

# DEPARTMENT OF EDUCATION, SPORT AND CULTURE

RHEYNN YNSEE, SPOYRT AS CULTOOR



**Isle of Man  
Government**

*Reillys Ellan Vannin*

## 2023 Employability and Careers Education Entitlement Offer Policy

# Glossary

**Compulsory school age** 5-16-year-old, as stated in Section 23 of the Education Act 2001 and covers early years foundation stage (EYFS) to the end of Key Stage 4.

**Further Education** is education that is completed compulsory schooling and covers entry level to Level 3 qualifications.

**Higher Education** is education that adults undertake at Level 4 or above.

**Primary Education** is the phase of education that covers EYFS to the end of Key Stage 2

**Secondary Education** is the phase of education that covers KS3 to the end of KS4 and students reach the end of their compulsory schooling

**Tertiary Education** includes further and higher phases of education

**Department** means the Department of Education, Sport and Culture (DESC) including schools, UCM, Villa Gaiety and MSR.

**DESC** Department of Education, Sport and Culture.

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# Summary

## About this policy

This document details the Department of Education, Sport and Culture's policy on an entitlement offer for Employability and Careers Education in its maintained schools and UCM.

## Who is this document for?

This guidance is for the leaders, staff and the Governing Bodies of all DESC maintained schools and UCM.

It may also be referenced by parents, pupils and the wider public for information.

## Key points

The DESC Employability and Careers Framework 2023 aims to support the Isle of Man Government's commitment to lifelong learning from the start of Primary school into, and through, adulthood.

The key principles that underpin this framework are:

- The consistent use of a unifying lifelong learning skills language at key transition points;
- Opportunities for supported development of learners' self-awareness throughout all phases of education alongside a more traditional careers education focus on opportunity awareness;
- An **Employability and Career Learner Entitlement Offer** to support positive transition experiences of all learners at different stages and ages and enable them to develop lifelong learning skills.

This policy supports the requirement that schools and UCM deliver their Employability and Careers provision to include an entitlement for learners as outlined below. This entitlement offer across all key stages from Early Years to Higher Education at UCM was developed with education leaders on the Island during the 22/23 academic year and is in line with the Department of Education Sport and Culture's Education Order 2011, the DESC Curriculum Statement, Essentials for Learning and the DESC Strategic Plan as well as being supportive of priorities highlighted in the Island Plan incorporating the Economic Strategy.

## Effective Date

This document is effective from 1/09/2023. It will be kept under review and updated at least every three years (first review 1/09/2026).

# Employability and Careers Entitlement Offer

## Primary Phase Entitlement Offer

### Early Years / Foundation Stage

As part of lifelong learning, support with positive transitions through:

- Opportunities to learn about different people's life journeys, including the jobs that they do, to support broadening of horizons and challenge of stereotypes.

### Key Stage 1 and 2

As part of lifelong learning, support with positive transitions through:

- Access to learning about different people's life journeys, including the jobs that they do, to support broadening of horizons, challenge of stereotypes and aspiration.
- Curricular opportunities to learn about personal finance education.
- Curricular opportunities to:
  - Enable children to develop skills for life (framed by metacognitive language); and
  - Support children's understanding of what they love, what they are good at and what the world needs and help them think excitedly about their futures.
- Growing self-awareness as a learner around skills for life (as framed by, for example, DESC Lifelong learning skills language).
- Schools working in partnership with other schools and other organisations to support learner understanding of wider involvement in, and contribution to, community.

## Secondary Phase Entitlement Offer

### Key Stage 3 and 4

As part of lifelong learning, support with positive transitions into Further Education, Training or Employment through:

- Access to an Independent Careers Advice and Guidance Interview with a qualified Careers Adviser during Key Stage 4.
- Access to a comprehensive, well planned school Careers Education programme that includes curricular opportunities to learn about personal finance education and at least 5 engagements with employers/employer groups during KS3 and 4.
- A school focus on positive next steps that enables learners to consider:
  - *What do I love?*
  - *What am I good at?*
  - *What does the world need?*
  - *What can I get paid for? (IKIGAI)*

- Contributing to the community through, for example, opportunities for supported volunteering and/or skills development.
- Targeted experience of the workplace for some to support the move into employment or vocational courses post 16.
- Schools working in partnership with UCM to provide learners at KS3 and 4 access to up to date and comprehensive information on courses so they can understand all options available to them post 16 and post 18.
- The completion of a 'Record of Experience' by the end of Year 11 that includes as a minimum:
  - A personal statement based around life wide experiences and framed using the DESC lifelong learning skills language;
  - A high quality CV; and
  - A tutor statement outlining attendance, punctuality, extra- curricular/ other contributions, predicted grades and copies of exam certificates once received.

## **Tertiary Phase Entitlement Offer**

### **Key Stage 5/ Further Education**

As part of lifelong learning, support with positive transitions into Higher Education, Training or Employment through:

- Access to an Independent Careers Advice and Guidance Interview with a qualified Careers Adviser for those intending to enter straight into the workforce at the end of KS5/post Further Education.
- Support with applications as appropriate to the intended learner progression route.
- A school/college focus on positive next steps that enables learners to continue to consider:
  - *What do I love?*
  - *What am I good at?*
  - *What does the world need?*
  - *What can I get paid for? (IKIGAI)*
- Opportunities to learn about personal finance education.
- At least 2 engagements with employers/employer groups during KS5/Further Education as part of careers education provision.
- Development of a Personal Portfolio which includes a tailored personal statement based around intended destination and lifelong learning skills, as well as a high quality CV.
- Access to interview preparation and practice focused around Lifelong Learning skills language as appropriate to intended destination.
- Targeted experience of the workplace for some to support transition into employment post Further Education.
- Contribution to the community through opportunities for supported volunteering and/or skills development.

- Access to opportunities to explore different options for lifelong learning post KS5/Further Education including those in off island Higher Education Institutions, UCM and other work based learning/training opportunities (full time and part time).
- Signposting to sources of additional support and guidance available to support Careers exploration and decision- making post into and through adulthood.

## **Higher Education**

As part of lifelong learning, support with positive transitions into Postgraduate courses, Training or Employment through:

- Access to an Independent Careers Advice and Guidance Interview with a qualified Careers Adviser
- Access to interview preparation and practice focused based on intended post graduate destination
- Personal and professional skills development in a work- based setting
- Opportunities to explore enterprise, including the development of business ideas and setting up a company on the Isle of Man
- Support with the development of a Personal Professional Portfolio including a high quality CV and strong digital media presence
- Contribution to the community through opportunities for volunteering
- Signposting to sources of additional support and guidance available, to support personal capability and agency

# Associated Resources

This policy should be delivered in in line with the 2023 DESC Employability and Careers Framework (which can be found on the DESC Signposts website here link to be created if Framework agreed) and other associated guidance documents.

## **Legislative Links**

[Education Order 2011](#)



# Version Control and Review

## **Review Date**

This document was issued on 01/09/2023 and is due be reviewed in 09/2026