



# ***CAREERS***

## **Careers Policy**

### **Introduction**

West Lancashire Community High School provides a relevant and engaging careers curriculum which meets the differing needs and requirements of our students. This is developed throughout a student's time at the school and is always supportive of their abilities, strengths and skills.

### **Aims and purpose**

- Prepare students for the transition to life after West Lancashire Community High School
- Support students in making informed decisions which are appropriate for them
- Provide students with well-rounded experiences
- Develop personal characteristics such as social skills, communication, independence and resilience
- Inspire and motivate students to develop themselves as individuals and live as independently as is possible

This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

### **Statutory requirements and recommendations**

From 2012, section 29 of the Education Act 2011, places schools under a duty to secure access to independent careers guidance for their students in school years 8-13. Careers guidance under the new duty must;

- be impartial
- include information on a range of pathways, including apprenticeships
- be adapted to the needs of the students

In addition, the school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all schools must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.

West Lancashire Community High School is also compliant in demonstrating in meeting the 8 benchmarks of Gatsby Framework introduced in December 2017.

### **Careers Provision at West Lancashire Community High School**

All students have access to the following:

- West Lancashire Community High School programmes of study involving careers are ASDAN Personal Development Plan and Certificate of Personal Effectiveness, Transition Challenge and Towards Independence - Careers and preparing for life

after West Lancashire Community High School is a fundamental aspect of the schemes of work and programmes of study followed.

- Visitors in to school and offsite visits support students in developing their understanding of a range of different post 16 pathways.
- All students from Year 9 have access to careers advice and guidance.
- All students in Year 10 access a meeting with the school careers leader to explore future pathways.
- Pathways and future planning are also discussed as part of every student's annual review.
- Students have access, through the Lancashire Partnership, to relevant careers events hosted at Lancashire schools, local Post 16 and Post 19 providers.

### **Key Stage 3**

- Pupil pathways onto accredited and vocational courses are planned and prepared for in KS3
- Students take part in Enterprise projects across the school year
- STEM events and projects are a key part of the KS3 curriculum
- One to one meetings with families and supporting agencies.

### **Key Stage 4**

- One-to-one meetings with families and the school Careers Leader and CSW Advisor in Year 10 and Year 11 informs individual routes into Post 16 provision and appropriate and meaningful work experience opportunities
- The majority of KS4 students take part in the 2 nights/ 3 day residential.
- Students in Year 10 and 11 undertake Work Experience and work based placements and opportunities.

The overall organisation of work experience is undertaken by the Transition and Inclusion Leader who liaises with the internal and external teams/colleagues to ensure the most relevant and engaging opportunities are taken.

Families are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.

All students on placement are covered by the employers' insurance and places of work are risk assessed by the Transition and Inclusion leader and Lancashire Education Partnership Northwest work experience database.

### **Key Stage 5**

- One-to-one meetings with families and the school Careers Leader and CSW Advisor in Year 12-14 informs individual routes into Post 19 provision and appropriate and meaningful work experience opportunities.
- The majority of KS5 students take part in the Duke of Edinburgh Award.
- Students in Year 12 and 14 undertake a weekly work based placements and opportunities linked to their aspirations and future goals.
- Regular 1:1 meetings in their transition year.

- Transition support sessions for both students and families
- Support sessions at external providers as part of robust transition support programme
- Links with local businesses
- A weekly careers programme through ASDAN

West Lancashire Community High School is committed to working with students and families' Post 19 who are members of the Alumni group.

## **Providers Access Policy Statement**

### **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

### **Pupil entitlement**

All students in years 8-14 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme this provides information on the full range of education and training options available at each transition point;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

### **Management of provider access requests**

#### Procedure:

A provider wishing to request access should contact Louise Holcroft, Transitions and Inclusion and Careers Programme Lead, Telephone: 01695 721487; Email: [holcroft@Westlancs.lancs.sch.uk](mailto:holcroft@Westlancs.lancs.sch.uk)

## Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	Autumn term	Spring term	Summer term
Year 7*	<ul style="list-style-type: none"> <li>➤ STEM Hub link with local High Schools</li> <li>➤ Partnership with local schools</li> <li>➤ Life Skills and Functional Skills through Personal Development Plans, careers and PSD curriculum – assembly and class group opportunities</li> <li>➤ EHCP annual review meeting</li> </ul>		
Year 8	<ul style="list-style-type: none"> <li>➤ STEM Hub link with local schools</li> <li>➤ Partnership with local schools</li> <li>➤ Life Skills and Functional Skills through Personal Development Plans, careers and PSD curriculum – assembly and class group opportunities</li> <li>➤ EHCP annual review meeting</li> </ul>		
Year 9	<ul style="list-style-type: none"> <li>➤ STEM Hub link with local schools</li> <li>➤ Partnership with local schools</li> <li>➤ Life Skills and Functional Skills through Personal Development Plans, careers and PSD curriculum – assembly and class group opportunities</li> <li>➤ EHCP annual review meeting</li> <li>➤ Options pathways in line with aspirations and goals.</li> <li>➤ Transition support to KS4</li> </ul>		
Year 10	<ul style="list-style-type: none"> <li>➤ Link with local Colleges and social care providers where applicable</li> <li>➤ Partnerships with local centres and business</li> <li>➤ Partnerships with WATC</li> <li>➤ STEM Hub link with local schools and Colleges</li> <li>➤ Bespoke College taster programme opportunities</li> <li>➤ KS4 attend careers event</li> <li>➤ Open Doors events with local colleges</li> <li>➤ Transition Coffee Mornings for families</li> <li>➤ EHCP annual review meeting</li> </ul>		
Year 11	<ul style="list-style-type: none"> <li>➤ Careers advisor working alongside young person and family</li> <li>➤ KS4 attend careers event</li> <li>➤ Partnerships with WATC</li> <li>➤ STEM Hub link with local schools and colleges</li> <li>➤ Bespoke Post 16 taster programme opportunities</li> <li>➤ Open Doors events with Post 16 provision</li> <li>➤ Transition Coffee Mornings for families</li> <li>➤ Two week work experience programme</li> <li>➤ Links with businesses</li> <li>➤ Interview day</li> <li>➤ Transition programme</li> <li>➤ EHCP annual review meeting</li> </ul>		
Post 16	<ul style="list-style-type: none"> <li>➤ Careers advisor working alongside young person and family</li> <li>➤ KS5 attend careers event</li> <li>➤ Partnerships with Preston North End</li> <li>➤ links with local Post 16 providers and colleges</li> <li>➤ Bespoke Post 19 taster programme opportunities</li> <li>➤ Open Doors events with Post 16/Post 19 provision</li> <li>➤ Transition Coffee Mornings for families</li> <li>➤ One day a week work placement programme</li> <li>➤ Links with businesses</li> <li>➤ Interview day</li> <li>➤ Transition programme including support plan for students and families</li> <li>➤ EHCP annual review meeting</li> </ul>		

*\*not a legal requirement at Year 7 but at West Lancashire Community High School Year 7 students are part of our Careers Programme:*

### **Premises and facilities**

The school will make the main hall, classrooms or meeting spaces available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Transition and Inclusion Lead. This will be made available to students and families as appropriate.

### **Approval and review**

Agreed by Governors 4.12.19