

	POLICY TITLE:	Careers
Kingsmead Academy T/A Kingsmead School		
Committee/Person Responsible for Policy:	Curriculum and Achievement sub-committee Deputy Head	
Date Approved by Governing Body:	March 2017	
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Policy statement

Kingsmead School values the central part that careers education plays in the curriculum that we offer.

This policy outlines some of the key principles and practices that underpin our provision for:

- *Careers Education Information Advice and Guidance*
- *Work Experience*
- *Work Related Learning*

Our principles in the design of the Kingsmead careers programme are rooted in our core values of:

- *Care*
- *Aspiration*
- *Respect*
- *Determination*

Care

Every student in our school community has the right to make fully informed choices through which to meet their future goals. Staff and industry representatives will support student in exploring pathways to their chosen careers.

Aspiration

Kingsmead is committed to supporting learners to aspire to success in a fulfilling employment. Every student will be encouraged to plan towards an ambitious career giving purpose to their current studies.

Respect

The Kingsmead careers programme will take account of individual need. Academic, vocational and supported post-16 pathways will be equally valued and promoted.

Determination

The school community along with representatives of industry and training providers are determined to support Kingsmead learners to realise their career ambitions.

Careers Education Information Advice and Guidance - a Policy Statement

Careers Education Information Advice and Guidance (CEIAG) forms part of the PSHCE, assembly and off-timetable careers day programme at Kingsmead. CEIAG is led by the Head of Applied Learning who is accountable to the Deputy Headteacher (Curriculum).

Students are given a range of opportunities to develop and evaluate their education and career aspirations and carefully examine the different pathways available to them. We recognise and fulfil our statutory duty to deliver CEIAG and this is met through:

- The 'Careers/Enterprise' strand of the PSHCE programme
- Interviews with the Kingsmead Careers Advisor
- Work experience
- Off-timetable careers days led by representatives of business and industry
- Assemblies/ careers fairs led by representatives from colleges, business and industry
- The Kingsmead careers library and online careers resources accessed through firefly / internet
- Support in preparation for Work Experience (Year 10) and College Applications (Year 11)
- Attendance at college 'taster days'

Kingsmead School believes in the importance of fostering strong links with careers advisory services, colleges of further education, business and industry so that students have a broad information base from which to make decisions about career pathways. The school also encourages close links with parents, ensuring they share in establishing a strong three-way partnership in which students will be able to make sensible, informed career choices.

Careers Policy Statement

Rationale

The primary aim of CEIAG in Kingsmead School is to provide all students with the opportunity and skills to make confident, informed choices about lifelong learning. Our careers education programme should improve employability, increase social mobility and raise achievement.

Purposes

Specifically, as part of their overall educational experience, young people will be encouraged to develop:

1. **Knowledge** - of themselves. To be aware of their own strengths, weaknesses and personal qualities.
- of the opportunities open to them. To know about the world of work, education and training routes and the value of qualifications.
2. **Skills** - of decision making. To enable them to make informed, sensible choices.
- of managing change. To equip them with the practical skills needed to look for and obtain places in further and higher education, training and employment.

3. **Attitudes**
- of self-reliance. In order to be self-motivated and take responsibility for their own decisions and career planning.
 - towards others. In preparation for adult responsibilities.

Guidelines

1. All students will have a one-to-one interview on education pathways and career opportunities during Year 10 or 11. This will be led by the Kingsmead Careers Advisor or Head of Applied Learning.
2. All Year 10 students will apply for and undertake a week of work experience. Students may also undertake an extended work experience placement in Year 10 or 11.
3. Students will receive a planned programme of careers education delivered by representatives of business and industry. This will take place as part of the PSHCE or off-timetable careers programme. Students with special needs will be included in all activities and, where necessary, support will be given by special needs staff.
4. Representatives from colleges, business and industry are invited to lead assemblies in years 10/11 and to attend the Kingsmead 'Supporting Your Child' evening plus parent's evenings. Students are notified of and encouraged to attend college open evenings and careers fairs.
5. A 'careers library' is available to all students and a range of college and university prospectuses are available in room M12 for use by all students in Years 7 to 11. Students and parents can also access a range of documents relevant to college applications and apprenticeships from the firefly learning platform and internet whilst at home.
6. Students will be supported in completing letters of application, personal statements and application forms for work experience and college applications.
7. Taster days at colleges of further education will be available to all students during their final two years at Kingsmead.
8. There will be on-going consultation with parents, governors, FE institutions and employers to develop our CEIAG facilities and services.
9. The Head of Applied Learning will evaluate the cost and provision available from CEIAG providers, collating information and formulating a draft implementation plan for SLT. This will form the basis for commissioning CEIAG services.

Conclusions

This policy will promote the strands of pupils' development as detailed in the 2011 Education Act, School Development Plan and 'Careers Guidance and Inspiration in Schools' (DFE 2015) thus supporting the continuity and progress from school into adult life.

Work Experience – a Policy Statement

Work experience is an integral part of the school curriculum. It helps prepare students for the opportunities, responsibilities and experiences of adult life. All students have a period of Work Experience in the Summer Term of Year 10.

Purposes

1. To promote students' personal and social development
2. To further develop the skills, knowledge and understanding of the world of work
3. To attempt to make learning more relevant to the world of work and to encourage academic achievement
4. To introduce students to the knowledge and skills of a chosen occupational area

Guidelines

1. A planned programme of work experience preparation and debriefing for all Year 10 students will be delivered by tutors, specialist careers staff and Special Needs staff, as appropriate. This will take place within tutorial time and/ or PSHCE lessons.
2. The Head of Year 10/ Head of Applied Learning will ensure that the Year 10 tutors receive appropriate training and together will support students in securing appropriate work placements.
3. A database will be used to assist work experience placement selection. Students will also have opportunity to secure placements which are not on this database.
4. Students will be guided by tutors and the Head of Applied Learning to consider a wide range of work placements.
5. All students, where possible, will be visited during their placement by school staff or governors, as appropriate.
6. Each student will complete a work experience diary to be included in his/her record of achievement and to support work in other curriculum areas.
7. Employers' assessments will be an integral part of the record of achievement.
8. The Head of Applied Learning will develop and maintain a database of employers committed to offering Kingsmead students placements every year.
9. The Head of Applied Learning will review the student experience of work experience on a yearly basis and use findings to develop a rationale for the continuation of block work experience in Year 10.
10. The Head of Applied Learning will evaluate the cost and provision available from Work Experience service providers, collating information and formulating a draft implementation plan for SLT. This will form the basis for commissioning Work Experience services.

Conclusion

This policy will support several strands of students' development as detailed in the School Development Plan, and meet the duty to provide careers guidance and education set out in the 2011 Education Act.

Work Related Learning – A Policy Statement

The aim of work related learning is to use the context of work to develop knowledge, skills and understanding useful in work. The work related learning will take place across the curriculum and through a range of different experiences, opportunities and contexts and in particular through PSHCE and off-timetable careers days.

Purpose

To give students the opportunity to

- learn through work
- learn about work
- learn for work

Guidelines

The school will give students the opportunity to:

1. Recognise, develop and apply skills for enterprise and employment through themed challenge days.
2. Develop and extend an understanding of the world of work through work experience and part time jobs.

3. Learn about the way business enterprises operate including working roles, conditions, rights and responsibilities in the workplace through challenge days and work experience.
4. Develop awareness of the extent and diversity of local and national employment opportunities through challenge days and meetings with the Kingsmead Careers Advisor.
5. Relate their own abilities, attributes and achievements to career intentions and make informed choices with support of the Kingsmead Careers Advisor and tutors.
6. Undertake tasks and activities set in work contexts whilst on challenge days.
7. Learn through contact with personnel from different employment sectors both on off-timetable careers days and during assemblies.
8. Have experience (direct or indirect) of working practices and environments through work experience and off-timetable careers days.
9. Engage with ideas, challenges and applications from the business world through work experience and off-timetable careers days.

Conclusion

This policy will ensure that students have the necessary knowledge of the world of work and its demands in preparation for their transition to post-16 learning. It follows the guidance in the 2011 Education Act as reflected in the School Development Plan.