

# EBP South - Careers Statement of Service

## Mission Statement:

To inspire and prepare children, young people and young adults for the world of work.

## Vision:

To empower children, young people and young adults by equipping them with the tools required to make well informed, independent and positive choices for their future.

## Who we are:

EBP South are an education charity with over 25 years' experience of connecting businesses and educational establishments. We provide established, high-quality programmes which inspire children, young people and young adults about future career options and help them on their journey to the world of work. We work across Hampshire and the surrounding areas.

By partnering with and utilising our business community to deliver engaging opportunities that seek to enable:

- Increased social mobility.
- Opportunities to challenge job role stereotypes.
- Greater awareness of industries and the labour market.
- Understanding of the future diversity needs of our workforce.

## Core Values and Organisational Behaviours:

- *Collaboration/Partnership*  
We work collaboratively in partnership with businesses, all educational establishments and other partners to inspire and prepare children, young people and young adults for the world of work.
- *Diversity, Equity & Inclusion*  
We encompass a philosophy and culture of acknowledging, supporting and accepting those of all racial, sexual, gender, religious and socio-economic backgrounds with the aim of uniting different backgrounds, beliefs and experiences in an environment where everyone feels valued and works together towards the greater good.
- *Impact, Innovation & Continuous Improvement*  
We take an evidence-based approach to our work, providing examples of the positive impact to our partners and stakeholders. Our product offer and education/business partnerships are constantly evolving. In our work we pioneer new approaches and learn from current practice to improve and develop our future offer.
- *Impartiality, Integrity and Person-Centredness (was student)*  
We are impartial and objective, taking a person (was student) and business-centred approach to all our work. Having delivered programmes for over 25 years we are a trusted partner that acts with integrity to develop trusted relationships at all levels. We empower children, young

people and young adults by equipping them with the tools required to make well informed, independent and positive choices for their future

- *Making a difference*  
Our charity is values-driven, directed by an ambition to make a positive difference for children, young people and young adults from a variety of backgrounds, and businesses across a variety of sectors.
- *Stepping up through teamwork*  
As a team, we support each other across all areas of our work, developing our collective expertise and knowledge, and we do what we say we will do.

## What is Careers?

It's about finding purpose, discovering what matters to you, your place in the world, the point of studying/working and getting up in the morning. Sometimes people think careers is just information about options and planning for the future. It's so much more. It can give hope, meaning, purpose, self-esteem and the ability to navigate the challenges of life.

**Liane Hambly - Creative Career Coaching**

**The Eight Gatsby Benchmarks are** [Good Career Guidance | Education | Gatsby:](#)








1. A stable careers programme.
2. Learning from career and labour market information.
3. Addressing the needs of each pupil.
4. Linking curriculum learning to careers.
5. Encounters with employers and employees.
6. Experiences of workplaces.
7. Encounters with further and higher education.
8. Personal guidance.

**CDI Career Development Framework** [New Career Development Framework \(thecdi.net\):](#)

- Grow throughout life.
- Explore possibilities.
- Manage career.
- Create opportunities.
- Balance life and work.
- See the big picture.



## EBP Intended Outcomes:

EBP Intended Outcomes for Children, Young People & Young Adults.	Gatsby Benchmarks	CDI Career Development Framework
1. Children, young people & young adults will have an increased awareness of the wide range of job and career opportunities available to them.	Gatsby 2, 5, 6	
2. Children, young people & young adults will understand the requirements of career pathways including both employability skills and qualifications needed, resulting in better informed career planning.	Gatsby 1, 2, 3, 8	
3. Children, young people & young adults will be better prepared for the transition from education to employment and have a better understanding of the world of work.	Gatsby 1, 3, 4, 5, 6, 7	
4. Children, young people & young adults will have a better understanding of, and have developed skills valued by employers (employability skills) such as: <ul style="list-style-type: none"> <li>• Problem Solving</li> <li>• Good Work Ethic</li> <li>• Entrepreneurial Thinking</li> <li>• Communication</li> <li>• Digital</li> <li>• Resilience</li> <li>• Leadership</li> <li>• Teamwork</li> </ul>	Gatsby 3, 4, 5, 6	
5. Children, young people & young adults will recognise why it is important to do well at school and have an awareness of the link between attainment and future choice.	Gatsby 3, 4, 8	
6. Aspects of the curriculum and classroom learning will be contextualised to the world of work.	Gatsby 2, 4, 5, 6	
7. Children, young people and young adults will have developed greater self-awareness and understanding of their own strengths and motivation in relation to future careers.	Gatsby 1, 3, 4, 8	

## Learner Entitlement:

We offer children, young people and young adults, the opportunity for impartial and confidential careers education, information, advice and guidance (CEIAG) within the constraints of the service level agreement with each establishment.

The services we offer are designed to deliver opportunities for:

- Personal Guidance – CEIAG provision.
- Industry and sector exploration – Business Speed Networking, Get Inspired Brand of Events and Inspiring STEM.
- Development of employability skills and self-awareness – Interview Ready, Employer Interviews, Who Dunit Experience and Work Readiness Programme.
- First-hand experience of workplaces – Work Experience.
- Supporting education establishments with provider access – Careers Fairs, Apprenticeship Evenings and Virtual Webinars.
- Supporting students to understand the link between the subjects they study and how they are used in the workplace – Employer Engagement Project (EEP).

The aim of these service offerings is to support education establishments with the provision of an impartial and stable careers programme. Delivering to our EBP Intended Outcomes, the Revised Eight Gatsby Benchmarks and underpinning the CDI Career Development Framework.

Our partnerships with employers, further and higher education, apprenticeship and training providers, government agencies and other third parties (such as The Kings Trust and The Hearn Foundation) enable us to provide a comprehensive programme of services that delivers on our mission.

## Careers Service Offer:

EBP South provide independent and impartial careers education, information, advice and guidance (CEIAG) that enables education establishments to meet their statutory responsibility. We are committed to providing a high quality, flexible service that meets the needs of each education establishment and its cohorts. We are a Matrix Accredited organisation and also a CEC (Careers and Enterprise Company) approved provider of career services. There are three components to assuring the quality of CEIAG for children, young people and young adults:

1. Firstly, quality standards for the education establishments programme of CEIAG.
2. Secondly, a UK-wide quality standard for the providers of career education, information, advice and guidance services.
3. Thirdly, professional qualifications for career practitioners providing career guidance.

## Our careers service offer includes:

### Careers Information, Advice and Guidance (CIAG)



Gatsby Benchmarks: 1, 2, 3, 4, 8

#### *What do we offer?*

As part of our flexible approach, education establishments can choose to buy as many days of careers guidance time as they wish. Our Head of Education, Careers and Quality Senior Manager (who is also a qualified Level 6 careers practitioner) can provide advice and guidance on the number of days recommended, along with examples of good evidence based practice. EBP South will work with each establishment to determine the best use of the time to suit their cohorts needs, that will also meet national quality standards. We will make every effort to accommodate preferred dates for delivery. We are able to offer an in person option or a virtual method.

### *Types of IAG provided and how it is delivered?*

- 1 to 1 information, advice and guidance meetings in person or virtually via Teams.
- Group sessions – can be large or small and tailored to need/subject.
- Support with career events in the education setting. For example being available on career drop down days.
- Support establishment open days, enrolment, parent and option evenings.
- Support with destination tracking and data gathering.

We will complete/provide each person with a record of discussion and an action plan. Good practice is 5 x 45 to 60 mins guidance meetings per day. *Where a maximum of 8 shorter meetings (30 mins or less) are conducted only a generic record of discussion is issued and a personalised action plan will be completed/provided.*

### *Who delivers our service and what are the requirements of all professionals?*

The Career Practitioner Team:

- Is led by the Head of Education, Careers & Quality Senior Manager, who is also a Level 6 qualified practitioner and on the professional register.
- As a minimum are holders of the OCR Level 6 qualification in Career Guidance and Development Diploma or are working towards the Level 6 qualification.
- Are expected to work to and uphold the CDI (Career Development Institute ) Code of Ethics and Professional Conduct.
- Are members of the CDI.
- Once qualified will be included on the CDI Professional Register. This means in addition completing a minimum of 25 hours of continuous professional development (CPD) and logging it on their CDI Member Portal. This is a mandatory requirement of the CDI.
- Are experienced in working with a wide range of education settings including SEND (Special Educational Needs and Disability) and PRU's (Pupil Referral Units).
- Are well informed about local and national opportunities which includes the labour market.
- Work closely with the rest of the EBP South team signposting the education setting to appropriate opportunities/services that may compliment or add extra value.
- Receive continuing professional development to ensure their skills and knowledge are up to date. This is a requirement of the professional register which is monitored by the CDI.
- Have access to high quality resources and also produce resources that can be utilised by the education setting.
- Meet with the Careers Lead/Co-Ordinator at the start of the year, to put together an action plan which includes objectives for the year and is reviewed at the end of the academic year. Reflection will be completed on what's been achieved, what worked well and will identify areas for future development by all parties.
- Ask each person whose attended a 1 to 1, to complete an evaluation to measure impact about their guidance meeting. EBP South will provide an infographic to show the results. For education settings where a minimum of 50 evaluations are completed across the year we can provide an individual infographic for that establishment rather than the generic one.

### Key Performance Indicators

1. Each career practitioner will meet with their educational establishment Careers Lead or Co-ordinator to agree a set of annual objectives for the academic year. These could be ensuring that where practicable and if the school buy enough IAG days that every Year 11 will have been seen at least once by the time they finish their Pre 16 education. Example objectives can be shared and discussed with the Head of Education, Careers & Quality Senior Manager for EBP South. Towards the end of the year the action plan will be reviewed to look at achievements, what's worked well, and identify areas for future development. Both documents will be shared, checked and held by the Head of Education, Careers & Quality Senior Manager.
2. Each practitioner along with the educational establishments will aim to get 50 evaluations from people who have participated in guidance meetings over the academic year. This is undertaken for each school that the practitioner works in.
3. Impact and evaluation data (an infographic) will be shared with the educational establishment. EBP South aim to achieve at least a:
  - 95% score for the question "During the career meeting were you able to ask questions and discuss topics of choice?"
  - Score of 8 or above for the question "How useful was your career meeting? (1 star = not useful at all - 10 stars = extremely useful)".

We will also analyse the individual qualitative responses and share improvements suggested by the people seen for their guidance meeting.

4. From an organisation point of view our IAG services will grow if we are doing things right and education establishments may choose to increase their IAG days – this is always subject to finances.
5. EBP South maintains and keeps its Matrix Accreditation.

### Work Experience (WEX)



Gatsby Benchmarks: 1, 3, 4, 5, 6

#### *What do we offer?*

EBP South offers a range of work experience options. Every educational establishment has its own way of managing work experience but we have three main offers (see below). We work with a designated coordinator within an educational establishment to ensure that as many of the cohort as possible secure a placement of their choice.

#### *Types of WEX provided and how each is delivered?*

- A fully managed work experience service which includes:
  - ❖ Securing placements and managing the 'matching process' using an online system.
  - ❖ Liaising with the employer regarding job description, insurances and risk assessments.
  - ❖ Completing a placement check every 1-4 years depending on level of risk and keeping appropriate records.
  - ❖ Advising and guiding employers and education establishments on work experience placements.
  - ❖ Informing the education establishment if a 'DBS' check is required.
  - ❖ Keeping in contact with employers.
  - ❖ Provide a student certificate on completion.

- Own Placement Service: A scaled back version of the above. The role we play is to ensure that the education establishments liabilities for sending the cohort out on work experience are reduced by having an 'expert provider' ensuring that paperwork and placement checks are undertaken.
- Extended Work Experience: This option is aimed at young people in Years 10 and 11. An extended work placement as part of an education establishments alternative curriculum programme may help re-engage and compliment the young person's learning. The role we play is to ensure that the education establishments liabilities for sending the young person out on work experience are reduced by having an 'expert provider' ensuring that paperwork and placement checks are undertaken.

### *Who delivers our service and what are the requirements of all professionals?*

Our work experience team:

- Is led by the Work Experience Manager who holds the NEBOSH National General Certificate in Occupational Health and Safety and who is also a Designated Safeguarding Lead (DSL) for the organisation.
- Is made up of Project Co-ordinators and 1 Project Assistant. All Project Co-ordinators have undergone and successfully completed the IOSH Health & Safety for Work Placement Personnel qualification.

### *Key Performance Indicators*

1. 50% of Full Service WEX applications will secure a confirmed placement.
2. 90% of Own Placement WEX forms will be processed and checked within 12 weeks from the date of receipt.
3. EBP South aim to achieve at least a:
  - 70% student score for the question "I am now more confident when working with and communicating with adults in the workplace."
  - 70% student score for the question "I have a better idea of how workplaces are structured and the different roles people have."
  - 70% employer score for the question "The student developed a positive attitude towards work and understands the skills that employers look for. For example problem solving, good work ethic, entrepreneurial thinking, communication, digital, resilience, leadership and teamwork."
  - 70% employer response for the question "My involvement in offering work experience has provided me with an opportunity to reflect on my own/our business practices and/or develop our talent pipeline."

## **Events and Work Related Learning (WRL)**

### *What do we offer?*

EBP South organise a number of large scale events and offer work related learning for educational establishments across Hampshire and the surrounding areas.

The aims are to:

- ❖ Inspire children, young people and young adults through them participating in a range of interactive activities.
- ❖ Connect children, young people and young adults to businesses and the world of work.

- ❖ Give them an opportunity to learn about and develop their employability skills.
- ❖ Learn about the range of career pathways available to them.

*Types of Events and WRL provided and how it is delivered?*

- Events – Get Inspired Portsmouth (GIP), Get Inspired Basingstoke (GIB), Get Inspired Southampton & New Forest (GIS & GINF), Solent and Basingstoke Primary School STEM Fairs and Inspiring STEM. The Get Inspired events are free for educational establishments and there is a small per person charge for the Primary School STEM events and the Inspiring STEM.
- Business Speed Networking (BSN), Interview Ready/Interview Preparation (IR/IP) and Employer Interviews (EI). These sessions are delivered in person but can be delivered virtually in educational establishments that select these as part of their service level agreement (SLA). These sessions are chargeable and will be delivered either in class groups or larger groups depending on the size of the cohort.
- Career Super Days. This day is made up of a number of workshops and designed to give cohorts the chance to see and try out a broad range of career options/pathways. This programme can be tailored to suit the education establishments request and is chargeable. This day is delivered in person.

*Who delivers our service and what are the requirements of all professionals?*

All of our events and work related learning are facilitated by EBP Staff with Business Volunteers from a range of different industries and sectors.

Our events team:

- Is led by the Head of Business, Events, Marketing, and Work Experience Senior Manager who has a high level of experience within the events sector. They also have practised as a commercial manager for an FE College and they've worked as a senior events manager on Rock Challenge.
- Has 4 Project Co-ordinators who work on the large events and also the work related learning in educational establishments. 1 of the team along with the senior manager are also part of the Business Development Team which is also responsible for bringing in sponsorship and grant funding.

*Key Performance Indicators*

Get Inspired Events:



**Gatsby Benchmarks: 1, 2, 3, 4, 5, 6, 7, 8**

Increase student and employer participation by 5% on previous year.

1. 80% of student respondents will say that they had learnt about job types or careers that they didn't know about before the event.
2. 60% of student respondents will say that they found the “have a go activities” engaging.
3. 90% of employer respondents will say that at the event they were given the opportunity to inform young people about their organisation or area of work and promote the range of opportunities within it.
4. 90% of employer respondents will say that they would recommend others participate in this type of event/activity.



Business Speed Networking (BSN):



Gatsby Benchmarks: 1, 2, 3, 4, 5, 6, 8

1. 85% of student respondents will say they have a better understanding of how workplaces are structured and the different roles people have.

Interview Ready/Interview Preparation (IR/IP):



Gatsby Benchmarks: 1, 3, 4, 5, 6, 8

1. 85% of students will say they understand what employability skills are and why they need them.
2. 85% of students will say they have a better understanding of how to present themselves at an interview or assessment centre to increase their chances of success.

Employer Interviews (EI):



Gatsby Benchmarks: 1, 3, 4, 5, 8

1. 85% of student respondents will say they will now be more confident presenting themselves in a job, college, apprenticeship or university interview.

Careers Super Day (CSD):



Gatsby Benchmarks: 1, 3, 4, 5, 8

1. 80% of students will say they've learnt about job types or careers that they didn't know about before today.
2. 90% of students will say they've had an opportunity today to work on their teambuilding and decision making skills.

## Employer Engagement Project (EEP)

Gatsby Benchmarks: 2, 3, 4, 5, 6



### *What do we offer?*

EBP South deliver the Employer Engagement Project (EEP) which is fully funded by The Hearn Foundation. It provides businesses with the opportunity to link with education establishments, supporting the curriculum and raising awareness of job roles in their industry.

The aim of the Employer Engagement Project is for cohorts to be able to understand how what they learn in the education environment is relevant to the world of work, helping them to engage and focus on their curriculum subjects. This project is delivered to education establishments (Year 9 to Year 13):

- Is designed to dovetail into subject content to enrich, update, engage and make cohorts understand the relevance of what they are learning in their lessons to the jobs market.
- Makes it easy for employers to engage with cohorts in a way that allows them to support the curriculum without it being onerous for busy Heads of Subjects.
- Helps education establishments meet the new OFSTED Framework where personal development now has a larger weighting.
- Helps education establishments meet Gatsby Benchmarks 2, 3, 4, 5 & 6.
- Links to the new CDI Career Development Framework.

### *Types of EEP provided and how it is delivered?*

We have a range of employers who have prepared a session that links their world of work to specific aspects of the Design and Technology, English, Geography, Maths, Modern Foreign Languages and Science Curriculums. For example how English and perspectives are used by a Chartered Legal Executive working for Biscoes.

We have a catalogue of sessions that can be offered to education establishments and our EEP Leaflet which details the sessions is available. All sessions are free and there is no cost involved. It is fully funded by The Hearn Foundation. Sessions can be delivered in person or virtually.

Each session will normally last about 50-60 minutes allowing for set-up, pre and post-session evaluation forms. All sessions will include an introduction, Q & A about the company, roles, pathways & the 'Employable Me' skills needed. The session then covers specific aspects of the curriculum (e.g. algebra and equations, persuasive writing techniques).

### *Who delivers our service and what are the requirements of all professionals?*

The EEP Team is made up of:

- Two external consultants – one is a semi-retired teacher and the other a director of a local former manufacturing company.
- The Head of Business, Events, Marketing, and Work Experience Senior Manager.
- One Project Co-ordinator for EBP South.
- Each session will be facilitated by the project co-ordinator or external consultants; main delivery of the session will be with the business volunteer and the class teacher of the curriculum subject.

### *Key Performance Indicators*

1. Following the extension award from the Hearn Foundation, to have delivered a range of sessions to 3000 additional students from 01/11/23 to 31/10/25. This will take the total number up to 8000 students.
2. To see a % increase in Pre and Post Evaluation Data referenced to the question “ I feel confident in using (insert subject).”
3. To see a % increase in Pre and Post Evaluation Data referenced to the question “I understand the relevance of (insert subject) and how it can be used in the workplace.”
4. To see a % increase in Pre and Post Evaluation Data referenced to the question “I am aware of the employability skills that employers look for (tick all that apply).”

Exact changes in % are recorded in the EEP data summary sheet. All infographics, data summary sheet and a quarterly report are shared with the trustees of The Hearn Foundation.

## **Structure, Governance, Management and Delivery**

At EBP South we believe it takes the whole organisation to effectively execute our CEIAG strategy and Goal Directed Plan. Everyone has a responsibility to play their part and to be accountable.

### **Board of Trustee Directors:**

- The Board of Trustees Directors includes representation from business, education, and public sectors. The aim of the Board is to ensure good representation of these sectors, whose views are fundamental to the direction and activity of EBP South together with the right blend of skills

appropriate for the strategic management of the charitable company. Trustee directors are recruited from organisations that support our key stakeholders including education establishments, local businesses, and local authorities and represent the geographic coverage of EBP South.

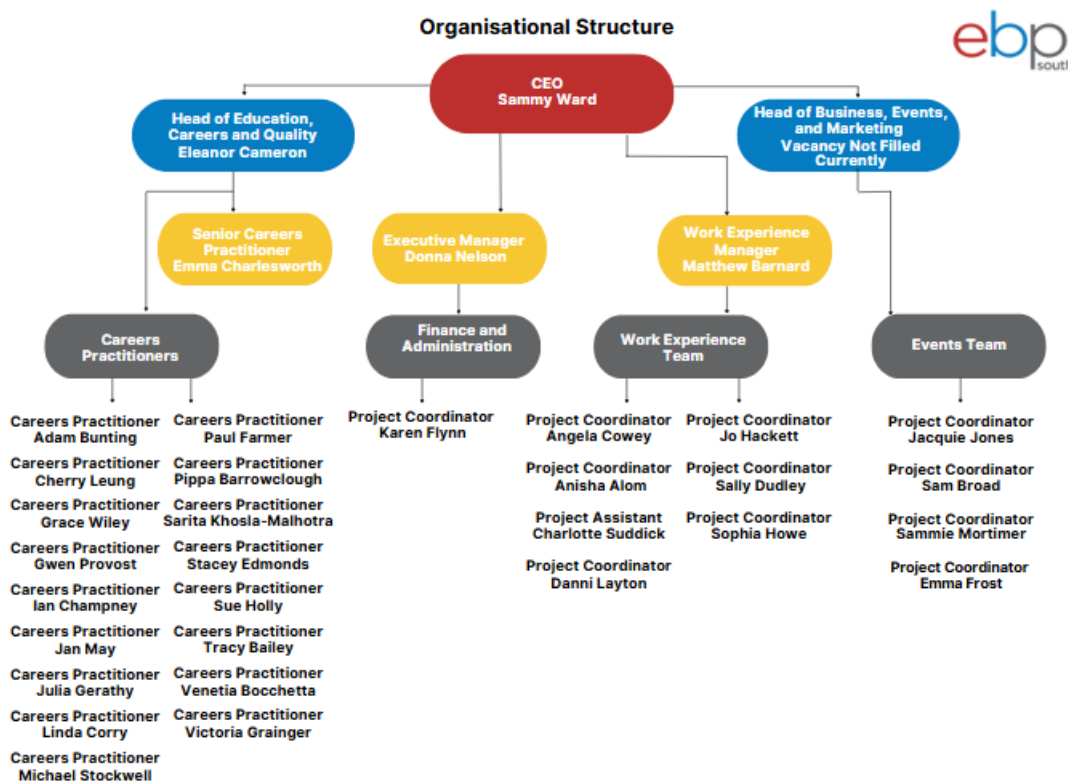
- Trustee Directors are responsible for:
  - Setting and reviewing strategic direction.
  - Contributing to and approving the 3 year goal directed plan.
  - Reviewing all policies. These are reviewed on a rolling programme.
  - Approving budgets and financial monitoring (financial reports are received at each meeting).
  - Overseeing health & safety and safeguarding (reports provided at each meeting).
  - Appointing and appraising the Chief Executive.

Managers’ report to and attend Board meetings every two months.

**Organisational structure:**

Day to day responsibility for the running of EBP South is delegated to the new Chief Executive (CEO Sammy Ward) who is currently supported by a senior manager (Eleanor Cameron Head of Education, Careers and Quality).

At the next level there is the WEX Manager (Matt Barnard), an Executive Manager (Donna Nelson) and a Senior Career Practitioner (Emma Charlesworth). With the exception of the Senior Career Practitioner, all have line management responsibilities detailed in the organisational chart below.



How and who delivers our services within EBP is detailed above on Pages 4 to 10. The information also lists whether specific qualifications are required for the specific job role.

## Staff Development

EBP South believes that continuing professional development (CPD) of employees should be an integral part of the organisation's strategic planning so that employees can perform their individual jobs effectively and, in doing so, ensure that EBP South provides the highest standard of service.

EBP South recognise that one of our key strengths is our employees. A flexible, innovative and creative team is critical to the delivery of our work. EBP South encourage new ideas, innovation and new ways of working amongst our workforce and have a strong commitment to CPD to develop the skills and knowledge within the team. All staff who work for EBP South are expected to contribute to the overall Careers CEIAG agenda. Everyone has something to bring to the table which shapes the services we offer to our stakeholders. We use feedback to gauge the level of staff understanding and confidence in delivering our services.

Our aim is to provide an environment where CPD can take place and where employees are supported and enabled to meet the changing demands and priorities of EBP South and our education establishments, children, young people, young adults and businesses.

For the full policy please see 4.1 CPD Policy review May 2027 which sets out the processes that are in place to support the CPD of all employees.

All staff receive training and updates on Matrix, The Gatsby Benchmarks, CDI Career Development Framework, Evaluation Toolkit which includes our Quality Assurance Process as part of their induction, during the 3 EBP Team Away Days and additional CPD days organised within individual teams across each year. Documents are regularly reviewed and updated and all staff made aware of changes and where the document is stored for easy access - SharePoint. A culture of exploration and ownership is encouraged.

Currently EBP has 3 all staff away days during an academic year (Sept, Dec and April). During each day the team go off site and will focus on key areas/themes for that day. So for example in Dec 24 a piece of work was done on the Evaluation Toolkit and Matrix Accreditation. In addition other topics will be included that have come from the different team members. At each of these days, the CEO and SMT will give an overview of the organisation which includes whether targets are being met, is the business in a good financial position, what's working well and where improvements need to be made. Each day is different and will involve contributions from different team members.

Following the model that the Career Practitioner Team have used for a large number of years (5 additional days (25 hours) of CPD – a requirement for the CDI Professional Register), all other teams within EBP have 4 additional days of CPD (one of which is an individual CPD day) which happens throughout an academic year. This has been rolled out across other areas as it benefits the teams by:

- Helping them stay up to date on a range of career related themes/work area themes.
- Gives opportunities to share best evidence based practice.
- Gives opportunities for reflection and development.

All CPD is recorded on either:

- Career Practitioners – CDI Electronic Portal on the CDI Website, The National College Platform (individual profile areas) and Breathe HR Platform.
- All other staff members – The National College Platform (individual profile areas) and Breathe HR Platform.

- CPD will be reviewed as part of supervision, 6 monthly reviews and the annual appraisal.
- For those undergoing training for example L4 or L6 careers training, usually there is a reflective diary and also a CPD log to be completed for their assessor too.

## Monitoring, Review and Evaluation

### Quality Assurance and Continual Improvement process:

We:

- Are externally assessed by Matrix and hold the Matrix Standard, awarded in June 2013 (renewed June 2016, June 2019 and June 2022).
- Have robust quality assurance processes in place which are detailed in our Evaluation Toolkit.
- To help the quality assurance process flow and ensure we formally complete all steps, we complete and use a review and improvement action plan. SMT and managers meet bi-annually to review these documents and then implement agreed changes. This process is minuted and then fed back to the wider team as part of our EBP Away Days and Goal Directed Plan.
- Map everything we deliver against The Eight Gatsby Benchmarks, The CDI Development Skills Framework and also EBP Intended Outcomes.
- Provide regular CPD for all our staff. Please refer to Staff Development on Page 13 & 14.
- Work with other organisations to share best practice; we are part of the Hampshire Careers Partnership which includes the local Career Hubs and we work on Careers Groups across Southampton, Portsmouth and Sussex.
- Are a recognised “approved provider” by the Careers and Enterprise Company (CEC).
- Review our Career Service Offering annually (End of July).

### Evaluation toolkit:

This toolkit:

- Provides a framework for the evaluation of services to ensure a consistent and credible approach to **impact evaluation** of careers guidance, work experience, and other services offered.
- Ensures that evaluation focusses on the difference that taking part in programmes has had on the thinking and behaviour of the children, young people and young adults. **(impact)**.
- Shows the impact and is cross referenced against the Gatsby Benchmarks and the CDI Career Development Framework which in turn helps education establishments show how they are meeting the standards under Ofsted and The Careers Guidance Strategy January 2023 Version 3.
- Ensures that each service/event has a specific set of quantitative and qualitative questions that are asked.
- Is reviewed annually and updated by the quality group (includes SMT and managers). This process ensures that the right questions are being asked and used.

## Stakeholders

### Education establishments and cohorts:

We will engage directly with all stakeholders to ensure that we are meeting their individual needs. We recognise that each stakeholder is unique and will be starting from a different point. We seek feedback from the cohorts, parents, employers and staff to inform our Career Services.

### **Parents and carers:**

We recognise the important role parents and carers have in their child's, young person's or young adult's career development and will supply them with relevant information to support careers conversations - through access to EBP's web based platform, providing opportunities to talk to employers, training providers and further/higher education establishments and through the provision of careers-related information on our website and in person.

### **Business Volunteers and Education Providers:**

Our careers service offers are based on current labour market information; we engage extensively with local and national employers, our business community and volunteers together with education and training providers. EBP South and its SMT also sit on a range of career related groups (both at a strategic and operational level). For example we are part of the Hampshire Careers Partnership and attend regular network meetings as part of the Solent and Hampshire Career Hubs. In addition we are invited and where appropriate attend the Basingstoke and Portsmouth & District Business Strategy Groups. We are also a Careers and Enterprise Company (CEC) approved provider of career services.

Our Board of Trustees is a representative group of employers, leaders within the business community, education providers, other agencies (for example non-ministerial government departments or not-for-profit organisations) from across Hampshire.

## **Safeguarding**

We recognise that the welfare of the child/young person/young adult is paramount. All children, young people or young adults regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse. Working in partnership with children, young people, young adults their parents, carers and their agencies is essential in promoting young people's welfare.

We will seek to safeguard all by:

- Valuing, listening to and respecting them.
- Adopting Safeguarding guidelines through procedures and a code of conduct for staff, trustees and volunteers.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Sharing information about Safeguarding and good practice with children, young people, young adults, parents, staff and volunteers.
- Sharing information about concerns with the education establishment or other relevant agencies as appropriate.
- Providing effective management for staff, trustees and volunteers through supervision, support and training.

The purpose of this policy statement is:

- To protect, children, young people and young adults who receive EBP South services from harm.
- To provide staff, trustees and volunteers with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of EBP South, including Senior Managers and the Board of Trustees, paid staff, volunteers, sessional workers, agency staff and children, young people

and young adults. This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in the UK.

For the full policy please see

<https://www.ebpsouth.co.uk/wp-content/uploads/2025/05/Safeguarding-Policy-signed.pdf>

<https://www.ebpsouth.co.uk/wp-content/uploads/2025/05/Safeguarding-Code-of-Conduct.pdf>

## **Equality and Diversity, Equity and Inclusion**

### **Equality and Diversity:**

EBP South's Equality and Diversity policy demonstrates our commitment to the values of the Equality Act 2010 which provides a single overriding legal framework to replace all of the different equality laws. It is EBP South's policy to treat people equally, irrespective of:

- Age
- Disability
- Race
- Sex
- Marital or civil partnership
- Pregnancy, maternity, or paternity
- Religion or belief
- Sexual orientation
- Gender Reassignment

Equality and Diversity is more than just meeting legal obligations. It is about making a positive difference to the lives of the people we serve, treating all people with dignity and respect and recognising the value of each individual as a unique member of the community. EBP South is committed to advancing equality of opportunity for all and promoting positive role models for children, young people and young adults across all sections of society.

EBP South's Equality and Diversity policy addresses our legal duties and responsibilities to equality and diversity. The aim of EBP South's Equality and Diversity policy is to eliminate and ideally prevent, all forms of unfair discrimination that might occur within our organisation or through the services we provide.

### **Equity and Inclusion:**

EBP South encompasses a philosophy and culture of acknowledging, supporting and accepting those of all racial, sexual, gender, religious and socio-economic backgrounds with the aim of uniting different backgrounds, beliefs and experiences in an environment where everyone feels valued and works together towards the greater good.

As such EBP South recognises that we live in a disproportionate society and equity seeks to correct the imbalance by creating more opportunities for individuals who have historically had less access.

EBP South will continuously strive to:

- Develop an awareness of equality and diversity issues amongst all stakeholders.
- Encourage conscious inclusion and other behaviours that promote equity.

- Eliminate discriminatory practices, ensuring equitable treatment within EBP South and responding promptly to any concerns regarding inequitable behaviour.
- Monitor equality and diversity and deal with any concerns that arise in a timely manner.
- Comply with all general and specific duties set down by the public sector equality duty.
- Consistently display inclusive behaviours valuing all perspectives and listening to diverse points of view.
- Role model inclusive and respectful behaviours in the work environment and all work -related activities.

For the full policy please see

<https://www.ebpsouth.co.uk/wp-content/uploads/2025/05/Equality-Diversity-and-Inclusion-Policy-to-be-reviewed-March-2026.pdf>

<https://www.ebpsouth.co.uk/wp-content/uploads/2025/05/Preventing-Bullying-Harassment-and-Sexual-Harassment-Policy.pdf>

## Data Protection

In order for EBP South to carry out its work, we need to collect and use certain types of information about the Individuals or Service Users who come into contact with us. EBP South regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal with. EBP South intends to ensure that personal information is treated lawfully and correctly. This personal information must be collected and dealt with appropriately whether it is collected on paper, stored in a computer database, or recorded on other material. To this end, EBP South will adhere to the Principles of Data Protection, as detailed in the Data Protection Act 2018.

For the full policy please see

[https://www.ebpsouth.co.uk/wp-content/uploads/2025/05/2.8\\_Data\\_Protection\\_Policy-under-review.pdf](https://www.ebpsouth.co.uk/wp-content/uploads/2025/05/2.8_Data_Protection_Policy-under-review.pdf)

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**Next review of Careers Statement of Service:** April 2026

### Responsible Person(s):

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### Written & Developed By:

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