



School Careers Policy

Status:	Statutory
Responsible person:	Headteacher
Responsible Governor:	Finance and Staffing
Review date:	July 2022

Careers Education, Information, Advice and Guidance (CEIAG)

Intent

Careers education and guidance programmes play a major part in helping young people choose pathways that suit their interests, abilities and individual needs. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations.

The Penkford School Careers programme helps our students to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It promotes equality of opportunity, celebrates diversity and challenges stereotypes. The policy is designed to meet the Gatsby benchmarks and conforms to statutory requirements.

Careers education at Penkford helps students develop the skills and confidence to make realistic and informed decisions about their futures and to manage the transitions from one stage of their education, training and work to the next.

Main objectives:

- To ensure that students develop the skills and attitudes necessary for success in adult and working life
- To make students aware of the range of opportunities which are realistically available to them in continued education and training at 14+ and 16+
- To equip students with the necessary decision-making skills to manage those same transitions
- To develop in students an awareness of the wide variety of education, training and careers opportunities both locally and nationally
- To encourage students to make good use of the paper-based, virtual and staff resources available to them, in order that they can make informed and appropriate choices throughout their school journey;
- To foster links between the school, local businesses and further/higher education establishments
- To enable students to experience the world of work and develop transferable skills
- To ensure that wherever possible, all young people leave the school to enter employment, further education or training;
- To maintain a culture of high aspirations;
- To promote equality of opportunity, celebrate diversity, challenge stereotypes and ensure all students who require any extra assistance and guidance to reach their potential, receive it.

Penkford School provides a relevant and engaging careers curriculum which meets the differing needs and requirements of our pupils. This is developed throughout a pupil's time at the school and is always supportive of their abilities, strengths and skills.

- Prepare pupils for the transition to life after Penkford
- Support pupils in making informed decisions which are appropriate for them

- Provide pupils with well-rounded experiences
- Develop personal characteristics such as social skills, communication, independence and resilience
- Inspire and motivate pupils 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

The careers provision at Penkford is in line with the statutory guidance developed by the *Department for Education, Careers guidance and Access for education and training providers Statutory guidance for schools and guidance for further education colleges and sixth form colleges July 2021*. This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

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

Implementation

At each point where we deal with 'leavers' we ensure that appropriate advice and guidance is available, including information and support regarding apprenticeships, employment or re-commencement of study with another provider.

Penkford is committed to providing all students in Years 7-11 with a programme of careers activities and supporting activity. The programme has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance 2021.

The Gatsby Benchmarks:

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

Careers Provision at Penkford

- All pupils have access to the following:
- Careers advice in school and offsite visits support pupils in developing their understanding of a range of different post 16 pathways.

- All pupils from Year 9 have access to advice and guidance from our Career Connect Careers advisor
- All pupils in Year 10 and Year 11 access a meeting with the Career Connect Careers advisor to explore future pathways

Key Stage 2

- Careers content delivered throughout the curriculum.
- Careers content delivered through PSHE
- Small group workshops with the independent careers advisor for each class.
- Participation in the Careers Connect Enterprise Day.

Key Stage 3

- Careers content delivered throughout the curriculum.
- Careers content delivered through PSHE
- Pupil pathways onto accredited and vocational courses are planned and prepared for in KS3
- Small group workshops with the independent careers advisor for each class from Year 7 upwards.
- Participation in the Careers Connect Enterprise Day.
- All pupils from Year 9 have access to advice and guidance from our Career Connect Careers advisor

Key Stage 4 (in addition to KS3 ongoing provision)

- One-to-one meetings with Career Connect Advisor in Year 10 and Year 11 informs individual routes into Post 16 provision.
- One-to-one sessions to help students prepare applications for post-16 placements
- Career Connect advisor to accompany pupils to open evenings and interviews if required
- The opportunity to take part in the Duke of Edinburgh Award scheme
- Careers education is delivered through PSHE lessons. In half term 6, Year 10 pupils undertake the 'Next Steps' project.
- Participation in the Careers Connect Enterprise Day.

The current careers programme is also delivered through whole school enterprise days, assemblies, employer visits, workshops run by our independent careers advisor and 1:1 sessions.

Additionally, the opportunity to attend special events such as careers fairs and open evenings at local 16+ colleges.

The school guarantees impartial and independent advice via:

- Weekly access for all students to our independent careers advisor and other appropriate sources of guidance
- Promoting the National Careers Service Website and Helpline
- Promotion of independent websites relevant to all career needs, available on the school website

- Access to external speakers offering independent sources of information including local and national employers, representatives from professional bodies and organisations and former students, who are a valuable resource.

All staff has a part to play in the implementation of this policy through their role as teachers and as subject specialists.

Monitoring, Review and Evaluation

A report will be published on an annual basis, including an account of activities, a review of progress and an evaluation of pupil and parental responses to provision. This policy will be reviewed annually as part of the whole-school self-assessment process and will be reviewed by the governors when any additions or amendments are made.

Parents are welcome to give feedback on any aspect of the CEIAG programme to the Careers Coordinator.

Student voice activities are conducted each half term with pupils from the student council. Separate surveys used to collect feedback on areas such as workshops and the Enterprise Day will also be captured.

Entitlement

Every student at Penkford is entitled to a thorough, personalised and aspirational programme of careers events throughout their time at School. They are given support to follow whichever route they choose. Every student is made aware of the Penkford careers student entitlement via assemblies and reminders during their lessons.

Parents and carers are welcome to speak to their child's form tutor, SENCO or the Careers Coordinator if they have any questions or concerns about their child's progress and their child's participation in careers events. They are entitled to information about their entire careers package.

Each KS4 pupil will have at least one individual careers interview with an independent careers practitioner by the end of KS4. This will be facilitated by our career connect lead.

Partnerships

The CEIAG programme is greatly enhanced through links with several partners who help ensure that students' learning is up to date and relevant. We strive constantly to expand and improve links with employers and other local groups. This involvement includes work placements, work shadowing, careers talks, workplace visits and mock interviews.

Links are also maintained with St Helens College together with various training providers supporting apprenticeships for those pupils considering that route as an alternative to further or higher education.

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

Parental involvement is encouraged at all stages. Penkford recognises that parents/carers can be the biggest influence on a young person's career choices and as such we offer parents help and guidance at critical stages in the students' time with us.

Parents also have the opportunity to speak to the Careers Coordinator by phone, by appointment or at any consultation event.

Links with the local authority

The local authority has a duty under section 68 of the Education and Skills Act 2008 to encourage, enable and assist the participation of young people in education or training to promote the effective participation in education and training of young people covered by the duty to participate and to have in place arrangements to identify those who are not participating.

Penkford will work with the Local Authority, including sharing information, to support the above. In particular, in accordance with Section 13 of the above Act, the School will notify the local authority whenever a 16 year-old leaves an education or training programme before completion.

Links with the governing body

All changes to the careers policy are approved by the school governing body and they are regularly informed about the progress of the careers programme via visits to the school and reports/presentations delivered by the Careers Coordinator.

Safeguarding

To ensure that students are safe during Work Experience placements, the school will check that the organisation offering the placement holds valid 'Employers' Liability Insurance' (ELI) for the time of the placement. Any placement which does not hold ELI and which has not been Health and Safety checked for the period of the placement will not be approved for Work Experience, and the student seeking the placement will be advised to find an alternative. In addition, the school cannot support placements with sole traders or single employees.

Staff Links

All staff have a duty to play their part in students' progress through the careers curriculum, for example:

- At least once a term all subject teachers deliver a lesson linked careers to their subject
- Subject teachers identify areas within their curriculum that contributes to the delivery of Careers Education.
- Providing a reference for someone's job application;
- Monitoring progress and conducting one to one interviews to ensure students are on track and assisting them with post-16 applications such as FE, apprenticeships or employment;

- Senior managers ensuring a whole-school focus on careers education and supporting CEIAG development and coordinating CPD to ensure all relevant staff are trained appropriately with regards to careers.

Staff Training

Opportunities are provided for attending further training courses and these are monitored and reviewed in the annual appraisal. The external, independent advisor who visits school weekly is level 6 qualified and her service level agreement dictates that her training is kept up to date.

Impact

Students should be able to:

- Assess their achievements, qualities and skills;
- Present this information as appropriate;
- Use this information for personal development;
- Set career and learning targets;
- Recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work and recognise the value and impact their activities at school can have on their future.

Management of provider access requests

Procedure: A provider wishing to request access should contact Dave Francis, Careers Lead, at penkford@sthelens.org.uk Tel: 01744 678745