

	<b>POLICY TITLE:</b>	<b>Careers</b>
<b>Committee/Person Responsible for Policy:</b>		Deputy Headteacher: Provision & Progress Provision & Progress sub-committee
<b>Date Approved by Governing Body:</b>		January 2022 (13/12/22)
<b>Date of Last Review:</b>		Term 2 2022/23 (15/11/22)
<b>Next Review Due:</b>		Term 2 2023/24

## 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. Our Careers Coordinator delivers the CEIAG programme with the support of our Careers Advisor. The member of SLT with strategic responsibility is the Deputy Headteacher: Provision & Progress.

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 meet the 8 Gatsby Benchmarks. 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'
- A programme of support for apprenticeship seekers
- Exploring local and national labour market data

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.
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 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/CVs (where relevant) 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 Careers Coordinator 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.
10. Students seeking an apprenticeship will be regularly supported in finding vacancies and making applications.
11. All students will review and draw conclusions from local and national labour market data.
12. All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.

## **Conclusions**

This policy will promote the strands of pupils' development as detailed in the 2011 Education Act, School Development Plan, 'Careers Guidance and Inspiration in Schools' (DFE 2015) and Careers Guidance and Access for Education and Training Providers (October 2018) 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. A very small proportion of students have bespoke placements during term-time and across Years 10 and 11, where relevant to their vocational/apprenticeship interest and for the purposes of supporting their attendance and positive behaviour when on site.

## **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
5. To support transition to apprenticeships where relevant
6. To engage students who are at risk of permanent exclusion in a structured and positive experience of the workplace.

## **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 and Careers Coordinator 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 Careers Coordinator 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. Quality assurance of block Work Experience is through South Somerset Partnership. Quality Assurance of extended Work Experience is through our Pupil Premium Coordinator, encompassing regular visits and telephone calls to placement providers.
9. The Careers Coordinator will develop and maintain a database of employers committed to offering Kingsmead students placements every year.
10. The Careers Coordinator 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.
11. The Career Coordinator 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.

## **Review**

Within each academic year, Provision & Progress Governors will review the implementation of each Gatsby benchmark for each individual year group:

- Stable careers programme
- Labour market info
- Addressing needs
- Link Curric to careers
- Encounters with employers and employees
- Encounters with further and higher education
- Personal guidance

This should be led by the careers coordinator and include a quantitative & qualitative student review involving the school population. A development plan for provision should also be prepared.

## **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.

## Addendum to Careers Policy

This addendum applies reflects changes to the Careers policy in light of the coronavirus and should be read in conjunction with that policy. Unless covered here, our normal Careers Policy continues to apply. This addendum is subject to change, in response to any new or updated guidance the government may issue.

Where Covid-19 restrictions have meant an *adaptation* to an activity to support the achievement of the 'Gatsby benchmarks', this is detailed below.

- **Work Experience** will take place if permitted by local/national regulations and will be substituted for virtual workplace tours and experiences if required.
- **Off-timetable careers days** led by representatives of business and industry will take place if permitted by local/national regulations and will be substituted for virtual careers talks if required.
- **Assemblies/ careers fairs** led by representatives from colleges, business and industry will take place if permitted by local/national regulations and will be substituted for *delivery by video or virtual attendance if required*.
- **Attendance at college 'taster days'** will take place if permitted by local/national regulations, and will be substituted for *remote college introductory tours if required*.