

HEALING  
SCHOOL



A Science Academy

## **Healing School – A Science Academy**

# **Careers Education Information Advice and Guidance (CEIAG) Policy Including Access and Work Experience**

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Adopted by Governors	September 2018
Review Date	September 2019
Consultations/Training	SLT, Governors, Learning Co-ordinators, Tutors & Teaching staff

## POLICY STATEMENT

### **Introduction:**

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CEIAG refers to a range of activities and interventions that help young people to make the right choices. This includes impartial advice and guidance at key transitional times for young people and access to up to date information on careers and other issues affecting their well-being and staying on in learning. Statutory Guidance (March 2015) requires schools to secure independent and impartial careers guidance for young people from Year 8 to 13.

CEIAG should help students develop skills, attitudes and abilities, which will enable them to be effective in a variety of adult occupations and roles. Effective careers education, information, advice and guidance raises aspirations, enables students to make informed decisions about the number of opportunities available. It can equip young people to meet challenges positively and to learn throughout life.

In 2014 the Gatsby report made a major contribution to our understanding of what constitutes quality in careers education, information, advice and guidance (CEIAG) in secondary schools in England. As a result, 8 benchmarks of good practice were drawn up that identify the elements of good career guidance.

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

This policy reflects the school's commitment to these 8 benchmarks.

The careers education programme in The School aims.

- To develop the skills which will help to make informed and realistic choices for their future
- To enable students and parents to be aware of the alternatives and opportunities open to them at different stages of their life and to raise aspirations
- To encourage understanding and experience of the world of work through WRL and enterprise activities
- To encourage students to investigate career opportunities both locally and nationally and through direct experience of the world of work, work related learning and enterprise activities.
- To encourage students to implement their career plans. To review and evaluate in order to make improved decisions and manage the transition processes effectively.

There is statutory requirement under Section 351 of the 1996 Education Act for the School to provide a balanced and broadly based curriculum which prepares pupils for the opportunities, responsibilities and experiences of adult life, which includes preparation of working life.

The School is committed to maximising the benefits for every pupil, in the development of a Whole-School approach to work related learning. The School recognises that there should be some work-related learning for all pupils, and more for some. The School wishes to promote work-related learning as part of the learning entitlement for all pupils and as a means for learning 'about work', learning 'through work' and learning 'for work'.

This policy statement sets out Healing Academy's arrangements for managing the access of providers to pupils 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 as well as the 2018 Careers guidance and access for education and training providers Statutory Guidance.

### **Work related learning:**

Work-related learning has an important contribution to make to the education of all our pupils in order for them to make an effective transition from the School to adulthood and employment. So that pupils are able to make this effective transition the School provides a wide range of opportunities for pupils to learn, about, through and for work in a range of contexts. The School has clearly identified work-related learning outcomes for all pupils together with a set of procedures for assessing individual pupil's progress.

Work-related learning is concerned with those planned activities that use work as a context for learning or illustrate aspects of working life. The School encourages innovative approaches to work-related learning in order to motivate pupils and to raise standards. The accreditation of pupils' achievements in work-related learning has an important role to play in supporting the Schools' objectives.

The main purpose of work-related learning is to provide pupils with a range of activities as part of a balance and integrated curriculum. The work-related learning opportunities provided by the School contribute to:

- attainment in individual subjects by increasing pupils' understanding
- achievement of vocational qualifications by enhanced understanding and relevance to general and specific occupations
- achievement and development of the main key skills and the wider key skills
- careers education and guidance of the main key skills and the wider key skills
- careers education and guidance by providing an insight into the factors which can inform career choice
- learning about the world of work and better preparation for the transition from education and training to work
- personal and social education through the improvement of interpersonal skills, presentation skills, self-confidence, taking initiative, teamwork and taking on responsibility and increasing the breadth of curriculum experience for every pupil to support their preparation for adult life.

### **Aims for Work Related Learning:**

The aims for work-related learning focus on the provision the School makes for opportunities for pupils to prepare for adult life and include:

- to improve educational standards through using contexts that improve motivation and attainment for all pupils

- to ensure that pupils follow courses and programmes which are appropriate to their longer term aspirations and needs
- to improve pupils understanding of the world of work and its demands
- to improve the quality of provision and guidance
- to increase access and choice for all pupils
- to improve the transition of pupils from School to adult and working life.

### **Disapplication using Section 363 Regulations**

Under Section 363 of the 1996 Education Act the School is able to disapply, for any one pupil, up to two National Curriculum subjects, in order to provide for wider opportunities for work-related learning. The School is able to set aside up to two subjects from Design and Technology and Modern Foreign Languages. The School can only do this if it meets the statutory criteria for disapplication.

### **Management of Work Related Learning**

The School's Work Related Learning Co-ordinator, who advises the Senior Management Team, is responsible for:

- the management and co-ordination of the various aspects of work-related learning
- the range of activities in each key stage
- how the effectiveness and benefits of work-related activities are to be measured, monitored and evaluated
- the assessment procedures and strategies for pupil evaluation of activities and learning outcomes
- the systems to secure balance, progression and continuity; and
- ensuring appropriate channels of communication at senior management level, governing body, and consortium and across LA, GP Careers and the Enterprise Company.

### **Individual subject staff are responsible for:**

- ensuring that their schemes of work contribute to work-related aims
- identifying the types of activity at relevant points in the schemes of work; identifying appropriate learning outcomes: skills attitudes, concepts, knowledge and the strategies to achieve them
- clarifying how the activities helps progression and learning about, for and through work; and
- indicating the scope for pupils to set their own learning objectives.

### **Pupil entitlement:**

All pupils in years 8-11 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which 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.

### **Career Guidance lessons and appointments:**

Careers guidance and advice are given through the Citizenship, Personal, Social and Health Education Programme. The School works closely with the YPSS & GP Careers (particularly the careers personal adviser), local industries and other establishments in the area.

Towards the end of Year 8 all pupils attend general talks concerning realistic self-assessment and they are given guidance regarding the subjects they will need to study for particular careers and courses.

During Year 10 one of the Young People's Support Service (YPSS), Personal Advisers, visits the School and explains the services which are offered by the YPSS Office, and advises on the career routes available both locally and nationally for pupils identified as vulnerable. All other pupils are seen to by GP Careers. Pupils are shown how to obtain information about careers from the sources which are available. They are given guidance regarding job applications and approaches to interviews.

Throughout Year 11 careers advice and guidance intensifies and pupils are guided through the post 16 application procedure using the 'Lincs2' e-prospectus. Opportunities are taken to encourage pupils to meet with people from a variety of career backgrounds. Interviews are held between the YPSS personal adviser and pupils. There are many opportunities to investigate and discuss continuing education at the various post 16 providers in the area.

### **Work experience:**

Towards the end of Year 10 all pupils have the opportunity to spend one week visiting various higher and further education facilities and one week's work experience, which is then related to the curriculum. Work experience is organised through the school and with the support of GP Careers who will check all places for Health and safety as well as support pupils in sourcing placements.

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

Procedure A provider wishing to request access should contact Miss N Henshall, Work-related learning co-ordinator, telephone: 01472 502 400, email: henshalln@healing-school.co.uk

### **Premises and facilities:**

The school will make the main hall, classrooms, career library or private meeting rooms 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 at the Careers Library, which is managed by Miss Henshall. The Careers Library is available to all students at lunch and break times.

### **Staff Development**

The School provides a number of opportunities for staff to undertake relevant and appropriate professional development to support the teaching of work-related learning. This includes, but is not restricted to, access to shared area on the school drive and presentations at staff meeting

### 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 pupils and/or their parents/carers:

Year group	Autumn Term	Spring Term	Summer Term
Year 7	PSHCE (Personal Awareness) Thought for the week opportunities Enterprise club	PSHCE (Personal Awareness) Thought for the week opportunities National Career week Enterprise club	PSHCE (Personal Awareness) Thought for the week opportunities
Year 8	Career assemblies PSHCE (Enterprise or Real-life game) Thought for the week opportunities Enterprise club	Career assemblies PSHCE (Enterprise or Real-life game) SLT Options meeting Thought for the week opportunities National Career week Enterprise club	Career assemblies PSHCE (Enterprise or Real-life game) Thought for the week opportunities
Year 9	Enterprise day Thought for the week opportunities Enterprise club	PSHCE (World of work) Thought for the week opportunities National Career week Enterprise club	ACE day ( <i>for selected pupils</i> ) PSHCE (World of work) Thought for the week opportunities Careers Fair
Year 10	Thought for the week opportunities Enterprise club Career guidance drop in sessions	Enterprise day Thought for the week opportunities National Career week Enterprise club Career guidance interviews Career guidance drop in sessions	Work experience preparations lessons Career week off-timetable Post-16 taster days Work experience Thought for the week opportunities Career guidance interviews
Year 11	Post-16 option evening College providers assemblies Career interviews Thought for the week opportunities Career guidance drop in sessions	Career interviews Thought for the week opportunities National Career week Career guidance drop in sessions College interviews	Year 11 GCSE results day

Pupils should also seek advice from the school Careers Leader for more information regarding Careers events.

## **Careers Guidance & Work Experience Policy**

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## **Introduction**

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The School is committed to maximising the benefits for every pupil, in the development of a Whole-School approach to work related learning. The School recognises that there should be some work-related learning for all pupils, and more for some. The School wishes to promote work-related learning as part of the learning entitlement for all pupils and as a means for learning 'about work', learning 'through work' and learning 'for work'.

## **Rationale**

Work-related learning has an important contribution to make to the education of all our pupils in order for them to make an effective transition from the School to adulthood and employment. So that pupils are able to make this effective transition the School provides a wide range of opportunities for pupils to learn, about, through and for work in a range of contexts. The School has clearly identified work-related learning outcomes for all pupils together with a set of procedures for assessing individual pupil's progress.

## **Purposes**

Work-related learning is concerned with those planned activities that use work as a context for learning or illustrate aspects of working life. The School encourages innovative approaches to work-related learning in order to motivate pupils and to raise standards. The accreditation of pupils' achievements in work-related learning has an important role to play in supporting the Schools' objectives.

The main purpose of work-related learning is to provide pupils with a range of activities as part of a balance and integrated curriculum. The work-related learning opportunities provided by the School contribute to:

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- careers education and guidance by providing an insight into the factors which can inform career choice
- learning about the world of work and better preparation for the transition from education and training to work
- personal and social education through the improvement of interpersonal skills, presentation skills, self-confidence, taking initiative, teamwork and taking on responsibility and increasing the breadth of curriculum experience for every pupil to support their preparation for adult life.

## **Aims for Work Related Learning**

The aims for work-related learning focus on the provision the School makes for opportunities for pupils to prepare for adult life and include:

- to improve educational standards through using contexts that improve motivation and attainment for all pupils
- to ensure that pupils follow courses and programmes which are appropriate to their longer term aspirations and needs
- to improve pupils understanding of the world of work and its demands
- to improve the quality of provision and guidance
- to increase access and choice for all pupils
- to improve the transition of pupils from School to adult and working life.

### **Objectives for Work – Related Learning**

The key objectives for work-related learning are:

- to raise levels of attainment through high quality work-related learning for all pupils
- to develop a range of opportunities which enhance the curriculum
- to promote greater awareness for pupils about the world of work the development of key skills and employability
- to develop a range of appropriate and relevant activities which assist in raising all pupils' aspirations and achievement and which are of the highest possible quality and are regularly monitored
- to promote awareness and understanding of work, industry, the economy and community
- to relate skills, attitudes, concepts and knowledge learned in School to applications in the wider world
- to develop pupils' personal and social skills in relationships in a range of contexts
- to provide pupils with informed and impartial guidance on the choices available for education, training and employment as well as other interests
- to improve employability through work-related learning
- to develop effective links with key partners which include the Education Business Partnership (EBP), Young People's Support Service (YPSS), the LA and other School Business Partners.

### **Curriculum Provision**

The School offers a wide range of activities that contribute towards work-related opportunities in order to help prepare pupils effectively for adult and working life. These activities complement subject teaching, contribute towards the development of pupils' key skills as well as contributing to lifelong opportunities.

The range of activities the School is currently using in order to help meet its objectives include:

- Vocational GCSE courses (inc. BTEC)
- Careers Education and Guidance
- Work Experience
- Visits to employers
- Problem solving and Insight into Work Activities
- Personal, Social, Health & Citizenship Education (PSHCE) (KS3)
- Lessons on applying for jobs and courses (KS4)

- Enterprise Days
- Visitors from Industry and Business
- Talks by employers
- Visits to higher education and further education providers

Work-related learning within the School enables each curriculum area to make a full contribution through:

- The development of schemes of work that recognise the importance of work-related learning in preparing pupils for adult life and working life
- Ensuring that all pupils have access to some work related activities which are appropriate to their needs
- The use of appropriate teaching and learning strategies
- The regular review of learning outcomes and assessment arrangements for all work related programmes and course
- Ensuring maximum understanding for pupils of the various aspects of work related learning to adult and working life
- Ensuring continuity and progression in schemes of work, so that all pupils' can build on work-related experiences from previous levels.

#### **Disapplication using Section 363 Regulations**

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## **Accreditation**

Where possible the School ensures that all work-related learning programmes contribute, where appropriate, to approved qualifications set out in the DFE Section 96 list. The School makes full use of the Progress File to record pupil's individual achievements.

## **Management of Work Related Learning**

The School's Work Related Learning Co-ordinator, who advises the Senior Management Team, is responsible for:

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- the range of activities in each key stage
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Individual subject staff are responsible for:

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## **Staff Development**

The School provides a number of opportunities for staff to undertake relevant and appropriate professional development to support the teaching of work-related learning.

## **Policy Review**

The School policy on work-related learning will be reviewed and monitored at various levels and at different times by key groups on an annual basis. The key priorities from the review are incorporated into the School Improvement Plan on an annual basis.