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| **Owner-Name** | **Claire Bolton** |
| **Owner- Job Title** | **Assistant Headteacher** |

**Careers Education and Guidance and Work-Related Learning Policy**

**Crookhey Hall School Careers Education and Guidance and Work-Related Learning Policy**

**INTRODUCTION**

The Careers Lead for Crookhey Hall School is Claire Bolton.

The 14-19 Co-ordinators for Crookhey Hall School are Laura Helme and Sean Connaughton.

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 11–19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

**COMMITMENT**

Crookhey Hall School is committed to providing our students with a programme of careers education, information, advice and guidance (IAG) for all students in years 7–11 which is impartial and effective.. We aim to support the aspirations of our students and ensure that they gain the understanding, skills and experience to make progress and succeed in learning and work.

Crookhey Hall School endeavours to follow the Careers guidance and access for education and training providers (DfE, 2018) and other relevant guidance from QCA and Ofsted as it appears.

Crookhey Hall School has a member of staff dedicated to careers education and IAG. We provide pupils with the knowledge, information and skills to make informed choices about suitable courses at school, college and other providers. The service enables students to receive accurate information, advice and guidance about the options open to them and the progression routes to which those options lead.

**AIMS**

Crookhey Hall Schools Curriculum policy has the following aims:

* satisfy the requirements of legislation relating to the National Curriculum and religious education (RE), ensuring that sufficient time is allowed for all aspects of the curriculum and the development of essential skills especially literacy, numeracy and the use of information and communications technology (ICT);
* Provide for individual needs, whilst limiting disapplication from the National Curriculum to an absolute minimum;
* Achieve high standards and make good/excellent progress;
* Enable those not achieving age-related expectations to narrow the gap and catch up with their peers;
* Be challenged and stretched to achieve their potential;
* Provide access, at an appropriate level, to a curriculum that takes account of developments in provision for 14-19 year olds;
* To prepare all pupils for a successful adult and working life in a 21st century global society.
* Provide a combination of academic and vocational options, catering for individual pupil needs and desired pathways;
* Provide enrichment activities that broaden a pupil’s experiences whilst at school. It is our ambition to encourage our young people to develop into responsible citizens with moral purpose and values that help sustain their everyday lives;
* Help pupils develop personal moral values, respect for religious values and tolerance of other races’ beliefs and ways of life;
* Help pupils understand the world in which they live;
* Show commitment to all pupils as we believe that each individual matters and should be provided for.
* Value their learning outside of the curriculum.

**OBJECTIVES**

To achieve this aim, the careers strategy sets out that every school should use the Gatsby Charitable Foundation’s Benchmarks to develop and improve their provision. These Benchmarks are summarised below:

1. **A stable careers programme –** Careers programme is published on school website and evaluated annually
2. **Learning from career and labour market information –** Through curriculum and careers interviews pupils will access career and labour market information to inform their options.
3. **Addressing the needs of each student –** Individual Careers Portfolios are kept for all pupils. Career options consider pupils needs in line with their EHCPs
4. **Linking curriculum learning to careers -**All teachers are responsible for including careers within their subject and the teaching of careers is the responsibility of all staff
5. **Encounters with employers and employees –** All pupils should have access to one meaningful encounter with an employer every year. Many pupils will gain more opportunities throughout the year
6. **Experiences of workplaces –** All students before leaving Crookhey Hall School should have at least one experience of a workplace. Internal and External workplaces are organised accordingly
7. **Encounters with further and higher education -** All students have access to visit and speak to a range of learning opportunities available to them both academic and vocational
8. **Personal guidance-** By the end of Year 11 all pupils should have at least one guidance interview with a trainer careers advisor. Many pupils will receive several interviews before leaving Crookhey Hall School.

**STUDENT ENTITLEMENT**

Careers Education and guidance (CEG) is an important component of the 14-19 Curriculum and at Crookhey Hall School, we fully support the statutory requirement for a programme of careers education in Years 7–13. Students have access to an online careers programme. This gives them the opportunity to explore the different careers, qualifications and learning routes. Students also have direct careers meetings and the attendance of where appropriate the 14-19 Co Ordinator at PEP’s, LACS and EHC reviews.

**DEVELOPMENT**

The policy was developed and is reviewed every 2 years by the Careers Lead and his/her Line Manager based on current good practice guidelines by DfE/Ofsted, CEG Framework.

**LINKS WITH OTHER POLICIES**

The Careers Advice and Guidance Policy supports and is underpinned by key school policies including those for Teaching and Learning, Assessment, Equality Statement, Health and Safety, and Special Needs and curriculum policy’s.

**IMPLEMENTATION OF CAREERS ADVICE**

Careers Education is delivered via completion of Employee Encounters, Careers portfolios, Career visits and Careers interviews.

**EQUALITY AND DIVERSITY**

Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated. Due to us having our own on-site 14 – 19 Co Ordinator, we provide excellent knowledge of our students needs and can tailor our approach in line with EHC needs.

**YEAR 7**

The focus is about introducing careers and thinking about the vast number of careers/jobs available including clarifying their own early aspirations.

**YEAR 8**

The focus is on employability skills and learning to learn, including the skills and attributes that employers value and required to engage in enterprise

**YEAR 9**

The focus is self-assessment, considering own strengths, stereotyping and discrimination as well as career paths and options post 14. There is a focus on employment rights and responsibilities

**YEAR 10**

The focus is work experience including preparation, implementation and evaluation; this can be used as part of the Duke of Edinburgh Award curriculum. Not all students undertake work experience outside school due to their vulnerability and increased risk. Many will undertake work experience within the school, and this can be part of project work in vocational subjects. All work experience placements are assessed with regards to suitability and health and safety.

**YEAR 11**

The focus is post 16 options and the Application process. There will be visits to other educational/training providers, places of work, career fairs and also job centres and business enterprise specialists.

**WORK EXPERIENCE**

The value of work experience

* **Social Skills**

Students will be able to experience working as part of a group and learning to work with new people and adults in a work situation.

* **Personal Development**

Work experience will help students understand the different roles and respond to different routines.

They can practice decision-making skills, be responsible for their own actions and the effect these actions have on others.

Students will develop communication skills in different contexts.

Work experience can play an important role in the development of student’s self-image and maturity.

Work experience should enable students to experience the success and frustrations of seeing a project through to completion.

* **Knowledge and Understanding**

Students will be aware of the disciplines of work and the differences that exist between school and work.

Students will see the effect of new technology and gain knowledge of Health and Safety issues.

**Aim of Work Experience:**

* To support and encourage an integrated work experience programme
* To enable the development and learning of students
* To provide students with records/documents to provide evidence of their experience
* To ensure all placements are safe and secure
* To provide students with direct experience of the world of work
* To give students the experience of relationships, routines and processes that are part of a working environment
* To develop work related skills
* To contribute towards approved vocational and academic qualifications where necessary
* To prepare students for adult and working life
* To encourage students to widen their horizons by viewing work experience as an opportunity to sample non-traditional areas of work
* To prepare students by discussing equal opportunities
* To make clear the roles and responsibilities of all involved in work experience
* Work experience can provide an excellent opportunity for students to develop an understanding of what an employer will expect of them and so enhance their employability.
* Various patterns and length of work experience placements need to be flexible to ensure that the learning needs of our students are met.
* The work will be appropriate to the student’s capabilities.
* There will be an adequate level of supervision provided throughout the placement.
* Placements are assessed for risks and insurance checked. These checks will be carried out by Shropshire, Telford and Wrekin Business Partnership prior to commencement of a placement.

**Stages of Work Experience Programme**

Preparation – the focus may be the careers programme or PHSE programme.

1. Student to meet with 14-19 co-ordinator to discuss and identify a student’s choice of placement.
2. Meeting with school staff and care staff. Risk assessment carried out.
3. 14-19 co-ordinator to make contact with suitable establishments, insurance checks and risk assessment to be carried out.
4. Attendance – students may benefit from a block week/week’s attendance. Some students may benefit from several one day placements over a period of time to build their confidence and to prepare them for an extended period. For others the most appropriate way to meet their needs may be a pattern of one day a week over several weeks.
5. Diary/logbook to be kept by the student, showing what tasks are carried out each visit.
6. Member of staff to visit a student in placement.
7. **Evaluation –** we need to evaluate the placement. We should discuss with the student what they did, identify skills they have improved and acknowledge what they have learned.
8. **Follow up –** letter of thank you to be sent to employers.
9. **Evaluation –** evaluate the success of the placement.

**Supporting Young People on Work Experience**

**WORK EXPERIENCE COMMENCES**

###### **STUDENT**

##### **SCHOOL**

**PLACEMENT**

VISITS BY SCHOOL

STAFF CO-OPERATE WITH EMPLOYER INDUCTION

SUITABILITY WEAR PROTECTIVE EQUIPMENT SUPERVISION

EXPECTATIONS KEEP A DIARY SAFE ENVIRONMENT

H&S INDUCTION DISCUSS PROGRESS

EMERGENCY CONTACTS

SUPERVISION

**EVALUATION**

**IMPLEMENTATION OF CAREERS ADVICE**

**i) Careers resources**

* These are available from the 14-19 Co-ordinator
* Accessible on request and during sessions for careers guidance

**ii) Extra support where appropriate**

* Pupils in Year 9, Year 10 and Year 11 are targeted for extra help by SENCO, Head of KS3 and KS4, 14-19 Co-Ordinator and careers lead

**iii) Career events**

* All Key stage 4 students are given the opportunity to attend off site careers events and college open evenings / events. Visits will also be arranged to other training providers so students are aware of as many options as possible. Where a student pathway is to attend a provision in a different local authority links will be made at the earliest opportunity with the relevant people and organisations.

**iv)IT**
Software products are available for pupils to use. This will be facilitated by the 14-19 Co-ordinator

**PARENTS AND CARERS**

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. Parents / carers are kept up to date with careers related information through letters and newsletters relating to local events. Parents / carers are welcome at careers interviews and where necessary are invited. Regular updates are also given at reviews (EHCP, PEP, and LAC)

**MANAGEMENT**

A named member of staff coordinates the Careers programme and is responsible to his/her senior management line manager. Work Experience is also the responsibility of the 14-19 Co-Ordinator.

**STAFFING**

All staff contribute to CEG through their roles as teachers.

The Careers programme is planned, monitored and evaluated by the Careers Lead.

**CURRICULUM**

The Careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities.

Careers lessons are part of the schools PSHE Curriculum and form time. Other events and activities are planned and organised separately throughout the year and can be seen through the careers programme.

**PARTNERSHIPS**

Other links with local 14-19 Providers are made when required. As are links with the local authorities, Aim-Higher, Post 16 and 18 destinations. Links with parents/carers are maintained using a variety of methods (parental leaflets, letters, options evenings and parent’s evenings).

**MONITORING, REVIEWING AND EVALUATING**

Careers Education is monitored and evaluated annually via the Headteacher. Careers Guidance is monitored and evaluated annually through discussion with key staff and pupils and appropriate observation of activities by the Line Manager.

The programme is reviewed annually by the 14-19 Coordinator, Careers Lead and their Leadership Team Line Manager. Changes and improvements to the programme are entered into the Careers action plan and the School Improvement Plan (SIP) along with timescales for completion.

When reviewing the programme, the School Improvement Plan (SIP) is used to ensure that the Careers provision is fully supporting whole school aims.