



Avon Park  
School

# Careers Policy

**Last Update: December 2019**

**Next Update: September 2020**

## Rationale

Careers education helps young people to develop the knowledge, confidence and skills that they need to make well-informed, carefully considered choices and plans about their futures. These plans enable pupils to progress smoothly into further learning and on into employment. Careers education helps pupils to engage with and manage their career aspirations and sustain employability throughout their lives.

Good CEIAG (careers education, information, advice and guidance) can be thought of as aiming to meet two objectives. The first aim is to increase the stock of highly qualified and highly skilled people in the British workforce. The second aim is to encourage disadvantaged young people to aim high.

(DFE, The Role of Information, Advice and Guidance in Young People's Education and Employment Choices 2010)

In Avon Park School the careers education is delivered within all the three foci of our whole school curriculum. Pupils are engaged in academic learning which supports aspirations, develops interests and strengths as well as allowing pupils to develop the functional reading, writing and numeracy skills that will be required in the workplace.

Pupils personally develop allowing them to recognise their own areas of competence and achievement. Improving social communication skills allow pupils to be effective communicators in the work place, take part in interviews and engage in discussion on all levels.

Pupils prepare for adulthood in a multitude of ways from developing functional living skills to personal, social and leadership skills. Employability skills, as defined by the CBI, includes work on self-management, team working and problem solving. Pupils will develop business and customer awareness, be involved in enterprise activities where they can practically apply literacy, numeracy and information technology skills.

Schools have a statutory duty to provide access to independent and impartial careers education and guidance. Trained and qualified Prospects advisers with specific SEN specialism make a significant contribution to this process in Avon Park school. Each year from Year 8 onwards pupils will attend a Careers Interview where they will discuss their likes and dislikes, strengths and weaknesses and possible next steps to move towards attaining the qualifications and skills required to achieve their dreams.

At Avon Park School we aim to raise aspirations, challenge stereotypes and encourage pupils to consider a range of career options. Through careers education and guidance, it is hoped that pupils will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs, knowledge, understanding and potential. Work experience is important in supporting our pupils to understand about the world of work and have first-hand experiences that allow them to practise the skills that they will require in later life.

Pupils can only fulfil their potential if they understand themselves, their abilities and the possibilities available to them both now and in the future.

In particular we will ensure our pupils:

- *Develop a broad understanding of the world of work and an ability to respond to changing opportunities.*

- *Develop independent research skills so that they can make good use of information and guidance.*
- *Develop and use their self-knowledge when thinking about and making choices.*
- *Develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.*

As a school we aim to baseline ourselves in accordance to the Gatsby Benchmark model, incorporating the following benchmarks of carers guidance.

- *An embedded careers programme of careers guidance and education that is known and understood by pupils, parents, teachers.*
- *All pupils' parents/carers to have access to quality career information, future study options and labour market opportunities.*
- *Opportunities for advice and support will be tailored to the needs of each pupil, embedding both equality and diversity throughout.*
- *Curriculum linked learning to careers*
- *Pupils to have multiple opportunities to learn from employers about work, employment and skills valued in the workplace.*
- *Pupils to have first-hand experiences in work shadowing, work exposure and work experience placements.*
- *All pupils to have a meaningful understanding of academic and vocational routes into colleges and workplaces.*
- *Every pupil to have had the opportunity for guidance interviews with a career advisor.*

#### **Learning at Key stage 1 and 2**

Pupils will experience the world of work whilst on community trips and visits, by applying for and holding posts of responsibility in school, investigating roles in the community and the careers of significant people. Pupils will also take part in Career thematic days and consider how their learning in each subject can be used in particular jobs.

Year 5 and 6 pupils will visit further and higher education centres to inspire ambitions for the future. Pupils will begin their careers learning journals and start to plan for their 'steps to success'.

#### **Learning at Key Stage 3 and 4**

Pupils will have information, advice and guidance (IAG) as well as personalised support on learning and work pathways.

Effective personalised IAG enhances and complements careers education and advice is available in Years 8, 9, 10 and 11.

This is critical to young people's educational career in order to:

- Avoid disengagement during Key Stage 3
- Choose KS4 options
- Help to avoid underachievement or disengagement but rather motivate during Key Stage 4
- Choose appropriate post-16 destinations.

Careers guidance is supported by the work by iTAC. This work focuses on:

- Positive self-esteem – pupils are supported to understand themselves and the influences on them and how best to manage these influences to maximise their potential.
- Career exploration – pupils will investigate opportunities in learning and work through a wide range of resources (computer programmes, internet, books, leaflets and impartial careers guidance).

- Career management – pupils will make and adjust plans throughout their school career, manage change and transition in learning and develop work and career choices.

All staff are involved in guidance to an extent e.g. support during selection of KS4 options or post-16 applications. Careers guidance interviews take place on a one to one basis. Our CEIAG programme aims to guarantee all pupils who leave Avon Park School at the end of Year 11 have an offer of a place to move onto.

**Key stage 3 provision includes:**

- Allotted time through PSHE lessons for self-development focussing on lifestyle and progression.
- Access to online careers information and 1-1 sessions with careers advisor
- Group and individual information on KS4 options including parent/carer involvement
- Taster sessions for KS4 option subjects not previously studied at KS3.
- Individual pathway/options interviews with class tutor.
- Targeted offsite provision where appropriate.

**By the end of key stage 3 all pupils will have:**

- An awareness and understanding of their strengths, achievements and weaknesses and support to evaluate how these might inform future choices in learning and work.
- An increased understanding of the full range of 14-19 opportunities for progression.
- An awareness and understanding of some of the qualities, attitudes and skills needed for employability
- Opportunities to apply for school positions of responsibility
- Had the opportunity to access and use online careers resources to research information about opportunities and apply their findings to help make informed choices for KS4 options.
- Received detailed and appropriate support, advice and guidance on KS4 options.
- Been supported in their application to their chosen KS4 options.
- Had an individual options interview from careers advisor.
- Individualised plans for progression and transition between key stages with liaison with school/home and any other agencies e.g. social worker

**Key stage 4 provision includes:**

- College visits
- Careers interview.
- Information and attendance to college open days.
- Apprenticeship website registration
- Supported writing of application forms
- Parent / Carer meetings are supported by external, independent careers advisor.
- Close and continued monitoring and support
- Opportunities to apply for school positions of responsibility
- Individualised plans for progression and transition between key stages Individual mentoring
- Targeted academic intervention to support achievement for those identified.
- Independent careers support, guidance and awareness through PSHE and other subject areas across the curriculum.
- Post-16 opportunities evening involving college and other external providers.

- Targeted work experience where appropriate.
- Targeted offsite vocational placements where appropriate.
- Research and Identification of post-16 destination

**By the end of key stage 4 all pupils will have:**

- Enhanced self-knowledge, career management and employability skills.
- Effectively used ICT software and other sources of advice to investigate and explore future choices and progression routes.
- Experienced the world of work through work experience.
- Been given direct access to employers, colleges and training providers.
- Been given guidance to help identify a range of post 16 options and careers advice and support networks that they can use to plan and negotiate their career pathways.
- Used the Careers Information and labour market information, to investigate future choices and explore alternative routes to their goals.
- Made a back-up plan in case things go better or worse than expected.
- Had the opportunity to develop their interviewing skills with employers.
- Completed a supported transition onto the next destination of education, training or employment

**Equal opportunities**

Avon Park School is keen to promote equal opportunities and to use every opportunity to challenge stereotypes and raise aspirations. Careers education is provided to all pupils and provision is made to allow all pupils to access the curriculum. Pupils are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All pupils are provided with the same opportunities and diversity is celebrated.

**Parents and Carers**

Parental involvement is encouraged and involved where possible, at all stages. Parents are kept up to date with careers related information through telephone calls and meetings. Parents are welcome at careers interviews and will often be invited. There will be an options evening where school will provide parents with information in how to support their child choose their KS4 options.

**Relationship to other parts of the curriculum and other policies**

Careers education is conducted in accordance with the School's equal opportunities policy and other relevant policies. The whole school remit of careers is recognised and the curriculum is developed alongside that of other areas so that careers education is an integral part of the whole school curriculum.

**Evaluation**

The quality of careers education is evaluated by:

Feedback received from pupils, parents and staff and the analysis of the destinations of pupils after they have left the school.

Where available, information about their progress in further or higher education, training and employment will also be considered.

The *Compass Tool* is used to assess progress against the Gatsby Benchmarks.

**Links to other policies**

The policy for CEIAG supports and is itself underpinned by a range of key school policies, including;

Curriculum Policy

Equal opportunities

Teaching and Learning

Safeguarding

SEND

<b>Policy Reviewed</b>	<b>Policy To Be Reviewed</b>	<b>Policy Reviewed</b>	<b>Policy To Be Reviewed</b>
<b>Sep 19</b>	<b>Sep 20</b>	<b>Dec 19</b>	<b>Sep 20</b>