



HIGHFIELD LITTLEPORT ACADEMY

An Active Learning Trust School

HIGHFIELD LITTLEPORT ACADEMY

CAREERS AND WORK RELATED LEARNING POLICY

THIS POLICY WAS APPROVED:	AUTUMN 2023
THIS POLICY WILL BE REVIEWED:	AUTUMN 2025
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	TILLY NEWBURY

Vision and Values

Highfield Littleport Academy are committed to providing careers education for all students. Highfield Littleport Academy has students on roll between 4 and 16 years of age with a wide range of additional needs from Profound and Multiple (PMLD), Severe (SLD) to Moderate (MLD) Learning Difficulties. All students on roll have Education, Health and Care Plans (EHCPs).

This policy is underpinned by our long-term aims and vision to prepare all of our learners for their next step. We are committed to delivering an effective careers education, information, advice and guidance package to all of our learners. We support pupils, along with their parents and carers, to consider their future options, realise their full potential and decide how their skills and experiences fit with opportunities within the local job market. We successfully help our learners prepare for their next steps by exploring different employment opportunities, different routes to employment, college courses, apprenticeships and by focussing on employability and transferable skills. Throughout the delivery of our careers programme, we adopt a person-centred approach and cater for the individual interests and motivations of our pupils. Once pupils are in Year 9, their EHCP annual review meeting becomes more focussed on preparing for those next steps and exploring different post-16 options and the pupil's journey into adulthood. We are committed to the statutory and moral obligation to provide an engaging and impactful careers programme that will highlight different routes and options for all of our pupils. We work closely with the Local Authority and the Opportunity Area advisors.

Statutory Requirements and Expectations

The SEND Code of Practice 0-25 years 2015 states; schools and colleges should raise the career aspirations of their SEN students and broaden their employment horizons. They should use a wide range of imaginative approaches, such as taster opportunities, work experience, mentoring, exploring entrepreneurial roles models and inspiring speakers.

Highfield Littleport Academy is committed to fulfilling its statutory duties in relation to careers education. Throughout the careers programme we continue to promote social, moral, spiritual and cultural development as well as providing opportunities that enable pupils to prepare for their next steps. We offer impartial and independent careers guidance through a 1:1 guidance meeting which will take place in Year 10 or Year 11. Pupils who stay on roll for sixth form will receive one further impartial guidance meeting. Our school has a named careers leader and work experience co-ordinator, details of which are kept up-to-date on our school website. We also use the Gatsby Foundation's Benchmarks of Good Career Guidance to plan and evaluate our careers provision.

Learner Entitlement

Students are entitled to careers education and guidance that meets professional standards of practice and is person-centred, impartial and confidential. Careers and Work Related Learning (CWRL) will be integrated into students' experience of the whole curriculum and be based on a partnership with students and their parents/carers. The program will promote equality of opportunity, inclusion and anti-racism.

Careers is taught to students equally, regardless of gender, race or other protected characteristic, with no stereotyping of jobs or roles. Appropriate and accessible work experience placements are organised for all of the pupils who are able to engage in work experience. Students are involved in the organisation of their own placements where appropriate.

Management and Delivery

All young people need a planned, long-term careers program of activities that is appropriate to their needs, abilities and aspirations. Highfield Littleport Academy uses the Gatsby benchmarks in planning their careers and work-related provision.

The careers programme is designed to meet the needs of students at Highfield Littleport Academy. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. If work placements are appropriate they are tailored to suit each students' individual needs, and work with placement setting to provide either a weekly or block placement. The level of support and placement timings are also personalised to best suit each student.

Our careers programme encourages learners to have high aspirations and to realise and follow their passions. Delivery of the programme involves a variety of different aspects including employer encounters, work experience, curriculum lessons, employability skills, exploring available career options, college visits, transitions and career events.

Careers education is embedded in the curriculum as appropriate for younger pupils where they learn about work through practical activities, visits within the community and a wide range of written and visual information. For older students, they participate in appropriate career related learning, for example undertaking work experience placements and gaining information about future careers from local events.

Roles and Responsibilities

The governing body/advisory panel are responsible for ensuring the school are meeting statutory requirements and taking a strategic interest in careers education and encouraging employer engagement. The linked governor will make sure that arrangements are in place to allow a range of education and training providers to access all pupils in years 8-13 (Provider Access Policy) and ensuring that young people are aware of the full range of academic and technical routes available to them at each transition point.

The senior leadership team are responsible for ensuring pupils are provided with independent careers guidance from year 8 to year 13. They are also responsible for ensuring the use of the Gatsby Benchmarks to improve careers provision and ensuring pupils have at least 7 employer encounters between year 7-13. The leadership team are responsible for ensuring that there is an appointed person to the role of Careers Leader who leads on the programme.

The careers leader is responsible for developing, refining and reviewing the careers strategy and curriculum whilst also ensuring that statutory requirements are being met. The careers leader will also be responsible for staff development within the delivery of the careers programme as well as managing careers resources.

All teaching staff are responsible for the delivery of the careers programme and ensuring equal opportunities are provided for all learners. All staff are expected to contribute to the career learning and development of students. The careers leader will identify training needs and commit to meeting staff needs through effective training.

Monitoring, Reviewing, Evaluating and Reporting

The careers strategy and curriculum will be reviewed by the careers leader termly using the Compass tool which measures the programme against the Gatsby benchmarks. Each year, some action points will be highlighted to further develop the provision.

Stakeholders and Partners

Parents/Carers – We recognise the important role that parents and carers have in their child's career development. We support parents/carers and work collaboratively with them during EHCP annual reviews, parent information sessions and moving on events.

Careers Support Agencies – The school has an annual agreement with the local authority transitions team and we have a named Transitions Advisor, details of which can be found on our website. We also work closely with a Senior Enterprise Advisor from Growth Works as well as being supported by the Careers and Enterprise Company.

Employers, Community Partners and Learning Providers – We are committed to working collaboratively with local employers, colleges, local learning providers, apprenticeship providers.

Supporting Policies and School Documents

This policy should be read in conjunction with:

- Provider Access Policy
- Career Strategy
- Career Programme Overview