



Multi Trades Training

Careers Progression Policy & Procedure

Review Date: July 2026

Approved by	Rob Jones	Position	CEO
Signature		Date	

Contents

Statement and Purpose	3
Scope.....	3
Aims	3
Role and Responsibilities	3
Careers Education and Progression Planning	3
Induction Phase	3
On-Programme Support.....	4
Employer Engagement	4
Exposure to Careers Information	4
End-of-Programme Support	4
Equality and Diversity	4
Safeguarding and Prevent	4
Communication	4
Monitoring and Review arrangements	5
Legislative & Regulatory Framework.....	5
Contact Information.....	5
Document Control	5

Statement and Purpose

This policy outlines the approach of Multi Trades Training ('Multi Trades', 'we', 'our' or 'the provider') to supporting and promoting career progression for all apprentices. It ensures compliance with Ofsted Education Inspection Framework (EIF), DfE Apprenticeship Accountability Framework, and relevant ESFA funding guidance.

Scope

This policy applies to all apprentices enrolled in Multi Trades Training programmes, staff delivering training and support services, and all relevant stakeholders including employers.

Aims

- To embed careers education, information, advice and guidance (CEIAG) into all stages of apprenticeship delivery.
- To ensure apprentices are well-prepared for sustained employment and future career development within the construction sector.
- To support progression to higher levels of learning, employment, or self-employment.
- To meet statutory duties and best practices as outlined by Ofsted and the Department for Education.

Role and Responsibilities

Senior Leadership Team

- Oversight and resourcing of the careers programme.
- Ensuring compliance with statutory responsibilities and quality benchmarks.

Tutors and Skills Coaches

- Integrate careers learning into curriculum delivery.
- Conduct structured reviews that support and track progression goals.

Employers

- Provide apprentices with insight into the career pathways within their organisation.
- Offer advice and guidance on job roles, qualifications, and advancement.

Careers Adviser

- Offer impartial advice to apprentices.
- Help apprentices understand options, develop career plans, and prepare for transitions.

Careers Education and Progression Planning

Induction Phase

- All apprentices receive an initial careers discussion as part of the onboarding process.
- An Individual Learning Plan (ILP) includes a section on career aspirations, updated throughout the programme.

On-Programme Support

- Tutors and skills coaches provide ongoing guidance related to career goals.
- Apprentices are supported to develop transferable skills including communication, teamwork, problem-solving, and digital literacy.
- Apprentices receive one-to-one reviews at least every 12 weeks, with career progression a standing agenda item.
- Access to impartial careers advice through a careers adviser.

Employer Engagement

- Employers are engaged throughout the programme to ensure apprentices gain sector-relevant experience and understand career pathways.
- Employers are encouraged to provide mentoring and discuss opportunities for progression or internal promotion.

Exposure to Careers Information

- Apprentices have access to:
- Labour Market Information (LMI)
- Guest speakers from the construction industry
- Virtual and in-person site visits
- Professional development workshops (e.g., CV writing, interview skills)
- Guidance on professional accreditation (e.g., CSCS, SMSTS, NVQs)

End-of-Programme Support

- Exit interviews include a formal careers discussion and documentation of next steps.
- Signposting to further training (e.g., Level 3/4/5 construction qualifications), employment, or self-employment support.
- Referrals to Jobcentre Plus or National Careers Service, if applicable.

Equality and Diversity

Multi Trades Training ensures all apprentices, regardless of background, ability, or protected characteristics, have access to high-quality careers support. Materials and guidance are inclusive, accessible, and relevant to diverse learners.

Safeguarding and Prevent

All career-related activities and resources adhere to safeguarding protocols. Career guidance does not expose learners to unsafe or exploitative employment.

Communication

The Careers Progression Policy is published on the Multi Trades Training website and available at induction. Apprentices and employers are informed about progression support at the outset and throughout the programme.

Monitoring and Review arrangements

We will review the policy annually as part of our annual self-evaluation and assessment reporting (SAR) arrangements and revise as and when necessary, in response to actions from the qualifications regulators, legislation or internal practices.

Legislative & Regulatory Framework

This policy aligns with:

- Ofsted Education Inspection Framework (EIF)
- Department for Education (DfE) Careers Strategy
- Gatsby Benchmarks (adapted for post-16)
- Apprenticeship Accountability Framework
- ESFA Funding Rules
- Baker Clause (provider access legislation)

Contact Information

info@mttraining.co.uk

Tel: +44 (0) 2034 883801

E: info@mttraining.co.uk

Document Control

Date	Review & Revision	Owner	Version
17/07/2025	Document created	Quality Lead	V1