

Seva Education



Careers Programme

Seva Education

Statement of Purpose

Seva Education is a specialist independent school and further education college based on two sites in north-west London. We provide education and therapeutic support for students aged 7-25 with a wide range of special needs.

We provide a quality experience which will re-engage and sustain a desire to learn and develop socially and emotionally whatever their individual and contextual backgrounds and circumstances.

We have planned pathways that allow students to work towards achieving qualifications that are relevant to their aspirations. Our pathways enable students to gain the necessary skills, knowledge and experience that will help them prepare for adulthood, future employment and to sustain independent living.

Students with SEND do not learn or progress in the same way as their mainstream peers and so we adapt our provision and curriculum to personalise our offer to meet individual needs and enable future opportunities. This include tailoring the types of courses and qualifications that we offer.

Our students will gain relevant qualifications, accreditations and life experiences including AQA Unit Awards, BTEC, Functional Skills, ASDAN, Grey Matters and in the future International GCSEs.

Careers Overview

Seva Education is committed to providing training, guidance and advice to all students to help them choose appropriate and aspirational pathways that will lead them to a fulfilling career in the future. Staff, supported by external advisors, will offer a range of support for students including meetings with local colleges, visits from companies and organisations and advice from careers advisors. The support that we put in place will ensure that all students are able to make meaningful choices about their futures and the pathways to an appropriate workplace.

Seva Curriculum Pathways

On entry all students are assessed and placed on a pathway according to their needs and abilities. These pathways are not set, and students can move between them according to changing circumstances or progress.

Each pathway will lead towards an end point of providing the necessary life skills and where possible work experience and support with job applications enabling our students to become valuable members of their communities when they leave the school and college.

Curriculum Pathways and Destination Points

The Three Seva Education Pathways	
Pathway	Examination, Qualification or Accreditation Route
1	International GCSEs, BTEC Firsts, Functional Skills
2	AQA Unit Awards, ASDAN
3	AQA Unit Awards, social and life skills

Curriculum Pathways - Typical Needs

The Three Seva Curriculum Pathways			
Dynamic Pathways	Number of Years Below Age Related Expectations	Possible Special Needs	Attendance
1	0-2 Years	SEMH, ASD, ADHD, SALT needs, OT needs	Spiky attendance due to exclusions and non-attendance has led to the student falling behind age related expectations but is able to close gaps.
2	3-5 Years	MLD, SEMH, ASD, ADHD, SALT needs, OT needs	Individual student attendance has led to the student achieving at a level below age related expectations.
3	5-6+ Years	SLD, MLD, GLD, ASD, ADHD, Medical, SALT needs, OT needs	Individual student attendance has led to the student achieving at a level significantly below age related expectations.

Seva Education Curriculum Pathways

Baseline on Entry

EHCP Targets, English, Phonics, Mathematics levels, Strengths and Difficulties Score, SALT needs, OT needs

Students are placed on one of three pathways according to baseline assessments and Personalised Learning Plan written. Please note, these pathways are dynamic and students can move between them depending on their performance and engagement in learning and other home circumstances.

KS2	1 Weekly Offer Daily mathematics, English, phonics, social and emotional teaching. Weekly PSHE, PE, Art and Design, History, Geography. SATs tutoring where appropriate. Extra-curricular activities linked to the curriculum. Preparation for adulthood.	2 Weekly Offer Daily mathematics, English, phonics, social and emotional teaching. Weekly PSHE, PE, Art and Design, History, Geography. Extra-curricular activities linked to developing life skills and the curriculum. Preparation for adulthood.	3 Weekly Offer Daily mathematics, English phonics, social and emotional teaching. Weekly PSHE, PE, and allocated subjects and extra cultural capital experience to support preparation for adulthood, independent living and employment. Preparation for adulthood.
	Internal Assessments and SATs	Internal Assessments	Internal Assessments
KS3	1 Weekly Offer Daily mathematics, English, phonics, social and emotional teaching. Weekly PSHE, PE, Art and Design, History, Geography and group AQA lessons/experiences. Extra-curricular activities linked to developing life skills and the curriculum.	2 Weekly Offer Daily mathematics, English, phonics, social and emotional teaching. Weekly PSHE, PE, Art and Design, History, Geography and group AQA lessons/experiences. Extra-curricular activities linked to developing life skills and the curriculum.	3 Weekly Offer Daily mathematics, English, phonics, social and emotional teaching. Weekly PSHE, PE, Art and project based work and extra-curricular activities linked to life experiences.
	Internal Assessments and AQA Awards	Internal Assessments and AQA Awards	Internal Assessments
KS4	1 Weekly Offer Daily mathematics, English, phonics, social and emotional teaching. Weekly PSHE, PE, Art and Design, History, Geography and group AQA and/or ASDAN and/or IGCSE lessons/experiences. Extra-curricular activities linked to developing life skills and the curriculum.	2 Weekly Offer Daily mathematics, English, phonics, social and emotional teaching. Weekly PSHE, PE, Art and Design, History, Geography and group AQA and/or ASDAN lessons/experiences. Extra-curricular activities linked to developing life skills and the curriculum.	3 Weekly Offer Daily mathematics, English, phonics, social and emotional teaching. Weekly PSHE, PE, Art and foundation subjects and extra-curricular activities linked to life experiences.
	Internal Assessments AQA Awards, ASDAN and IGCSEs	Internal Assessments, Grey Matters, AQA Awards and ASDAN	Internal Assessments and AQA
	1 Weekly Offer Daily mathematics, English, phonics, social and emotional teaching. Weekly PSHE, PE, Art and Design, History, Geography and group AQA and/or	2 Weekly Offer Daily mathematics, English, phonics, social and emotional teaching. Weekly PSHE, PE, Art and Design, History, Geography and group AQA and/or	3 Weekly Offer Daily mathematics, English, phonics, social and emotional teaching. Weekly PSHE, PE, Art and foundation subjects and

KS5	ASDAN and/or IGCSE and/or BTEC lessons/experiences. Extra-curricular activities linked to developing life skills and the curriculum.	ASDAN lessons/experiences. Extra-curricular activities linked to developing life skills and the curriculum.	extra-curricular activities linked to life experiences.
	Internal Assessments AQA Awards, ASDAN, IGCSEs, BTEC Firsts, Pearson Functional Skills	Internal Assessments, Grey Matters, AQA Awards and ASDAN	Internal Assessments and AQA
Careers	Work experience, attendance at careers fairs, support from local authority careers advisors, internships, apprenticeships, careers advice from Connexions.	Virtual work experience, possible online business opportunities, online internships, possible work experience in local companies accompanied by a staff member, careers advice from Connexions	Virtual work experience, possible online business opportunities, online internships, careers advice from Connexions
Post College and Adulthood	We aspire for all students to be able to live independently, attend other further education and/or employment depending on the aspirations and needs of the student and their family/carers.		

Careers Timeline

Seva Education Careers Timeline		
Age/Key Stage	Students offered/take part in	Provider
Key Stage 2	Careers work through PSHE Curriculum	School
Year 9	Complete Vocational Plan. Link to Annual Review. Add in Connexions report. Initial careers talk	School External provider - Connexions
Year 10	Revisit Vocational Plan. Attend visits by speakers from industry. Teachers, parents/carers and case officers meet to consider end of Year 11 choices.	School External providers
Year 11	Revisit Vocational Plan. Make decisions about end of Year choices. Decide on courses to match career expectations and link to Annual Review. Add in updated report	School External providers
Year 12	Revisit Vocational Plan. Attend careers advice meeting with Connexions and receive report. Complete AQA and ASDAN courses. Internal placements/experience.	School External providers Exam/qualification boards
Year 13	Sit/take BTEC courses and plan career/work experience/apply for jobs or next stage of education. Split placements.	School External providers Exam/qualification boards

Year 14 onwards	Complete BTEC, AQA and ASDAN courses as appropriate. Preparation for possible internships or full-time work placements.	School External providers Exam/qualification boards
Post Seva Education	Job/career in a suitable workplace	Companies, workplaces and organisations

The Gatsby Benchmarks

Seva Education understands that the Gatsby Benchmarks should be used to inform the school's careers strategy. The school uses the Compass Careers Benchmark Tool to audit progress in achieving the eight Gatsby Benchmarks listed below. This audit helps the school to identify strengths and discover areas for improvement within careers provision.

The Gatsby Benchmarks are a framework designed to improve career guidance in schools and colleges, ensuring that young people receive high-quality, evidence-based, and impactful support. Schools and colleges are encouraged to align their careers policies with the Gatsby Benchmarks to ensure comprehensive career development programs.

The Eight Gatsby Benchmarks

1. **A Stable Careers Programme**
 - The institution must have a structured and ongoing careers program that is well-documented, easily accessible, and supported by senior leadership.
2. **Learning from Career and Labour Market Information (LMI)**
 - Provide access to accurate, up-to-date LMI for students and parents to help them understand career opportunities and pathways.
3. **Addressing the Needs of Each Pupil**
 - Ensure careers guidance is personalized, considering individual aspirations, backgrounds, and needs. Track and record individual guidance.
4. **Linking Curriculum Learning to Careers**
 - Embed careers education into subject teaching, highlighting relevance to career paths (e.g., STEM careers in science/math classes).
5. **Encounters with Employers and Employees**
 - Provide opportunities for students to meet a variety of employers and learn about the workplace.
6. **Experiences of Workplaces**
 - Ensure every student has at least one meaningful experience in a workplace before they leave school.
7. **Encounters with Further and Higher Education**
 - Provide opportunities for students to learn about academic and vocational pathways, including apprenticeships and university options.
8. **Personal Guidance**

- Ensure every student has access to individual career advice and guidance from a qualified professional by age 16 (and by 18 in further education settings).

Compass and Compass+

Compass+ is a tool from The Careers & Enterprise Company which we use to benchmark, manage, track and report on our school's careers programme.

Career and Labour Market Information

We keep our students up to date with career and labour market information through information on our website, talks with representatives from companies and organisations and displays in school.

Meeting the Needs of all Students

In order to ensure that we meet the needs of all students we ensure that they have their journey is tracked and recorded as they progress through the school and college. Much of this information will be recorded on Compass+.

Compass+ is easy to audit and can also maintain accurate data on the destinations for the three years after students leave school.

Compass+ can also be used to share data collected with local authorities as appropriate.

Linking the Curriculum to Careers

Our curriculum is designed to ensure that students have the appropriate skills and knowledge that will allow them to be successful in the modern workplace. This includes:

- Ensuring that all students have basic skills in English and mathematics
- Social skills to be able to work with colleagues
- Opportunities to learn about workplaces
- Wider opportunities to engage with extra curricular activities

Experiences of Workplaces

Seva Education is able to offer students three pathways to gaining experience of workplaces:

- Internal work experience
- External work experience
- Virtual work experience

Internal Work Experience

We are able to offer a range of safe, managed work experiences through the wider Seva Care Group. Students are able to gain experience in the following areas through work in our head office, day care or transport divisions:

- Office work – filing, word processing, mail room, managing visitors
- Care work – helping to care for adults with special needs, catering, accompanying on visits to the local community,
- Vehicle maintenance – completing simple vehicle checks, cleaning and maintaining appearance of the fleet,

- Gardening and horticulture – maintaining the gardens and grounds of the Seva Care Group properties, including planting, strimming, pruning and planning displays

All of these experiences are provided for students during term time, accompanied by an appropriate trusted adult who will be trained to ensure that the student gets to the workplace and can assist with any of the tasks.

External Work Experience

We believe that all of our students should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities. As all of our students have an EHCP and SEND then we will need to create relationships with employers who will be able to offer a supported experience of work.

We aim to provide:

- By the age of 16, every student will have had at least one experience of a workplace, additional to any part-time jobs they may have.
- By the age of 18, or before the end of their study programme, every student will have had at least one career experience, additional to any part-time jobs they may have

We firmly believe that experiences of the workplace can create social capital for young people with more limited networks, such as our students with learning needs. We also believe that experiences of the workplace can give students the opportunity to develop essential skills.

Virtual Work Experience

In order to meet the varied career needs of the students who attend Seva Education we may need to offer virtual work experience opportunities either in place of or alongside actual experiences. This may be due to the physical or social, emotional and mental health needs of students.

Whilst virtual experiences are no substitute for experience in a real-life work place they can offer an insight into the world of work for students who may find it difficult to access a physical work experience.

Many of the websites and companies below offer a taster of what life in a work place may entail and can be used to widen a students knowledge of work and careers. Some of the links below offer modules that can be completed and offer certificates to demonstrate participation. These can then be saved in students careers' folders.

Provider	Website	Offer	Format	Timing	Duration	Cost
Speakers for schools	Link Here	Tailored offers from both local and national employers. Insight days	Live experience	Offered throughout the year	1 – 5 days	No cost

		& full virtual work experiences				
Start	http://beta.startprofile.com/	Insight activities: short, self-guided activities. On Demand programmes : longer, modular, self-guided activities. Live programmes — scheduled programmes for limited numbers of students who need to apply for the experience	Both recorded and live elements	Flexible	Flexible	No cost
LearnLive	https://learnliveuk.com/	Live interactive broadcasts and video on demand with live chat support	Live interaction	Flexible	15-minute live sessions	No cost
Medicine / Healthcare	https://www.open.edu/openlearn/health-sports-psychology/social-care-social-work/caring-hospitals/content-section-0?active-tab=description-tab	For those thinking about going into Healthcare, becoming a Nurse or another allied health profession.	Distance learning course rather than work experience	Anytime	8 hours	Free
Medicine / Healthcare	Home NCFE	The resource contains information	Power Point presentation with	Anytime		Free

		on a variety of job roles within the NHS, both clinical and non-clinical.	links to videos and virtual reality work experience platforms			
Childcare	https://cache.org.uk/cache-virtual-resources/nurseryvue	NurseryVue provides an accurate, true-to-life picture of what it's like to work in a nursery setting.	Immersive experience via an app	Anytime		Free
Open University	Free short courses from the Open University OpenLearn - Open University	Free courses and work experience	Online learning	Anytime		Free
Design and Technology	https://workexperience.hfm.co.uk/	Two options – Design Work Experience or The Technical Work Experience.	Project based – instructions and tutorials can be downloaded and projects submitted	Anytime	30 hours	Free
Environmental Issues	https://www.open.edu/openlearn/local/globalsearch/search.php?q=environmental%20issues	This course provides an introduction to global warming.	Distance learning course rather than work experience	Anytime	5 hours	Free
Forensic Science	https://www.open.edu/openlearn/health-sports-psychology/	Covers how science can make fingerprints easier to	Distance learning course rather than	Anytime	10 hours	Free

	health/forensic-science-and-fingerprints/content-section-0?active-tab=description-tab	study, how they are used in court and the extent to which fingerprint identification is sound and scientific	work experience			
Software Engineering	https://careers.ipmorgan.com/us/en/students/campaign/virtual-internship?search=&tags=location_EuropeMiddleEastandAfrica_UnitedKingdom	Explore life as a software engineer with a virtual internship.	Project based with opportunities to analyse data	Anytime	5 hours	Free
Aviation	https://britishairways.com/innctr.co.uk/inspire/	Online introduction to a career with British Airways	Six online modules to complete – including introduction to different roles. Mostly reading.	Anytime	2-3 hours	Free
Digital skills	https://idea.org.uk/	Mini online courses in Digital, enterprise and employability skills	Gain digital badges that can be added to CV	Anytime	Varied	Free
Food and Grocery Industry (careers in marketing and sales, engineering)	https://www.igd.com/Social-Impact/People/Articles/Virtual-	Free food chain courses	Online courses	Anytime	Varied	Free

and IT and Digital)	Volunteering /31519					
Construction	https://alison.com/course/introduction-to-plumbing-revised/content	Plumbing Course This is an online introduction to plumbing course comprised of 5 modules.	Online learning course	Anytime	2-3 hours	Free
	https://alison.com/course/introduction-to-carpentry-revised	Carpentry Course This is an online introduction to carpentry course.	Online learning course	Anytime	2-3 hours	Free
	https://alison.com/course/introduction-to-masonry	Masonry Course Learn about important masonry tools and techniques as well as the precise roles of modern masons.	Online learning course	Anytime	2-3 hours	Free
	https://alison.com/course/introduction-to-the-electrical-trade-revised	Electrical Course Students will learn everything needed to work on residential and industrial projects as an electrician.	Online learning course	Anytime	2-3 hours	Free
Teaching	https://www.open.edu/openlearn/local/globalsearch/search	Introduces members of a primary school community,	Online learning course	Anytime	8 hours	Free

	h.php?q=teacher	the nature of their involvement and how this has evolved in the UK over recent years. It explores ideas about the primary school curriculum and the role of teachers and support staff in supporting children's learning.				
Policing	Sure, I know how to talk to people! OpenLearn - Open University	This course focuses on leadership, decision-making and communication in the context of policing within the community. It focuses on communication skills and specifically looks at how to build rapport and get the most out of conversations in community settings.	Online learning course	Anytime	4 hours	Free
Marketing/Graphic Design	https://hunterbevan.co.uk/wp-content/uploads/2020/06/Hunter-	Download project briefs to work on. One is a marketing	Ideas can be sent to Hunter Bevan for	Anytime	Flexible	Free

	Bevan-Work-Experience-Brief.pdf	brief and the other a design brief for a fictitious motor dealer, based on a real-life project.	feedback . Anytime Flexible Free			
Business	https://barclayslifefskills.com/i-want-virtual-work-experience/school/virtual-work-experience/	Students get to see the inner workings of a 'digital transformation' agency and actively work with different departments on one exciting project, helping them solve problems and complete real life tasks.	Mainly video based	Anytime	Flexible	Free
General	https://resources.careersandenterprise.co.uk/resources/my-week-work-monday In order to use this resource students will need to complete the 4 lessons on Monday. Then they can choose at least 1 of	An introduction to My Week of Work and the sector options for students to explore: creative digital, engineering, construction, energy and renewables and health and social care. The final session of the day	Insight into the world of work – video based	Anytime	1-2 hours	Free

	the other days (for example Thursday) and complete the remaining 4 lessons.	gives an insight into the world of work.				
General	https://resources.careersandenterprise.co.uk/resources/my-week-work-tuesday	Introducing Human Resources. Lessons cover work/life balance, dealing with stress at work, self-reflection and different careers options.	Insight into the world of work – video based	Anytime	1-2 hours	Free
	https://resources.careersandenterprise.co.uk/resources/my-week-work-wednesday	Introducing Marketing. Lessons cover innovative thinking, creativity, marketing campaigns and promoting self as a brand.	Insight into the world of work – video based	Anytime	1-2 hours	Free
	https://resources.careersandenterprise.co.uk/resources/my-week-work-thursday	Introducing Recruitment. Lessons cover the skills employers look for, how businesses recruit, entrepreneurship and project planning skills.	Insight into the world of work – video based	Anytime	1-2 hours	Free

	https://resources.careersandenterprise.co.uk/resources/my-week-work-friday	Lessons explore what it means to be an effective leader, how to create an impactful CV and recognise and demonstrate employability skills.	Insight into the world of work – video based	Anytime	1-2 hours	Free
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Supported Internships

The school has developed links with Mencap to offer supported internships for students. These internships will offer students a route into the workplace, fully supported with a proportion of the time being in a classroom setting.

Provision in place

Compass+ Audit – Completed 12/12/2024

Spark! Charity - Charmaine Esprit - SEND & AP Programmes Manager
07399 069 438 – Meeting 6/12/2024.

Offers:

Links to companies offering paid internships.

Employability pathways.

Insight days with Heathrow and Segrow.

Worked with Marjory Kinnon, Spring Hallow and Woodbridge Park this year.

Run an 'Inspire to Work' programme – 1 day per week.

Will try to link us with the NHS – 16-18 year olds internships. March 2025 onwards.

Mencap - Mohammed Programme Coordinator (London) Royal Mencap Society – Meeting 4/12/2024

Mohammed Mullick Mohammed.Mullick@mencap.org.uk

Based in Ealing – not the Mencap shops

Supported Internships – 70% in work/30% in class

Students start in September

Sainsbury's, West End Theatres, Evry and other organisations

Study programme starting in September

Can deliver careers advice in schools

Book meeting to deliver careers advice in Spring Term and have meeting to plan future work

Mason Foundation

Vocational Profile – staff to complete with students – from Year 9

West London Careers Hub – Maria Varela is our link (mvarela@edt.org)
178 schools in London. Funded by Greater London and Careers Enterprise

Connexions – Peter Matthews runs this resource (pmatthews@ealing.gov.uk)
Peter Matthews
Deputy Connexions Manager
020 8280 6952 Mobile 079 4479 0343

Our advisor:
Edward Speechley
Personal Advisor for Connexions Ealing
Work: 07581066994
Email: SpeechleyE@ealing.gov.uk



Appendix 2 Vocational Profile

Seva Education

Vocational Profile

This profile should not be shared without prior permission

It should be completed with the student

It can be completed electronically or by hand

Name:	
Date of birth:	
Date profile started:	
Date reviewed:	

About me

Intolerances/ dietary needs	
Allergies/ health conditions	
When I feel happy, I am:	
When I feel sad, I am:	
If I am overwhelmed, I need:	
Anything else I need to share about how my behaviour may change:	

Plans that support my activities

Behaviour support plan

Yes

No

Care plan

Yes

No

Personal emergency evacuation plan

Yes

No

Health / medical plan

Yes

No

Other plans:

My Communication

I communicate using:

Important things you can do to support my communication:

People who are important to me and support me

Name	Relationship	Important because:

I would like this plan to be shared with:

My Communication

Name: (workplace/work experience?)	How it will be shared and communicated:

Planning my day

A good day for me looks like:

Good times of the day for me are:

Things that need to happen during the day to meet my needs:

Who will support me with travel and transitions:

What is important to me about my employment?

- 1.
- 2.
- 3.
- 4.

What good support looks like for me in employment:

- 1.
- 2.
- 3.
- 4.

Transferable skills I have:

- 1.
- 2.
- 3.
- 4.

Skills I would like to improve:

- 1.
- 2.
- 3.
- 4.

Previous experience

Job title/ position	Work activity:	How I contributed:

Job roles/duties

The types of job role or duties I am suited to based on my qualities and abilities:	<ol style="list-style-type: none">1.2.3.4.
This is what I can do to show I am engaged:	<ol style="list-style-type: none">1.2.3.4.

Making an inclusive workplace:

What will help make a workplace inclusive for me:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Adjustments that may need to be agreed with an employer:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Signed:

Date: