective 5: To develop clear progression routes									
Gatsby Benchmark 3: Addressing the needs of each learner									
Gatsby Benchmark 8: Personal Guidance									
Gatsby Benchmark 7: Encounters with further and higher education									
Key Actions		Target for improvement	Detailed/Milestone actions	Accountable Manager	Milestone date	Progress against each action	Impact	RAG Action	RAG Impact
5.1	Maintain the quality of the current pathways; work experience, supported internship traineeship, PET, accessible apprenticeships.	4 apprentices to be recruited in 2025/26	Research funding possibilities through AEB	HOES	July 2026				
			Identify any other local funding opportunities.	HOES	July 2026	Researching funding for a flexible Job coach model and also the DWP funding streams			
			Research models of delivery	HOES	July 2026	In work support officer – Funding streams available Work with the Director of Quality for 25/26			
5.2	Further develop the partnership with Aurelia Training and other training providers		Explore apprenticeship delivery in alternative vocational areas, including warehousing and digital skills	HOES	July 2026	RS have provided a new vocational area, with the Internship provision and Prism will also provide work experience in engineering.			
5.3	Exploit the expertise from with the newly established Employability team to ensure effective job matching for learners with employers		Utilise the information arising from contacts at WMCA and allocate appropriate Job Coach as key contact to develop further SI and Supported Apprenticeship or T level opportunities.	HOES	July 2026	Monitored and checked by HOES, all information given to the Job coaches and key staff.			

5.4	Arrange visits to, or from relevant Higher or Further Education providers to support progression.	All learners, for whom it is appropriate, progress to university or an alternative Further Education College	The Employability team to develop relationships with HE and FE providers	HOES	July 2026	All learners for whom it is appropriate for, attend Warwick University and Coventry University to explore higher education opportunities.			
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IMPLEMENTATION PLAN									
Objective 6: To implement an effective employer and partner engagement strategy									
Gatsby Benchmark 5: Encounters with employers and employees									
Key Actions		Target for improvement	Detailed/Milestone actions	Accountable Manager	Milestone date	Progress against each action	Impact	RAG Action	RAG Impact
6.1	To build on the relationship with Warwick University and Project Search, implementing and promoting best practice across the college SI programmes.	40 Interns recruited, best practice model in place with all employers utilising internships	Identify best practice models from local, national, and international practice. Create potential flexible models for current and future employers. Promote models to those learners with a planned end date of 2025	HOES	July 2026	Looking to develop an “in work” Support Officer as part of the Supported Internship model. Meeting with finance dept. Still awaiting meeting to discuss	45 Interns are currently being planned for a Sept 26 start		
6.2	To implement a marketing policy which continues to clarify the employability route within the College, for parents and learners		Liaise with the marketing and PR company to create high quality promotional material, in print and online.	HOES	Jan 2026	The development of creating marketing material for Direct Entry to SI is now complete. New strategy of social media marketing now complete. Continue to promote for direct entry Interns for 25/26			
6.3	Use regional business network groups to broaden reach to employers		Attend all meetings with WMCA, Chamber of Commerce and maximise the contacts from the Careers Hub network.	HOES	Ongoing	HOES to attend BASE conference in November 2025. Natspec conference – Hereward students attended for work experience			
6.4	Maintain regular contact with partners through coordinated employer communications activity		Establish regular electronic communication with key employers by identifying careers champions.	HOES	July 26	Aim to develop an end of year newsletter for all employers, celebrating all the in-year achievements			

IMPLEMENTATION PLAN

Objective 4: To expand and extend the Supported Internship model

Gatsby Benchmark 6: Experiences of workplaces

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