

009 Careers Education Policy

Responsibility: RBI

Date: September 2019

Next Review: September 2021

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 about their personal, social, educational and vocational development, now and in the future. The school follows the statutory guidance on CEIAG (Careers education, information, advice and guidance), which requires schools to secure independent and impartial guidance for young people from Year 8 to Year 13. The guidance was updated in April 2017.

Holmfirth High School offers a range of activities and interventions that help students to make the right choices which includes impartial advice and guidance at key transitional times, providing them with knowledge and experience of opportunities in education, training and employment.

In 2014, the Gatsby report was published and as a result 8 benchmarks of good practice were drawn up:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

These benchmarks are based on the best national and international research and define all the elements of an excellent careers programme. As a school, we are working to embed these within our school CEIAG programme.

2. Aims

The purpose of our CEIAG is to develop skills to help pupils make informed and realistic choices about the opportunities and an awareness of alternatives open to them.

The aims are to empower pupils to plan and manage their own futures:

Self-Development

Understand themselves and the influences on them to become confident individuals and to help raise aspirations.

Career Exploration

Investigate opportunities in learning and work promoting equality of opportunity and challenging

stereo types.

Career Management

Make and adjust plans to manage change and transition and produce responsible citizens who make a positive contribution to society.

3. Entitlement

- Pupils are entitled to impartial and independent careers advice.
- Pupils are entitled to support around Year 9 options and Post 16 applications.
- Pupils are entitled to visit universities in Year 10 as part of the schools Ace Day.
- LAC & EHCP pupils are entitled to additional support from LEA services.
- The school is entitled to an enterprise advisor which supports the school in its careers education

4. Staffing

Headteacher – Ben Stitchman

AHT – Ryan Blezard

CEIAG Officer – Davinia Antich

School Governor – Andrew Waldron

External Careers Advisors (Careers Inc.) – John Paley & Emma Robinson

Form Tutors

Heads of House

SEN staff

Work Experience Team

Enrichment Tutors

Continuous staff development is essential to ensure staff are well informed to support pupils. The specialist team attend external meetings and training sessions provided by local post-16 providers; Careers and Enterprise Company and Careers Inc. Other school staff involved have updates and training in-house.

5. Curriculum

Information, advice and guidance is delivered to pupils in a variety of formats by school staff and Careers Inc. Links are made with employers, training providers, further education and higher education providers to enhance the CEIAG programme where possible. In partnership with the careers service, opportunities for pupils include:

- Interviews and small group sessions
- Assemblies and presentations
- Attendance at SEN transition review meetings
- Contribution to the careers module and careers library introduction in enrichment lessons
- Attendance at Year 9, 10 and 11 Parents Evenings
- College taster days

In school, pupils are offered visits to Post-16 providers and universities. During ACE days and tutor times, support is given for writing personal statements, CVs, applications and mock interviews.

6. Work Experience

Definition

The Department for Education (DfE) defines work experience as '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.

Work experience is one of the most important links between employers and schools/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. Work experience placements are only permitted by law for students during Key Stage 4 and above and Holmfirth High School is committed to offering all students in Key Stage 4 an opportunity to undertake a work experience placement even though it is no longer a statutory requirement for this age group.

Students complete an evaluation form post placement and this feedback is used to form the basis for change for the following year.

6.1 Aims & Objectives

The aim is to prepare young people for the opportunities, responsibilities and experiences of adult life. Pupils 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:

- Find out more about the world of work and how it differs from school
- Development of employability and key skills (self-confidence, communication, ability to work with others, problem solving)
- Improving attainment in subjects by relating them to the world of work
- Introduces pupils to the knowledge and skills of a particular occupational area.

6.2

The school will provide a range of enrichment and curriculum opportunities throughout Key Stage 3 and 4 to help students prepare for their placement. Opportunities include:

- CV writing
- First Aid, Health and Safety at work
- Mock interview preparation
- Completion of Application forms
- Letter Writing
- Log Books completed prior, during and after Work Experience placement.

During placement, pupils are carefully monitored and school staff endeavour to contact or visit every pupil. Post placement, pupils attend a small group de-brief with non-teaching facilitators (employers/career specialists). On completion of placement and log book, a certificate is given to each pupil.

6.3

The school aims to raise awareness prior to placement by relevant preparation and support. This re-enforces that pupils on a work placement have a duty to take care of their own Health & Safety and that of others who may be affected by their actions. Resources used include DVD's, worksheets, training from curriculum areas and assembly. The school safeguarding officer speaks to each tutor group regarding child protection and safeguarding issues prior to placement. Emergency contact details are given to pupils. Clear instructions are given of how to report accidents or incidents back to the school.

7. Links

- Equalities Policy
- Student Confidentiality Policy
- Safeguarding Policy

8. Accreditation

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

The school works in partnership with a Careers Enterprise Co-ordinator to help deliver the government's career strategy and develop employer engagement within the school careers programme. Our local enterprise advisor is currently from Paxman Coolers Ltd.