



Careers Support Policy and Practices

Policy Title	Careers Support Policy and Practices		
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Author	Venus Training Ltd	Approved By	Director / Governing Body
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Applicable Legislation	OfS B3 and B6 Expectations		
Document Classification	Internal Policy Document		

1. Policy Statement

1.1 Venus Training Ltd is committed to supporting student employability, professional development, progression, and positive graduate outcomes through appropriate careers guidance, employability support, and progression activities.

1.2 The institution recognises that careers support forms an important part of the overall student experience and contributes positively to student confidence, progression, retention, achievement, employability, and long-term professional development.

1.3 Venus Training Ltd is committed to providing accessible, inclusive, and student-centred careers support arrangements which assist students in preparing for employment, further study, professional progression, and lifelong learning opportunities.



1.4 The institution recognises that students may require different forms of guidance and support depending on their educational background, professional experience, personal circumstances, career goals, or employability needs.

1.5 Venus Training Ltd is committed to promoting equality of opportunity and supporting students from diverse and underrepresented backgrounds including mature learners, women learners, international students, and individuals facing educational, social, economic, cultural, or personal barriers to employment or progression opportunities.

2. Purpose of the Policy

2.1 This policy establishes a structured framework for careers guidance, employability support, progression advice, and professional development activities across Venus Training Ltd.

2.2 The policy aims to support student employability, progression, career planning, professional skills development, and positive graduate outcomes in accordance with institutional and regulatory expectations.

2.3 The framework supports institutional commitments relating to:

- employability and progression;
- student success and achievement;
- student retention and engagement;
- equality, diversity, and inclusion;
- widening participation and accessibility;
- OfS B3 and B6 expectations relating to student outcomes.

2.4 Venus Training Ltd recognises that effective careers support contributes positively to student confidence, progression into employment or further study, professional development, safeguarding, wellbeing, and overall student satisfaction.



3. Scope

3.1 This policy applies to all students enrolled on programmes delivered by Venus Training Ltd including classroom-based, blended, online, and partnership-related provision.

3.2 The policy applies across all careers guidance, employability support, progression advice, professional development, and student progression activities delivered or supported by the institution.

3.3 The policy applies to academic staff, student support staff, management representatives, and individuals involved in careers support, progression guidance, employability activities, or student development arrangements.

4. Definitions

4.1 Careers support refers to guidance, advice, information, and support provided to students relating to employment, progression, professional development, career planning, and further study opportunities.

4.2 Employability refers to the knowledge, skills, behaviours, experience, and professional attributes which support progression into employment, professional practice, or further study.

4.3 Progression refers to advancement into employment, further study, professional qualifications, entrepreneurship, or higher-level educational opportunities following completion of studies.

4.4 Professional development refers to activities which support the development of academic, professional, personal, communication, leadership, and workplace-related skills.

5. Institutional Commitment to Careers Support

5.1 Venus Training Ltd is committed to providing structured, accessible, inclusive, and student-centred careers guidance, employability support, and progression services which support students



throughout their educational journey and assist them in achieving positive academic, professional, and employment outcomes.

5.2 The institution recognises that careers education, employability development, and progression support are essential components of the overall student experience and contribute significantly to student confidence, motivation, retention, achievement, safeguarding, progression, and long-term professional success.

5.3 Venus Training Ltd is committed to supporting students in developing the academic, personal, professional, communication, digital, and employability-related skills necessary for progression into employment, professional practice, entrepreneurship, or further study.

5.4 The institution aims to create an educational environment in which employability awareness, career planning, progression guidance, and professional development are embedded within the student experience and supported through academic delivery, student engagement activities, tutorial support, and institutional guidance arrangements.

5.5 Careers support activities may include:

- careers advice and progression guidance;
- employability workshops and professional skills development sessions;
- CV preparation and interview guidance;
- academic and professional progression discussions;
- personal development and communication skills support;
- guidance relating to further study opportunities;
- industry engagement activities where appropriate;
- guest speakers and professional networking opportunities where reasonably practicable;
- referral or signposting to external employability or careers support services.

5.6 Venus Training Ltd recognises that students may have different educational backgrounds, career aspirations, levels of professional experience, confidence levels, employability needs, or



progression goals and therefore aims to provide flexible and supportive guidance arrangements appropriate to individual circumstances where reasonably practicable.

5.7 The institution is committed to supporting students from diverse and underrepresented backgrounds including mature learners, women learners, international students, and individuals facing social, economic, cultural, educational, or personal barriers to employment or progression opportunities.

5.8 Venus Training Ltd is committed to promoting equality of opportunity, accessibility, inclusion, professionalism, confidence-building, and positive progression outcomes across all careers support and employability activities.

5.9 The institution also recognises the importance of maintaining effective links between academic development, safeguarding, wellbeing, student engagement, progression planning, and employability support in order to enhance overall student success and graduate outcomes.

5.10 Careers support and employability activities may contribute to institutional quality assurance, student outcome monitoring, progression analysis, student satisfaction activities, and continuous enhancement processes in accordance with institutional and regulatory expectations including OfS B3 and B6 requirements.

6. Employability and Professional Skills Development

6.1 Venus Training Ltd is committed to supporting the development of employability, professional, academic, communication, digital, leadership, and workplace-related skills throughout the student journey.

6.2 The institution recognises that employability development is an important component of academic success, student confidence, progression, safeguarding, retention, and long-term professional achievement.

6.3 Employability and professional skills development may be supported through:



- teaching and learning activities;
- academic tutorials and guidance sessions;
- presentations and workshops;
- assessment activities and academic projects;
- professional discussions and reflective activities;
- communication and teamwork activities;
- digital learning and online engagement activities;
- progression and employability guidance sessions.

6.4 Venus Training Ltd encourages students to develop professional behaviour, communication skills, teamwork, leadership ability, time management, digital literacy, critical thinking, confidence, and workplace awareness relevant to future employment or progression opportunities.

6.5 The institution aims to support students in developing transferable skills which contribute positively to employment opportunities, further study, entrepreneurship, professional practice, and lifelong learning.

6.6 Employability support may also include activities designed to improve student confidence, professional awareness, interview preparation, CV development, workplace expectations, and progression planning.

6.7 Venus Training Ltd recognises that students may have different levels of prior educational experience, professional exposure, employability confidence, or progression readiness and therefore aims to provide supportive and inclusive professional development opportunities appropriate to student needs where reasonably practicable.

7. Equality, Diversity and Inclusion Considerations

7.1 Venus Training Ltd is committed to ensuring that careers support, employability guidance, progression activities, and professional development opportunities are accessible, inclusive, fair, and supportive for all students.



7.2 The institution recognises that some students may face educational, social, cultural, economic, personal, language-related, or confidence-related barriers affecting progression into employment, professional practice, or further study.

7.3 Venus Training Ltd is committed to promoting equality of opportunity and supporting students from diverse and underrepresented backgrounds including mature learners, women learners, international students, students with disabilities, and individuals requiring additional educational or employability support.

7.4 The institution aims to ensure that careers support and progression activities are delivered respectfully, fairly, and without discrimination, harassment, victimisation, or unfair treatment.

7.5 Venus Training Ltd recognises the importance of promoting confidence, accessibility, inclusion, and professional development opportunities for students from different backgrounds, cultures, ages, genders, abilities, and personal circumstances.

7.6 Reasonable efforts will be made to provide accessible guidance arrangements, supportive communication, and inclusive employability activities where reasonably practicable and appropriate.

8. Student Responsibilities

8.1 Students are encouraged to engage positively with careers support, employability activities, progression guidance, workshops, professional development opportunities, and institutional support arrangements provided by Venus Training Ltd.

8.2 Students are expected to participate professionally, respectfully, and responsibly within employability, progression, and careers-related activities and to contribute positively to their own academic and professional development.



8.3 Students are encouraged to seek guidance, communicate progression goals, raise concerns appropriately, and access support services where assistance relating to employability, progression, confidence-building, or professional development is required.

8.4 Students are also encouraged to maintain professional standards of behaviour, communication, attendance, engagement, and academic participation in preparation for future employment or progression opportunities.

9. Roles and Responsibilities

9.1 Senior Management of Venus Training Ltd is responsible for ensuring appropriate oversight, implementation, monitoring, and review of careers support, progression guidance, employability activities, and professional development arrangements across the institution.

9.2 Academic staff, tutors, student support staff, and relevant institutional representatives are responsible for supporting students appropriately in relation to employability awareness, progression planning, careers guidance, and professional development activities where applicable.

9.3 Staff may identify students requiring additional support relating to progression, employability, confidence, attendance, safeguarding, wellbeing, or academic engagement and may provide guidance, referral, intervention, or signposting where reasonably practicable.

9.4 Staff are expected to promote professionalism, inclusive practice, respectful communication, safeguarding awareness, and positive progression opportunities throughout careers and employability activities.

9.5 Students are encouraged to participate actively and responsibly in employability activities, progression discussions, workshops, tutorials, careers guidance sessions, and professional development opportunities provided by the institution.



10. Monitoring and Review

10.1 Venus Training Ltd will monitor implementation of this policy and review its effectiveness periodically to ensure continued compliance with institutional, operational, partnership, safeguarding, and regulatory expectations including OfS B3 and B6 requirements.

10.2 Careers support activities, employability engagement, progression outcomes, student feedback, safeguarding considerations, student satisfaction activities, continuation data, completion data, and graduate outcome measures may contribute to institutional review and enhancement processes.

10.3 The institution may review or update this policy in response to:

- legislative or regulatory changes;
- operational developments;
- safeguarding or wellbeing considerations;
- student feedback outcomes;
- progression and employability data;
- identified areas for improvement;
- partnership or institutional requirements.

10.4 Venus Training Ltd is committed to continuous improvement of careers support, progression guidance, employability development, safeguarding arrangements, accessibility, student success activities, and positive graduate outcomes across all institutional provision.