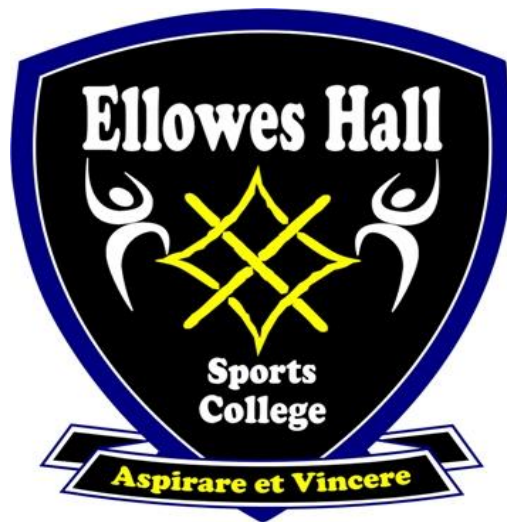


Ellowes Hall Sports College



Careers & Work-Related Learning Policy

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Careers and Work Related Learning Policy

Introduction

A young person's career is the progress they make in learning and work. All young people need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers and sustain employability throughout their lives. This policy has been written in accordance with The Education Act 1997 (sections 42A and 45A) as it is now a statutory duty for all schools, to ensure that guidance from year 8 to year 13 is:

- Presented in an impartial manner
- Includes information on a range of post 16 education or training options including apprenticeships
- Promotes the best interest of the pupils

Work-related learning results from activities in which students can learn *through work, about work, and for work*. It covers; careers education and guidance, work experience, personal financial capability and a basic understanding of economics, business and enterprise. All young people need help with learning to become and remain active citizens in a rapidly changing society and have the opportunity for continued employment in the world of work in the 21st century. Some young people have developed by KS4, a strong interest and aptitude for work related activities. The Gatsby Benchmarks 'encounters with employers and employees' and 'experiences of workplaces' reflect the need for work related learning.

Commitment

Ellowes Hall is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all academies must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out in the document 'Provider Access Policy'.

Ellowes Hall is committed to providing a planned programme of careers education and information, advice and guidance (CEIAG) for all students in Years 7-13, in partnership with the Local Authority Service. Section 29 of the Education Act 2011 placed schools under a duty to secure access to independent careers guidance for their pupils in school years 9 to 11. From January 2018 this was extended to years 8-13 and revised statutory guidance has been published to reflect this change. Headteachers, school staff and governing bodies must have regard to this statutory guidance issued by the Secretary of State in exercising their functions under this section.

Development and links with other policies

This policy was developed and is reviewed in discussion with teaching staff, the school's Local Authority personal adviser(s), students, parents, governors, advisory staff and other external partners. It is underpinned by the school's policies for teaching and learning, assessment, recording and reporting achievement, equal opportunities, health and safety, PSHE and special needs.

References:

- DfE Careers Guidance and Access for Education and Training Providers (2018)
- CDI Framework for Careers, Employability and Enterprise Education (2018)
- DfE Education Act 2011
- DfE Education Act 1997

Definitions

Career is defined as an individual's lifelong progression through learning and work.

Careers education refers to a planned programme of activities within the curriculum that helps young people to gain the knowledge and understanding, and develop the skills and confidence, to make successful choices, manage transitions in learning and move into work.

Information Advice and Guidance (IAG) enables individuals to use the knowledge and skills developed through careers education to make the decisions about learning and work that are right for them. It includes:

- Careers information - accurate and up to date information on options in learning, progression routes, career opportunities and sources of help and support
- Impartial careers advice - to help young people gather, understand and interpret information and apply it to their own situation
- Impartial careers guidance - to help young people understand themselves and their needs, aspirations and influences on them and to make choices that are right for them.
- IAG includes information, advice and guidance on careers but extends to other personal wellbeing issues that young people face, some of which may present obstacles to progression and achievement in learning and work, e.g. health, welfare, financial issues.

ACHIEVE refers to the specific lesson that all students receive in years 7 to 11. ACHIEVE incorporates the careers education curriculum.

Objectives

Careers and IAG

The careers programme is designed to meet the needs of students at Ellowes Hall and the Gatsby Benchmark three, addressing the needs of each student. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Key objectives include:

- To develop a range of opportunities which enhance the curriculum
- To promote greater awareness for students about the world of work.
- The development of key skills and employability
- To promote understanding of work, industry, the economy and community
- To develop students personal and social skills in relationships in a range of contexts
- To provide students with informed and impartial guidance on the post 16 choices available
- To prepare and enable students to access IAG
- To support and assist students in progressing to learning beyond 16
- To ensure students access and benefit from external guidance provision
- To provide a coherent learning framework 14-19
- To maintain high aspirations
- To provide vocational, enterprise and work related learning as well as an academic curriculum

Work Related Learning

The work related learning programme is designed to meet the needs of the students. It is differentiated to ensure progression through learning activities that are appropriate to students' abilities, interests and aptitudes.

At Ellowes Hall, students are entitled to work related learning that is well planned and relevant. It will be integrated into their experience of the whole curriculum, based on a partnership between the school, the students, their parents or carers and Dudley Education Business Partnership, regardless of gender, race or disability. All KS4 students will have opportunities for work related learning including one-week work experience on an employer's premises.

Entitlement

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. It will be integrated into students' experience of the whole

curriculum and be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Careers Statement of Entitlement

As a pupil of Ellowes Hall Sports College and Sixth Form, you are entitled to receive a programme of careers education, advice, information and guidance.

Your Careers Education Programme will help you to:

- Develop yourself through careers and work-related education, understand your interests, skills and personal qualities, what you are good at and how this affects the choices you make
- Find out about different courses, what qualifications you might need and what opportunities there might be supported by impartial and independent careers advice, interviews and group sessions
- Develop skills for working life, learn about careers and the world of work, safe working practices, equality, diversity and inclusion
- Develop your career management skills, a plan of action for the future, and know how and where to access support and information
- Make realistic, but ambitious choices about options, courses and jobs
- Understand the different routes after Year 11 and Year 13 including training, further and higher education, apprenticeships and jobs, be aware of job and labour market information
- Develop employability and enterprise skills, prepare effectively for applications for jobs, training and further and higher education, develop interview skills and improve your confidence
- Develop personal financial capability

Implementation of Careers Education

Management

The overall responsibility for the management of CEG (including IAG) lies with a designated Assistant Headteacher who coordinates the Careers programme alongside the Careers Leader. This area is supported by a link governor. Work Experience is planned and implemented by the Work Experience Coordinator who works closely with the Careers Leader. The Head of Sixth Form is responsible for the delivery of Careers Education and CEG and IAG in Year 12 and 13.

The Careers Leader is responsible for co-ordinating the whole-school work related learning programme. He/she works closely with the Assistant Headteacher. Work experience is planned and implemented by the Work Experience Coordinator.

Staffing

All Staff contribute to CEIAG through their roles as tutors, subject teachers and curriculum leaders– the SLT leads and supports them in their various roles. Specialist sessions are delivered by the ACHIEVE department teaching team. The CEIAG programme is planned, monitored and evaluated by the Assistant Headteacher in charge of Careers in consultation with the Connexions Personal Adviser and an Independent Careers Advisor who provides specialist careers IAG. Careers information is available in the Careers Resource Centre which is maintained by the School Librarian. Administrative support is available.

Work-related learning, including vocational courses, is planned, monitored and evaluated by the Careers Leader and delivered through a wide range of curriculum and off timetable provision. A team of staff teach the entitlement programme in ACHIEVE and in other lessons, through recording, review and planning activities and special events.

Subject staff endeavour to teach aspects of their courses through work related contexts where appropriate. Additional administrative support is available from the Work Experience Coordinator at appropriate times of the year.

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities (in the Careers Resource Centre and on the school intranet), work-related learning (including one weeks' work experience), and individual learning planning/portfolio activities. Careers lessons are part of the school's personal development programme. The Sixth Form programme is planned by the Head of Sixth Form in consultation with the Local Authority Personal Advisor and the Careers Leader. Other focused events, e.g. visits from employers are provided from time to time. Work experience preparation and follow-up take place in careers lessons and other appropriate parts of the curriculum.

Careers information is available in the Careers Resource Area, the Sixth Form common room and display boards situated around the school. There is also a Careers Portal on the school intranet for staff, students and parents which provides extensive information. The school also has a Work Experience Coordinator who arranges the additional work experience for the vocational courses.

Curriculum

The careers programme is planned, monitored and evaluated by the Senior Leadership Team and ACHIEVE department (in conjunction with students), annually in consultation with careers advisers, who provide specialist guidance. The programme includes, access to the Careers Library and use of the school network to research work-related learning and careers management. The School has achieved the Quality Award in Careers Education, Information, Advice and Guidance (CEIAG) to Gold Standard. The curriculum provided satisfies Gatsby Benchmark 1, a stable careers programme.

Year 11 students each receive independent IAG in the form of a personalised interview with an independent careers specialist. Targeted students receive additional support, according to need, from the Dudley Connexions Service.

The careers programme includes career education sessions integrated into the ACHIEVE programme through Years 7 - 11, careers guidance activities (group work and individual interviews) and work related and vocational learning (including one week's work experience in year 10). Other focused events are provided such as visits to Higher Education institutions in KS4/5. Students learn from careers and labour market information for the local area via specialist learning programmes that are a purchased resource (Gatsby Benchmark 2).

The work-related learning programme includes lessons, work experience and special events for all students. Work experience preparation and follow-up take place in ACHIEVE lessons. Sixth form students will have opportunities for work experience related to their courses as appropriate. Preparation and learning for work experience will take place in careers lessons and other appropriate parts of the curriculum. At KS4 a range of GCSE courses in vocational and academic subjects will be available in addition to the statutory core curriculum.

Students are actively involved in the planning, delivery and evaluation of activities.

Implementation of Careers Guidance

- i) Careers resource centre
 - a wide range of materials
 - open throughout the school day
 - situated outside reception
- ii) Independent Careers Adviser (Gatsby Benchmark 8)
 - available to all students via email
 - used for individual interviews with all year 11's, group talks with Year 10 and other targeted students throughout the year
- iii) Extra support where appropriate (tailoring the curriculum to each learner, Gatsby Benchmark 3)
 - students in Year 9, Year 10 and Year 11 are targeted for extra help by SENCO, Heads of Year, Careers Leader and Mentors
- iv) Online resources available to all students at school and at home through Ello, the school VLE.

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.

Non – stereotypical careers are actively promoted through both Careers lessons and other areas of the curriculum, and in off timetable activities including Cadets.

Year 7

The focus is about self-awareness, goal setting, introducing careers and resources and advice available, and thinking about the future.

Year 8

The focus is self -awareness, the start of career planning and developing an understanding of the world of work and finance

Year 9

The focus is self- assessment, developing a greater understanding of the world of work, career paths and options post 14.

Year 10

The focus is work experience including preparation, implementation and evaluation, and the start of detailed career planning (Gatsby Benchmark 5, 6, 7)

Year 11

The focus is post 16 options and application skills, career planning, CV writing, stereotyping and diversity awareness in the workplace (Gatsby Benchmark 5, 7, 8)

Year 12 and 13

The focus is helping students to consider and prepare for Post Sixth Form Options such as University, Higher Education or Employment (Gatsby Benchmark 5, 6, 7, 8)

Resource

Funding is allocated in the annual budget in the context of whole school priorities and particular needs in the CEIAG area and managed by the Careers Leader. The Learning Resources Staff also have an allocation to develop the careers resources centre. The Careers Leader is responsible for the effective deployment of resources. Sources of external funding are actively sought.

Assessment and accreditation

The intended career learning outcomes for students are based on the CDI Framework for Careers, Employability and Enterprise Education (March 2018) and are assessed using assessment for learning (AFL) techniques. Students' achievements in other courses will be assessed through GCSEs, and other accredited courses approved by QCA. Students' achievements in work experience will be recognised through the school's certificate. There is an Award for outstanding Work Experience and a Careers Mentors Award. The school currently holds the Quality in Careers Standard and is committed to maintaining it.

Parents and Carers

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the Parental E-Lo page and the school website which also contains contact information for parents to be more involved in Careers education. Parents are kept up to date with careers related information through letters, newsletters and at open evenings and parents evenings, where they are encouraged to express their views. Parents are welcome at careers interviews and where necessary, are invited.

Partnerships

An annual Partnership Agreement is negotiated between the school and the Local Authority Service which identifies the contributions to the programme that each will make. Other links are being developed, e.g. with local partners. An annual Partnership Agreement is negotiated between the school and the Dudley Education Business Partnership identifying the contributions to the programme that each will make. Other partnerships are being developed, e.g. with the Local Authority Service, and local employers. Through the Careers Convention the school has strong links with a number of businesses and community services. Any other provider can access the school via the Provider Access Policy Statement on the school website. The school continues to work in partnership with the Careers and Enterprise Company in completing and evaluating the Compass Audit.

Staff development

Staff training needs are identified as part of the Partnership Agreement process with the Local Authority Service and in conjunction with the school CPD policy. Funding is provided both from External Funding and from school funds. The school will endeavour to meet training needs within a reasonable period of time. Staff training needs for planning and delivering the work related learning programme will be identified in the staff development plan in the Partnership Agreement with the Dudley Education Business Partnership, and activities will be planned to meet them.

Monitoring, Review and Evaluation

The Partnership Agreement with the Local Authority is reviewed annually. The programme is reviewed annually by the Careers Leader and the Independent Careers Adviser using the local quality standards for CEIAG to identify areas for improvement. A report is submitted to the Senior Leadership Team and Governors when appropriate. Careers guidance is monitored and evaluated annually through discussion with key staff and students and appropriate observation of activities.

The Partnership Agreement with Dudley Education Business Partnership will be reviewed annually. Evaluations of aspects of the programme are carried out from time to time.