



HIGHFIELD LITTLEPORT ACADEMY
An Active Learning Trust School



HIGHFIELD ELY ACADEMY
An Active Learning Trust School

HIGHFIELD ACADEMIES

CAREERS AND WORK RELATED LEARNING POLICY

THIS POLICY WAS APPROVED:	AUTUMN 2019
THIS POLICY WILL BE REVIEWED:	AUTUMN 2021
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	SIMON BAINBRIDGE

Introduction

Highfield Academies are committed to providing careers education for all students. Highfield Academies have students on roll between 2 and 25 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).

Highfield Academies believe that all students should lead as independent a life as possible and be part of their local community and of society as a whole. We actively promote students' positive contribution to society through volunteering, work placements and vocational learning. We are passionate that our students have much to offer their communities and actively seek out these positive opportunities for them.

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.*

However, prospects for learners with additional needs in the UK aren't positive. Mencap statistics show only 6% of people with learning difficulties have a paid job, down from 10% five years ago. (Talentino 2016). This is why additional resources are available to support each learner within their individual pathway as well as opportunities that are thoughtful and appropriate are available.

Entitlement and equal opportunities

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. All students are given free choice of careers options when looking at work experience placements and the school works with the Employability Partnership to source placements as close to the student's desired choices as feasible. Students are involved in the organisation of their own placements where appropriate. In addition, elements of the course address issues of discrimination in all its aspects and rights and responsibilities.

Careers and work related learning offer

All young people need a planned, long-term careers program of activities that is appropriate to their needs, abilities and aspirations. Highfield Academies use the Gatsby benchmarks in planning their CWRL provision.

The careers program is designed to meet the needs of students at Highfield School. 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.

The careers program includes a range of activities, for example, careers education lessons, work-related learning (including day, weekly or block placements as appropriate), and individual learning planning activities. Other focused events, e.g. a Careers Fair, are attended from time to time. Work experience preparation and follow-up take place in careers lessons and other appropriate parts of the curriculum.

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. The school endeavours to follow the National Framework for CEG 11-19 in England (DfES 2001) and other relevant guidance from the DfES, QCA and OFSTED.

Assessment and accreditation

Careers learning is accredited through an ASDAN Award Scheme, OCR Life and Living Skills (Entry level 1-3) and AQA accredited units, which are selected depending on type of learning, placement and skills being developed and facilitate individual student needs. In order that we are able to meet the range of pupils' additional needs we have in place a 'pathways' curriculum, where students in the main follow one of three pathways. Careers and Work Related Learning provision is different in each pathway. For example, students in the Blue Pathway (PMLD) experience workplaces such as supermarkets, and encounter work related activities. Whereas students in the Yellow Pathway (MLD) may be independent in accessing individual work placements, possibly leading to an Apprenticeship and paid employment.

Careers Leadership and Management

Careers Leaders – Danny Mills (Highfield Ely Academy) and Lyn Houghton (Highfield Littleport Academy)

Work Experience Co-ordinator – Lisa Gledson

Additional Needs Advisor – Simon Adams

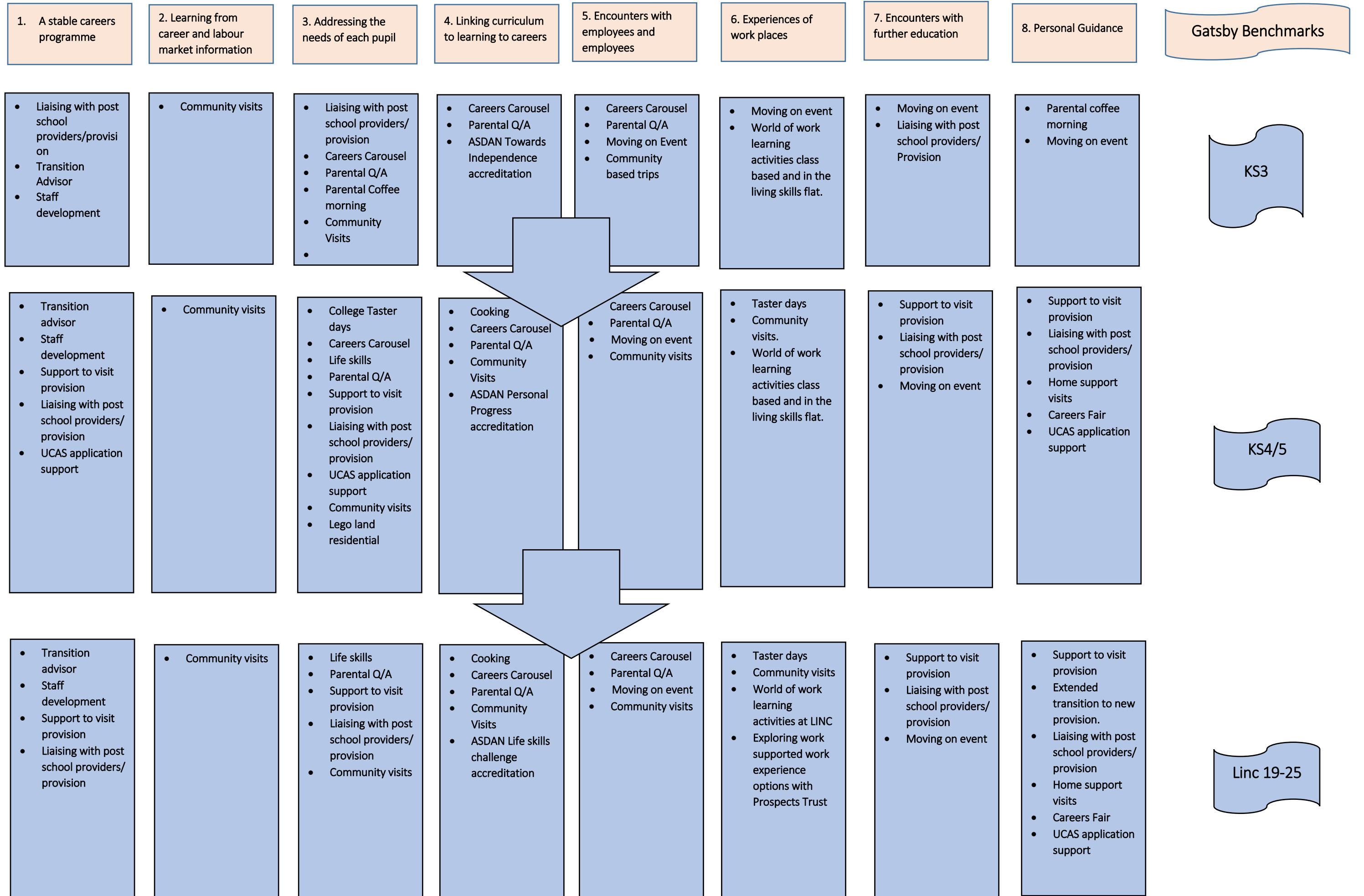
Partnerships

The school is working in partnership with the Employability Partnership to organize placements. Other links are being developed with local business' and volunteer organizations to facilitate work related learning.

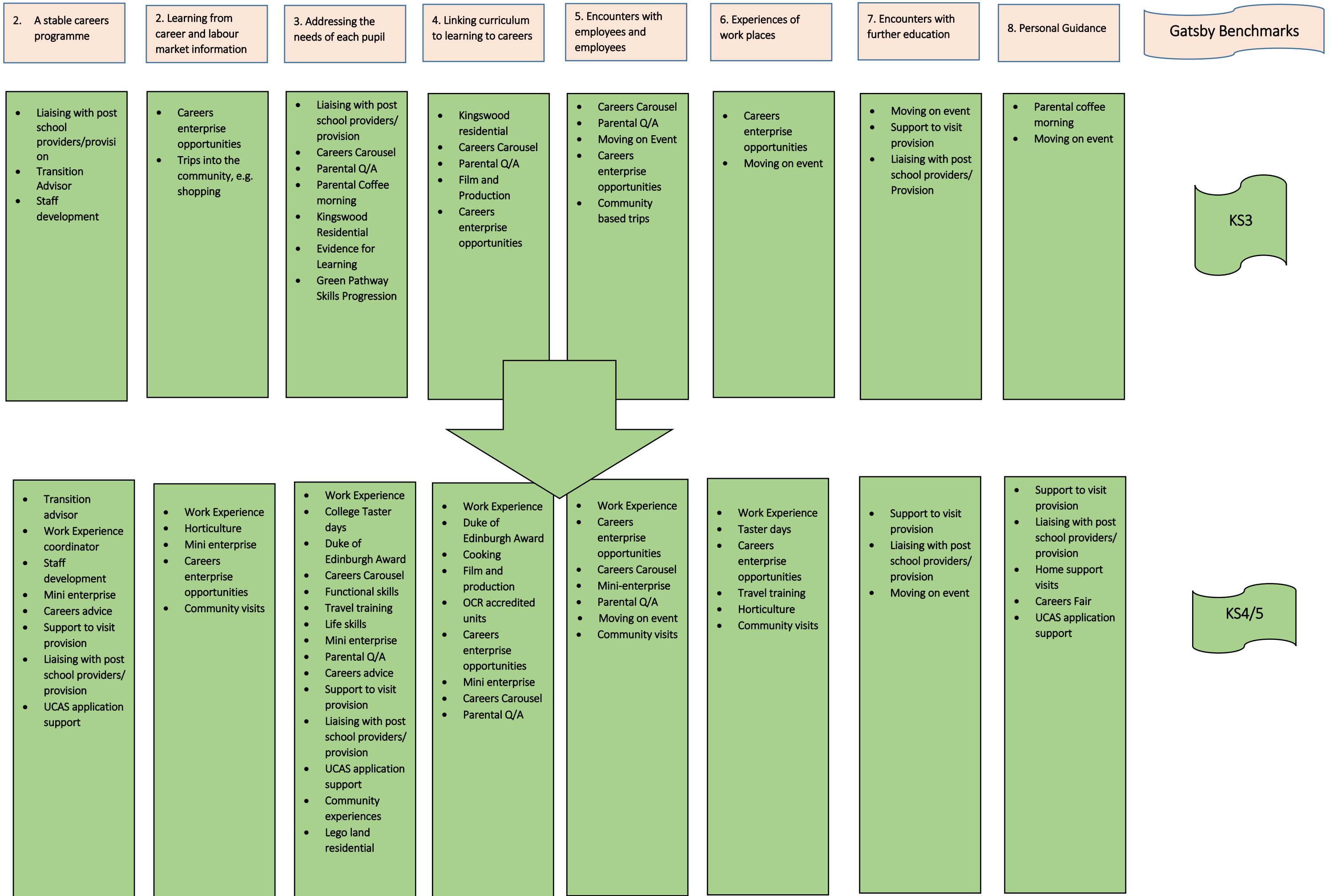
Staff development

Staff training needs will be reviewed as part of the staff review programme. Staff development is currently being supported through the Employability Partnership in regards to organizing and developing the careers program. The Careers Subject Leader will evaluate the careers program regularly to aim to improve the offer for students on roll at Highfield Academies.

Blue Pathway Careers Offer



Green Pathway Careers Offer



Yellow Pathway Careers Offer

Gatsby Benchmarks

3. A stable careers programme

2. Learning from career and labour market information

3. Addressing the needs of each pupil

4. Linking curriculum to learning to careers

5. Encounters with employees and employers

6. Experiences of work places

7. Encounters with further education

8. Personal Guidance

- Careers advice
- Liaising with post school providers/provision
- Transition Advisor
- Staff development

- Careers enterprise opportunities

- Careers advice
- Support to visit provision
- Liaising with post school providers/provision
- Kingswood residential
- Careers Carousel
- Parental Q/A
- Longtown residential
- Parental Coffee morning
- Essential skills for life programme

- Kingswood residential
- Careers Carousel
- Parental Q/A
- Film and Production
- Longtown residential
- Careers enterprise opportunities
- Essential skills for life programme

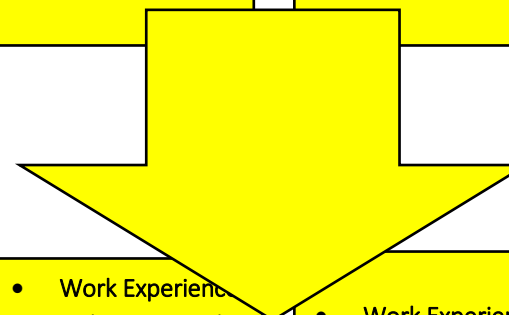
- Careers Carousel
- Parental Q/A
- Moving on Event
- Careers enterprise opportunities
- Community based trips

- Careers enterprise opportunities
- Moving on event

- Moving on event
- Careers advice
- Support to visit provision
- Liaising with post school providers/Provision

- Parental coffee morning
- Moving on event
- Careers advice

KS3



- Work experience transition advisor
- Work Experience coordinator
- Staff development
- Mini enterprise
- Careers advice
- Careers interviews
- Support to visit provision
- Liaising with post school providers/provision
- UCAS application support

- Work Experience
- Horticulture
- Mini enterprise
- Careers enterprise opportunities

- Work Experience
- Link course with CRC
- College Taster days
- Longtown residential
- Careers Carousel
- Functional skills
- Travel training
- Life skills
- Mini enterprise
- Parental Q/A
- Careers advice
- Careers interviews
- Support to visit provision
- Liaising with post school providers/provision
- UCAS application support

- Work Experience
- Link course with CRC
- Sport leader programme
- Rock Band
- Longtown residential
- Cooking
- Film and production
- Functional skills
- Careers enterprise opportunities
- World of work related learning
- Mini enterprise
- Careers Carousel
- Parental Q/A

- Work Experience
- Careers enterprise opportunities
- Careers Carousel
- Mini-enterprise
- Parental Q/A
- Moving on event

- Work Experience
- Link course with CRC
- Taster days
- Careers enterprise opportunities
- Travel training
- Horticulture

- Careers advice
- Link course with CRC
- Careers interviews
- Support to visit provision
- Liaising with post school providers/provision
- Moving on event
- Careers Fair

- Careers advice
- Careers interviews
- Support to visit provision
- Liaising with post school providers/provision
- Home support visits
- Careers Fair
- UCAS application support

KS4