

## **009 Careers Education Policy**

**Responsibility: IC**

**Date: June 2017**

**Next Review: April 2019**

### **1. Introduction**

Holmfirth High School believes careers education helps all young people to develop the knowledge, confidence and skills that they need to make well-informed choices and plans, now and in the future. The school follows the statutory guidance on CEIAG. Careers education and guidance at HHS is delivered at KS3 through enrichment, during Form Tutor time and through extended assemblies and independent input from C & K Careers advisers. At KS4 it is delivered through-FT time, extended assemblies, group and individual guidance from a Careers Adviser.

### **2. Aims**

CE/IAG is "critical to young people's educational career at three key points: in choosing KS4 options; during KS4 where underachievement or disengagement begins and in choosing post-16 destinations". It also has an important role to play in preventing disengagement during KS3, supporting transition to work or further learning at 16.

The aims of CEIAG at Holmfirth High School are to enable all young people to become:

- Successful learners who enjoy learning, make progress and achieve.
- Confident individuals who are able to live safe, healthy and fulfilling lives.
- Responsible citizens who make a positive contribution to society.

#### **Good quality, impartial careers education involves several interrelated outcomes**

- Empowers young people to plan and manage their own futures.
- Responds to the needs of each learner.
- Provides comprehensive information and advice.
- Raises aspirations.
- Actively promotes equality of opportunity and challenges stereotypes.
- Helps young people to progress.

### **3. Entitlement**

Young people in school are entitled to:

- Support from a personal tutor who knows them well and who can help them access specialist advice and ensure any learning needs or issues are quickly addressed.
- A high quality programme of careers education which help young people plan and manage their own careers.
- Impartial information, advice and guidance about learning and employment-options including apprenticeships, alternative study programmes, GCSE/A Levels and other qualifications
- Information, advice and guidance about the benefits of higher education and how to access the opportunities that it affords.

- A programme of Work Related Learning, particularly in Years 9 and 10, giving young people direct insights into the world of work.

#### **4. Staffing**

Executive Headteacher  
AHT - Pastoral  
Careers Adviser (CE/IAG)  
Head of Year  
Form Tutors  
SEN Staff

#### **5. Staff Development**

Good quality staff development is essential in order to ensure that staff are well informed and able to give beneficial advice and support to our young people. Training for our specialist team of staff in the Pastoral team comes from external providers and particularly the C and K Careers service. General staff updates on changes to qualification frameworks, the post 16 and employment and training sectors are provided in house.

Inset – external and internal  
Specific courses as and when appropriate/available (being developed/revised)  
Careers forum and C & K Careers Service

#### **6. IAG**

Information, advice and guidance is delivered in partnership with the Kirklees and Calderdale Careers service with whom the school has a partnership agreement. The service provide:

- CIAG interviews and small group sessions
- Contribution to the delivery of careers module in Enrichment lessons
- Assemblies and presentations
- Options, Post 16 and Parents' Evenings
- Trips, events and drop down lessons
- SEN Reviews and transition review meetings
- Visits to Sixth Form colleges

C & K Careers Service has an office base in Prospect House and is available to support individual pupils through a drop in service.

#### **7. Curriculum**

Pupils are given support in writing personal statements, CVs and applications, helping to prepare for and evaluate work experience and gives tuition on personal finance, employability and preparation for working life.

Pupils on the alternative provision are provided with additional support in order to help ensure that they are in less danger of becoming NEET.

#### **8. Work Experience**

Work experience is one of the most important links between employers and secondary schools / academies and colleges. This exposure to work is a significant step in preparing young people for adult and working life by developing their personal and social skills as well as the key skills they will need for the world of work.

Holmfirth High School is committed to offering all students in Key Stage 4, the opportunity to undertake a 2 week slot for work experience even though it is no longer a statutory requirement for this age group. The experience is designed to extend their understanding of work and recognise, develop and apply their skills for employability giving them the opportunity to observe

and practice work tasks. The programme is developed around the "Quality Framework for Key Stage 4 Work Experience March 2004."

Holmfirth High School work in partnership with the C and K Careers Work Experience Team. The school pays C & K Careers per placement to ensure students are placed in a safe environment with all the necessary insurance needed. Students receive current and relevant job descriptions and a work experience journal. Parents are asked for a voluntary contribution.

### **8.1 Definition**

Work Experience is 'a placement on employer's premises in which a student carries out a particular task or duty, or range of tasks and duties, more or less as would an employee, but with the emphasis on the learning aspects of the (DfES 2002) experience'. The experience involves taking on the role of a young worker and engaging in work tasks, using and developing work skills, being involved in work processes and experiencing work environments.

### **8.2 Aims & Objectives**

The aim is to prepare students for the opportunities, responsibilities and experiences of adult life. Students set out their own personal aims in their log book. The process ensures they:

- Learn through the experiences of work.
- Learn about work and working practices.
- Learn about the skills needed for work.

Objectives include:

- Gain experience of the world of work and being better prepared for the transition from education to work.
- Improving attainment in individual subjects by making learning more relevant and relating their subjects to the world of work.
- Introducing students to the knowledge and skills of a particular occupational area.
- Development of employability and key skills, in particular self confidence, motivation, demonstrating initiative, problem solving, communication and ability to work with others.
- Useful insight into factors, which may determine career planning and individual targets.
- Find out more about the world of work and how it differs from school

### **8.3 Work Experience Programme**

The school will provide a range of enrichment and curriculum opportunities throughout Key Stage 3 to help students prepare for their placement. These opportunities include but are not limited to:

- Writing a CV
- First Aid, Health and Safety at Work and Food Hygiene education and training.
- A tutor programme focusing on preparation for work experience e.g. interview preparation, letter writing, health & safety.  
A clear process is in place to include:
- An information booklet, letter and leaflet for parents/carers.
- A Work Experience section on the school website covering all aspects of the process with employer details.
- Completion of application forms in tutor time.
- Students actively involved in finding a placement guided by the website and Year 11 students.
- Log Books completed prior, during and after Work Experience.
- Job descriptions issued by C & K Careers and monitored for parental consent.
- Visits/telephone contact made whilst on placements by school staff.
- Thank you letters sent.
- Students attend a small group de-brief with non-teaching facilitators (employers/career specialists).
- Certificates for those completing placement and logbook.

## **8.4 Extended Work Experience**

This is for students who experience more than the 10 days slot allocated by the school to participate in work placements. It is rarely used but it is recognised that a full academic timetable is not suitable for all young people. Students are specifically targeted and are dis-applied from one or more curriculum subjects as part of an individual timetable. It is based upon the LA guidelines of 1 day per week in Year 10 and up to 2 days per week in Year 11. Kirklees are notified of all placements. The

placement is checked, prior to the student starting and the necessary paperwork completed for parent/carers and employers to sign.

## **8.5 Health & Safety**

The school aims to develop pupil's health and safety awareness prior to going out on work placement by effective preparation and support. These opportunities reinforce that as students on work placement they have a duty to take care of their own Health & Safety and that of others who maybe affected by their actions. Resources to support these include but are not limited to: DVDs, specific training, curriculum learning opportunities, worksheets and animods for less able students. It is stressed that all accidents must be reported. Staff visiting students also monitor Health & Safety in the workplace and record on their visiting form. The Child Family Specialist Nurse speaks to each tutor group regarding Child Protection and Safeguarding prior to placement.

Review

Students complete an evaluation form post placement. Feedback from tutors and students form the basis for change the following year.

## **9. Links**

- Equalities Policy – 025
- Student Confidentiality Policy - 072
- Safeguarding Policy - 053

## **10. Accreditation**

The delivery of the careers education programme and IAG generally is quality assured by application to the Kirklees and Calderdale Careers CEIAG Quality Standard. The school was awarded the Quality in Careers Standard in 2017