



The
Westminster
School



Careers Education Advice and Guidance and Work-related Learning Policy 2018/2020

Safe Happy and Learning Together
*Building foundations and providing
opportunities to create confident,
aspirational and independent members of our
community.*

Approved by Governing Body on: 20/09/18

Signed by Chair of Governors:

Ken Gho

Head Teacher:

C Hill BEd NPQH

Lead Personnel:

B Taylor

Date of Review:

20/09/20

Rationale

The Westminster school is committed to providing a planned programme of Careers Education, Information and Guidance for all pupils in Years 7-14.

We believe that it is especially important for our pupils all of whom have an Education Health and Care Plan that, careers education information and guidance permeates the whole school and is of the highest possible quality.

The Westminster School has been recognised for its excellent work within careers and in 2016, the school achieved the National Award for Careers Education, Information and Guidance, from Prospects. This award recognised the high quality of provision of careers education information and guidance at the school

The CEIAG programme will promote equality of opportunity, celebrate diversity and challenge stereotypes.

The policy is developed and reviewed annually through discussions with teaching staff, the Careers Advisor, pupils, parents, governors and other external partners. It is based on current good practice from the Careers Development Institute and is guided by the 'Gatsby' benchmarks, to ensure best practice and to conform to statutory requirements.

Context

From September 2013 the Education Act of 2001 placed schools under a duty to ensure that all registered pupils in Years 8-13 have access to independent, accurate and impartial information, advice and guidance.

Careers guidance under this duty will:

- be presented in an impartial manner
- include information on the full range of post-16 education or training options,
- promote the best interests of the pupils to whom it is given

The DfE on 4th December 2017 also updated its statutory careers guidance for schools. Governing Boards need to ensure that the school has published a careers programme and clear advice and guidance which meets the school's needs. The government also expects Governing Boards to ensure that the schools careers strategy is developed in line with the Gatsby Benchmarks and informed by the requirements set out.

The careers strategy can be read online at

www.gov.uk/government/publications/careers-strategy-making-the-most-of-everyones-skills-and-talents

The statutory guidance for school is available at

www.gov.uk/government/publications/careers-guidance-provision-for-youngpeople-in-schools

Baker clause - Schools and academies must give education and training providers the opportunity to talk to pupils in years 8 to 13 about approved technical

qualifications and apprenticeships from 2nd January 2018. The DfE has issued 2 guidance documents Technical education and apprenticeships: raising awareness in schools and Example policy statement on provider access which sets out what schools need to have in place to meet the requirements of the amendment to the Technical and Further Education Act.

The 'Gatsby' Benchmarks

The Westminster School has adopted the Gatsby Benchmarks because they are judged to be an outstanding system for career guidance.

<https://www.gov.uk/government/news/careers-guidance-for-modern-countryunveiled>

<http://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-career-guidance>

Benchmark 1: A stable careers programme

- the strategic responsibility for the management of CEIAG is the Assistant Head Teacher Mr B Taylor
- Link Governor is Mr K Ellis
- The careers programme is structured and updated by Mr Taylor and it is published and included on the school's website/newsletters. -Delivery is through specific CEIAG lessons but also permeates the other school subjects - Careers is covered through our SHaLT curriculum and themes and also in bespoke lessons, particularly in Post 16 (Vocational Studies, Employment and Development Skills etc)
- The programme is evaluated with feedback from all stakeholders (i.e. Senior Leadership Team, Subject Leads etc). A framework for the planning, monitoring and delivery of the careers programme will be reviewed annually, using the quality standard for Careers Education and Guidance.
- Funding is allocated annually in the context of whole school priorities and particular needs for Careers Education, Information and Guidance.
- The school ensures careers is prominent in the EHCP process for every child.
- Large number of events and activities involving employers and other agencies as well as ongoing experience of the world of work and businesses.
- Students also have regular access to JED software which helps them to understand the world of work - leaflet to parents

Benchmark 2: Learning from career and labour market

- Local Market Information (LMI) is included in the careers programme and additional knowledge is provided by the Careers Adviser.
- Parents and pupils can keep up to date with information about Local Market Information by Post, Website, Social Media posts and through recommendations from EHC and Annual Review meetings
- The Careers Adviser provides independent careers guidance, including LMI to all pupils from years 8 and above.
- LMI information is shared with parents on the School's website.

Benchmark 3: Addressing the needs of each pupil

- The Careers Adviser keeps accurate records of individual careers advice and these are shared with pupils in line with GDPR.

- Destinations are collated by a member of the Leadership Team with the support of the Careers Adviser.
- The careers programme actively seeks to challenge stereotypical thinking and to raise aspirations.
- Careers Fairs and Evening will take place during the academic year where students and parents/carers can attend in order to gain understanding of careers
- Pro-active in supporting every student on their work placement or pathway to employment. This may include regular liaison with parents and work experience providers as well as appropriate resources to support each student.

Benchmark 4: Linking curriculum learning to careers

- Employability and enterprise skills are embedded with the curriculum and developed in all lessons. These develop skills which will encourage pupils to become more effective workers, within a wider range of careers.
- The allocated careers lessons within the PSHE programme and ongoing training needs are identified for planning and delivering the careers programme.
- All staff are expected to contribute to CEIAG through their role as form tutor, subject teachers and support staff.
- Staff have increased time through SHaLT and this is an opportunity to discuss careers
- Part of our FOSTERS Life Skills initiative focuses on Employment and next steps.
- Work in STEM (Science, Technology, Engineering and Maths) supports students understanding of the world of work with particular focuses on the production of materials to sell through social enterprise.
- Any work experience placements must serve a purpose in the curriculum personalised or not, for example students completing Vocational Studies will use evidence from their work experience for their qualification.

Benchmark 5: Encounters with employers and employees

- Pupils will be provided with opportunities of mentoring, workplace visits, work experience, work shadowing, enterprise clubs and employer talks and higher education presentations.
- Where appropriate, we will arrange visits for pupils to local colleges, work-based education and training providers This will assist pupils in making an informed decision about their future career.
- We will continue to develop partnerships with local colleges, apprenticeships providers, local employers and training providers.
- All students will:
 - Receive a careers talk from an internal member of staff
 - Receive a careers talk from a local business or provider
 - Attend a careers fair or evening
 - Opportunity to complete an enterprise day

- Produce an enterprise product

Benchmark 6: Experience of work places

- Years 12, 13 and 14 students access a weekly work experience placement. All students will have an initial interview and tour of premises before attending. All parents will be involved in the work experience placement process
- Students will be allocated a key worker in school who will support any pastoral concerns while on placements
- Students on regular work placements will receive a monitoring visit from staff once a term
- Reports of termly progress will be shared with parents and students
- To access this placement, the students apply and undertakes an interview.
- Job awareness weeks which include mock interviews, enterprise days and visits to business take place annually for all key stages

Benchmark 7: Encounters with further and higher education

- The annual Careers evening allows each pupil/parent/carers to have a meaningful encounter with learning providers, including sixth form, colleges, local employers and apprenticeship providers.
- Extensive links with a number of colleges
- Internal careers assemblies will take termly where students are notified of successes of current interns/apprentices
- Students in Year 11 transitioning into Post 16 work with the Department for Work and Pensions (DWP) Work Academy to help them prepare for future work placements.
- Regular liaison with local colleges and school allow for smooth transition
- All local colleges are invited to Careers evening and Careers Fairs
- Parents are signposted to events and opportunities at local colleges through flyers, posters etc

Benchmark 8: Personal guidance

- Independent face-to-face careers guidance, to help make successful transitions, from a qualified careers adviser (qualified to at least level 6)
- School will work closely with the Local Authority through the provision of SEND support services: preparing for adulthood.
- The Careers Adviser, will provide independent careers guidance to all Year 8,9,10, 11 and Post 16 pupils, and their parents. Year 7 may access group work regarding careers provision.
- The Careers Adviser is available for appointments with pupils or with parents and pupils.

Key Staff Responsible

All staff are responsible for giving good careers and guidance to students, this includes form tutors, teachers and support staff. Mr Taylor is the dedicated Careers lead and is supported by Sue Gough (Careers Advisor), Connexions, Department for Work and Pensions and SIPS Education to help implement all of the above.

Careers Compass

The government have given all schools until 2020 to implement all aspects of the Gatsby Benchmarks. The school will continue to use the Careers Compass to help plan, monitor and evaluate actions towards these benchmarks. Regular updates of the compass will be fed back to senior leaders and the governing body.



This policy will be reviewed annually and the next review date will be June 2019.