

## **Careers and Work Related Learning Policy**

This policy has been written in accordance with the October 2018 Statutory government guidelines and satisfies the 8 government standards, known as the Gatsby benchmarks.

### **Leadership of CEIAG/Work Related Learning**

Dr. C Toczyski is the Head of Work Related Learning. Miss H. Cairns (Deputy Headteacher) line manages Dr. C Toczyski in this respect. The governor responsible for CEIAG/Work Related Learning is Mr C. Woods.

### **Impartial Careers Advice and Guidance (Gatsby benchmark 8)**

All students are welcome to make an appointment with the school's careers advisor, who works for the school on a freelance basis each Thursday. This service is actively marketed to Year 8 – Year 13 students. The school's careers advisor has the following qualifications:

Post graduate Diploma in Careers Guidance from Manchester Met University, Diploma in Careers Education from Nottingham Trent University and member of the CDI – Career Development Institute.

In addition to a booking via form tutors or Dr. Toczyski, the careers advisor makes priority appointments for Pupil Premium and SEN students for Year 9 upwards. The careers advisor also makes appointments for students to ensure that all either book an appointment or are invited for one during KS4 and KS5.

Year Leaders, Pastoral Support Officers, Form Tutors and other staff may refer students for a careers appointment where this is deemed appropriate. Furthermore, lists of students identified as making insufficient progress may be targeted.

In order to ensure that each KS4 and KS5 student receives a careers interview, 2 year records of interviews will be kept. These will also include a record of missed appointments. These are kept in the careers office and Dr. Toczyski has a copy of this.

Following each careers interview, a student will have access to an action plan. A copy of this action plan is also kept centrally by the careers advisor.

The careers advisor is also present at Yr10, Yr11, Yr12 and Yr13 parents' evening and at the Year 9 options evening.

In addition to this, every student from year 7 to 11 has access to Fast Tomato, an online careers advice package and in year 12 and 13 they have access to ULAS. Students in Year 8 and Year 12 are introduced to this service through form time and personal development sessions and Year 10 and Year 13 students are given a "refresher" session during form time.

### **Inspiring IAG Award**

The school has been accredited with the Stage 3 (Gold) Award for impartial advice and guidance by Inspiring IAG. This award became known as "The Quality in Careers Award" in 2017. The workbook for this award is used as the self evaluation and departmental development plan for Careers and Work Related Learning. The school intends to gain reaccreditation for this award each year.

## **Careers information**

Careers information is distributed through various means:

A careers newsletter is distributed to form tutors of Year 10 and Year 11 students and emailed home to parents as well as being displayed in prominent places around school. This will usually be monthly or fortnightly, depending on the volume of current information to be distributed. This is used to distribute information sent to the school by employers (regarding, for example, open days) in addition to being used to promote services such as the National Careers Service and internal events such as the careers convention. A log of which employers and services that have been promoted is kept in order to prevent undue prominence being given to any particular employer/service and to ensure that sufficient exposure is given to services such as the National Careers Service and National Apprenticeship Service and to ensure that a broad range of industries and careers are covered.

Assemblies are delivered to promote work related learning which includes an assembly during National Career's Week to promote apprenticeships and sources of advice and information which relate to apprenticeships.

The school will provide all students from Years 8 to 13 with access to information on technical education qualifications and apprenticeship programmes in addition to a full range of education and training options available at each transition point (Gatsby benchmark 5 and 7). Students will have the opportunity to hear from a range of local providers and these local providers can request to gain access to students as outlined later in this policy.

The school hosts a biennial Careers Convention where around 40 employers, educational institutions and training providers will be in attendance. There will be an opportunity for students to visit the careers convention with their parents after school.

The school's website also contains a careers page which provides information on the impartial advice and guidance that the school offers in addition to links to the National Careers Service and National Apprenticeship Service. It is also used, along with SMHW, to advertise apprenticeship positions that the school becomes aware of.

In addition, ad-hoc emails may be sent to form tutors by the Head of Work Related Learning and the careers advisor to inform students of specific opportunities.

## **Work Experience (Gatsby Benchmark 6)**

All Year 10 and 12 students have access to, and are strongly encouraged to take part in, a block work experience placement. Students are encouraged to self-place although the school will endeavour to provide placements for all students who are not able or willing to self-place.

Form time sessions and PSHCE are used to prepare students for their placement and an evaluation is conducted following the placement during form time which includes the completion of an anonymous questionnaire. All returned questionnaires are used to evaluate the effectiveness of the work experience programme. In addition to this, students are invited to complete a reflective journal during their placement.

## **Enterprise / Employability Skills**

The school actively promotes enterprise skills, however these are referred to as “employability skills”. These are promoted through Work Related Learning content in PSHCE (See Annex A and B) and through enterprise activities which take place on extended curriculum days.

A pre- and post-activity evaluation is carried out which allows students to reflect on their progress in developing the skills of Teamwork, Creativity, Communication, Decision Making and Leadership. A random sample, comprising no less than a third of the year group, is used to analyse progress to contribute to the internal evaluation of the effectiveness of these activities.

Employability skills also feature in the PSHCE lessons across all year groups. (See Annex A and B) Students from year 8 and 9 participate in the EDGE programme. This is launched during extended curriculum day and then continued during form time with support from CTO and JSA.

Students are introduced to the EDGE during extended curriculum day in year 8 and continues until year 10. This is used as a self-tracking document where students can log their employability and careers experiences (Gatsby Benchmark 3). The aim of the EDGE is to equip students with the skills, knowledge and competencies, distinct from their academic work, that will help them to succeed in the future. It is thought that most students will gain apprentice level by the end of the autumn term in year 9, graduate level by the end of autumn term in year 10 with some going on to complete master level.

## **Quality assurance and student/parent voice**

We follow the government statutory guidelines of 2018 and conform to the Gatsby benchmarks of good practise in carers guidance. We also hold Inspiring IAG, which is an externally accredited quality mark for careers guidance.

### Student/Parent voice:

In March, all students from Year 8 – Year 13 will complete an online questionnaire – this will be the same for all year groups from Yr8 upwards (this will be done before Year 11 leave). Parents will also be asked to fill in a version of this which will be advertised using Headteacher’s newsletter and Schoolcomms and a link is to be placed on the website. This will not take place during years in which a Kirkland Rowell survey is conducted, as this provides evaluative information on careers education which can be used to inform future planning.

### Quality assurance of Careers Advisor:

A student panel will be gathered to discuss the careers provision, using the questions from the student questionnaire to structure the sessions. Within this discussion, students’ experience of their careers interview will be discussed. Furthermore, once a year, a similarly qualified careers advisor will observe a number of careers interviews and report to the Head of Work Related Learning.

## **Training/CPD**

The head of work related learning attends regular CWAC Cluster meetings. Furthermore, CPD can be organised through AHT Teaching and Learning where required. Dr. Toczyski has completed a level 6 certificate in careers leadership and guidance.

## **Appendix**

### **Provider access policy (Gatsby Benchmark's 2, 4, 5, 7)**

#### **1. Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

#### **2. Student entitlement**

Students in years 8-11 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through Careers Fairs, assemblies and group discussions and timetabled events.
- To understand how to make applications for the full range of academic and technical courses.

#### **3. Management of provider access requests**

##### **3.1 Procedure**

A provider wishing to request access should contact, Dr. Catherine Toczyski, Head of Careers and Work Related Learning coordinator.

Telephone: 01244 313806      Email: [ctoczyski@bishopschester.co.uk](mailto:ctoczyski@bishopschester.co.uk)

### 3.2 Opportunities for access

A number of events, integrated into the academy careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents:

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
Year 7			A 1 day collapsed timetable for a STEM activity
Year 8	Assembly and tutor group opportunities	Assembly and tutor group opportunities  A 1 day collapsed timetable which is for careers/PSHE/STEM	Assembly and tutor group opportunities
Year 9	Assembly and tutor group opportunities  A 1 day collapsed timetable which is for careers/PSHE/STEM	Assembly and tutor group opportunities  A 1 day collapsed timetable which is for careers/PSHE/STEM	Assembly and tutor group opportunities  A 1 day collapsed timetable which is for careers/PSHE/STEM
Year 10	Careers convention  Morning careers talks  Assembly and tutor group opportunities  A 1 day collapsed timetable which is for careers/PSHE/STEM	Morning careers talks  Assembly and tutor group opportunities  A 1 day collapsed timetable which is for careers/PSHE/STEM	Morning careers talks  1 day of mock interviews  Assembly and tutor group opportunities

			A 1 day collapsed timetable which is for careers/PSHE/STEM
Year 11	<p>Careers convention</p> <p>Morning careers talks</p> <p>Assembly and tutor group opportunities</p> <p>A 1 day collapsed timetable which is for careers/PSHE/STEM</p> <p>Post 16 destinations personal development session</p>	<p>Morning careers talks</p> <p>Assembly and tutor group opportunities</p>	<p>Morning careers talks</p> <p>Assembly and tutor group opportunities</p>

Year 12	<p>Careers convention</p> <p>Work experience programme</p> <p>Briefing and tutor group opportunities</p>	<p>Post 16 destinations personal development session; info on universities and degree level apprenticeships.</p> <p>Oxbridge and elite student early UCAS evening</p> <p>Work experience programme</p> <p>Briefing and tutor group opportunities</p>	<p>UCAS evening</p> <p>Work experience programme</p> <p>Briefing and tutor group opportunities</p>
Year 13	<p>Careers convention</p> <p>Post 18 personal development afternoon. National apprenticeship service, university outreach and personal statement support.</p> <p>Briefing and tutor group opportunities</p>	<p>Student finance evening</p> <p>Careers advisor appointments with all students not applying to university</p> <p>Briefing and tutor group opportunities</p>	

Please speak to our Head of Careers to identify the most suitable opportunity for you.

The school policies on safeguarding and visitors sets out the school's approach to allowing providers into the school as visitors to talk to our students. These can be found on the school's website.

#### **4. Premises and facilities**

The school will make facilities available for discussions between the provider and students, as appropriate to the activity and timetable availability. The school will also make available projectors and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the head of careers.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the reception which will be displayed in the school library. This is available to all students at lunch, break time and after school.

*Last updated July 2020 to be reviewed annually by Dr. Toczyski and every 3 by governors, unless substantial changes are made.*

*This has been endorsed by the governing body of the Bishops' Bluecoat high School on*