

## **Oriel High School: Careers Education and Work Experience Guidance Policy**

**Date Amended: January 2022**

**Date of Ratification: 11.05.22**

**Next Review Date: January 2024**

### **Introductory Statement:**

Careers Education, Information, Advice and Guidance (CEIAG) has a high profile within Oriel High School (OHS), with the aim of educating, preparing and training students, to enable them to compete in the global marketplace and maximise their success in their working lives. OHS has appointed a careers leader to manage and develop the delivery of the career strategy within OHS, to ensure that the needs of the students are being met. It is through this programme that students will engage in tasks or activities to help them understand the world of work, explore careers options and pathways post the age of 16/18 and gain support in making key decisions about their future.

### **Aim:**

This policy provides OHS with a framework for improving students' prospects and preparing them for working life. CEIAG is recognised as playing an important role in motivating our students, promoting equality of opportunity and maximising their academic and personal achievements. We are committed to providing high quality CEIAG for all students in Years 7-13 and will be working towards the full implementation of the Gatsby Benchmarks of Good careers guidance (appendix 1.) We will ensure that CEIAG permeates curriculum learning across subjects and careers lessons and will be included in all year groups, facilitated through PDC (Personal Development Curriculum) lessons, mentor sessions and specific Year Group sessions as appropriate during crucial points in their time at school.

OHS will provide access for students to:

- Receive high quality personal CEIAG from trained impartial advisors
- Have encounters with employers and employees
- Have encounters with further education or training providers
- Develop soft skills and have recognition of the skills being learned
- Know how to research future pathways with the aid of key literature/websites in relation to the LMI of the locality
- To develop understanding, for both students and parents, of the workplace and education landscape post the age 16/18, challenging stereotypes where present, and reflecting the true nature of today's and tomorrow's world of work, thus broadening careers aspirations for our students.

In addition to this we are committed to ensuring that students learn from direct experiences of work, by providing opportunities for students to undertake work experience by the end of Year 11, developing their understanding and knowledge of work and enterprise, through work-based learning.

### **Benefits:**

- Raising standards of achievement through increasing motivation and aspiration.
- Raising standards of achievement through work-based learning.
- Increasing the commitment to learning, motivation and self confidence of students.
- Supporting inclusion, promoting social mobility, challenging stereotyping or discrimination and promoting equality of opportunity.
- Improving the retention of young people in learning after the end of compulsory schooling
- Developing enterprise skills.
- Enhancing employability through developing transferable skills, attitudes and behaviours needed in adult life.
- Reducing the number of NEET (Not in Employment, Education or Training) (students through education and support in gaining careers/educational pathways post the age 16/18.
- Improving understanding of the economy, enterprise, personal finance, and the structure of business organisations and how they work.

#### **Work Related Learning and Work Experience:**

- Work related learning is defined as 'planned activity' that uses the context of work to develop knowledge, skills and understanding, including learning through the experience of work.
- OHS aims to provide work experience/work shadowing for all Year 10 students taking place for three days during the summer term.
- Work experience will also take place for Year 12 students for five days during term time, with the aim that Year 12 students choose suitable placements, related to achieving their careers aspirations post age 18. This could be to bolster their personal statements when applying to university, or to begin to gain valuable experience and potentially put them in good stead for future employment at the company/workplace.
- Students will be able to search for placements with help from the Careers Administrator, using the school contacts, or can choose to shadow or accompany a family member/friend of the family, subject to the Health and Safety checks required.

#### **Learning Outcomes:**

**Participating in the structured Personal Development Curriculum (PDC) and having access to IAG will enable students to:**

- Recognise, develop and apply their skills for enterprise and employability.
- Receive impartial advice and guidance.
- Relate their own abilities, attributes and achievements to career intentions and make informed choices based on an understanding of the alternatives.
- Develop their understanding of the labour market.
- Know the various pathways available through education, employment.

#### **Leadership & Management:**

- Helen Everitt, Deputy Headteacher - Curriculum
- Owen Svoboda, Director of Learning, Careers
- Ross Thornton, Careers & Work-Related Learning Administrator

#### **Staffing and Resources:**

OHS' resourcing of careers includes:

- The careers office, permanently situated opposite the Sixth Form office, with our L7 qualified and impartial careers advisor, Mr Svoboda
- Additional capacity for impartial careers advice, is provided through our contracting of Kick Start Careers.
- Various resources in the careers office ranging from information regarding apprenticeships to university and FE pathways.
- Trained staff teaching careers education as part of the PDC programme.
- Learning mentors supporting this learning through one to one dialogue at key points of the year.
- Student access to websites and applications or websites such as Unifrog where all careers-based interactions will be logged, skills can be recorded and students can look up potential career pathways, making the most of LMI (Labour Market Index) information and searching live vacancies.
- Careers information boards around school and careers boards in classes

#### **Other Partners:**

Dare To Dream - business mentors for disaffected or low confidence/ social skills students in Year 9. The school promotes the involvement of other partners (employers, parents, governors) through meetings and regular written updates via newsletters, the school website, social media and the Oriel View student magazine

- Regular item on governor's sub-committee for Teaching & Learning
- Dedicated careers and work-related learning governor
- Enterprise days such PDC days and Speed Careers
- Visits to and from Further and Higher Education providers
- Visits to apprenticeships and higher education fairs
- Mock Interviews provided by local businesses
- Visits to companies in various fields of business throughout the year - local
- Business speakers- apprentices, alumni

- Careers and Enterprise Network
- Crawley Fire Service support students through the Fire Break courses, when back up and running.

#### **Monitoring and Review:**

We will review practices, procedures and experiences and use recording tools to ensure all students are accessing and receiving the required careers guidance. We will seek feedback from students, staff, parents and employers/partners about the relevance and experiences of our CEIAG provision. This feedback will form part of our ongoing self-assessment and serve to inform future planning of how we can provide the best opportunities for our students.

Methods we will use:

- Feedback sheets from students/staff/employers/visitors/parents
- Departmental reviews of careers input
- Online surveys
- Destinations of continued education or employment and training - records to be held for 3 years
- Courtesy calls
- Meetings with the careers network
- Academic and attendance performance data for targeted groups