

## Careers Policy

### Aurora Poppyfield

<b>Policy Reference:</b>	POP9
<b>Version Number:</b>	4
<b>Applies to:</b>	Aurora Poppyfield School
<b>Associated documents:</b>	Curriculum Policy Educational Visits Policy
<b>Approved by:</b>	Head Teacher
<b>Implementation date:</b>	March 2024
<b>Next review due by:</b>	March 2025
<i>This policy has been reviewed to ensure it promotes safeguarding and does not present barriers to participation or disadvantage any protected groups</i>	

## 1. Aims

This policy aims to:

define the nature and purpose of the Careers strategy and the Careers Programme at Aurora Poppyfield School.

## 2. Legislation and statutory requirements

This Policy fulfils the requirements of the document '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. Section 42A of the Education Act 1997 requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from year 8 (12–13-year-olds) to year 13 (17–18-year-olds).

## 3. Scope

This policy relates to all learners within Aurora Poppyfield School.

## 4. Roles and responsibilities

The Careers Lead will monitor the school's careers programme and careers education against the Gatsby Benchmarks.

The Deputy Head teacher in conjunction with the Assistant Head will support the Careers Lead in monitoring the quality of careers Education across school.

Class teachers will ensure that the coverage of careers within their curriculum follows the agreed long-term plans

## 5. Definitions

**CEIAG**- Careers Education, Information, Advice and Guidance

**NEET**- Not in Education, employment, or Training

**CDI**- Careers Development Institute

## 6. Policy statement

At Aurora Poppyfield School pupils are taught the skills and attitudes required to enable them to become as independent as they can be and to prepare for adulthood. As part of this, we are committed to ensuring each young person receives a personalised pathway which prepares them well for the next stage of their journey and raises aspirations. We are committed to ensuring all pupils have access to an enriched and stimulating curriculum to give them every opportunity to reach their full potential regardless of their gender, race, learning disability or physical disability. Our programme incorporates the areas of good practice identified in The Gatsby Benchmarks.

**The careers programme will enable learners to:**

- develop an understanding of their own skills, values and aspirations
- navigate pupils through the diverse career opportunities available to them
- develop their communication, team working, commercial awareness and other employability/work related learning skills
- Expose learners to a range of visits to places of employment and meaningful encounters with employers and employees to learn about the skills that are valued in the workplace.

**The outcome of the careers programme will be that learners are:**

- To raise pupil's aspirations relating to work/employment/further education
- Increasingly confident about their own capabilities
- Informed and knowledgeable about their options
- Self-aware and resilient
- Enterprising and entrepreneurial
- Proud of themselves
- Aware of and develop their skills for work

## **6.1 Rationale and commitment to Careers Education, Information, Advice and Guidance (CEIAG)**

A higher proportion of young people are at risk of being NEET (not in employment, education or training) as an adult if they have been identified as having an Education, Health and Care Plan whilst in compulsory education.

At Aurora Poppyfield School careers education, information, advice and guidance is at our forefront ensuring pupils' leave with the right tools and values to help prepare them for adulthood. We support students to consider their future options, realise their potential and decide how their skills and experiences fit with opportunities in the job market.

Today young people have a wide range of choices regarding different routes and pathways to employment including access to vocational learning from a young age. At each stage young people require access to accurate and accessible information to be able to make informed decisions and choices which are right for them, and their future.

We prepare students for their preferred transitional pathway whether that is to continue with further education, employment, training or living independently and we use a person-centred approach in our delivery method. We are fully committed to our statutory and moral obligation to provide a holistic careers service to students identified in Year 8 onwards, highlighting the vocational and academic routes to their preferred careers path.

We ensure that students are inspired and motivated for the world of work, ensuring high achievable aspirations are considered for a range of careers available. Our Careers Strategy works in line with our PSHE policy.

We work closely with local authorities due to the vulnerable nature of our students who all have special education needs with Education, Health and Care plans in place, ensuring that we know of all the services available to support students, to access these and share this knowledge amongst our community.

At Aurora Poppyfield School we believe that many of our pupils are capable of sustaining paid employment with the right preparation and support. We regularly celebrate and showcase and promote the achievements of our students who are volunteering or in paid employment or having successful work placements at every possible opportunity.

## **6.2 Curriculum**

Our Careers curriculum fully supports students by delivering careers lessons which embed inspiration and aspiration, not just advice. This includes broadening students' horizons and challenging stereotypical thinking about the kind of careers to which individuals might aspire.

Teachers identify the interests, strengths and motivations of pupils and use these as a basis for planning support from an early age. We plan a curriculum that has individual pathways running throughout, ensuring a range of interventions to provide CEIAG, building on knowledge taught at each stage.

From Year 8 onwards young people will have access to a curriculum which enables them to:

- Develop an understanding of their own skills, values and aspirations.
- Understand the range of options available to them within their locality.
- Develop sound communication, employability and work-related skills.
- Build their confidence, resilience and independence.
- Understand where they can look for work and how they can apply.

Our Careers Programme has been developed using a range of resources including the Careers Development Institute (CDI) Framework and The Princes Trust awards, and links to our PHSE curriculum and Preparation for Adulthood as well as to wider curriculum areas such as STEM. We plan a range of enrichment, entry and exit experiences including work experience, enterprise activities, careers fairs, assemblies, workplace visits and talks across the year.

Some of the elements covered in our Careers Programme include

- Curriculum Vitae (CVs) / Covering Letters
- Interview techniques
- Job searches and job application forms
- Making telephone calls for information and advice
- Attire
- Online portals
- Career talks / Guest speakers / Employability workshops
- Role expectations
- Work related skills and knowledge
- Flexible work experience placements, work tasters and volunteering opportunities
- Open days/aspirational visits and experiences/Careers Fairs

We hold an annual School Careers Week, to inform and raise aspirations amongst our pupils. This is a great opportunity for our students to focus on their future whilst engaging with a range of organisations and training providers.

**The Schools CEIAG Provider is:** The Educational Development Trust.

**The schools allocated officer is:** Catherine Young

### Information, Advice and Guidance

- All pupils from Year 8 and onwards have individual sessions with a qualified independent and impartial Careers Advisor. Parents are welcome to attend these sessions.
- All pupils have access to clear unbiased advice and information about all options available to them, so that they understand what they involve i.e. career fairs.

- All pupils receive support and guidance to help them make appropriate choices for their future to help them decide what to do when they leave our school, including further learning, training or employment.
- All pupils have access to a programme of careers education which helps them to develop skills and knowledge to make choices and to prepare for the transition to work and learning.
- All pupils are supported to develop the behaviours and attitudes required for transition.
- All pupils are supported to be involved in making decisions about things that affect their learning
- All pupils have an opportunity to learn about the world of work through work related learning

### 6.3 Work Related Learning and Work Experience

There is a statutory requirement for 16–19-year-olds to be “offered the opportunity to undertake high quality and meaningful work experience as part of their post-16 education”.

We successfully link with a number of businesses to give our pupils meaningful work experience. We also provide in-house placements such as in the school kitchen and visits to other Aurora Establishments such as Foxes Hotel.

### 6.4 Vocational learning and enterprise

To support vocational learning and enterprise, all pupils participate in a range of enterprise projects such as the Christmas Fair and other charity and community events across the year. At Aurora Poppyfield School, we are committed to high quality and meaningful work-related learning and work experience which is paramount for our students to develop the necessary skills, knowledge and experience they can transfer to life and the world of work.

This is enhanced by a programme of visiting speakers from the world of work who come into school to talk to pupils about aspects such as running a small business, marketing, sales, book-keeping.

### 6.5 Travel Training

All pupils will have the opportunity to take part in either small group travel training or independent travel training from Year 8 onwards.

### 6.6 Risk assessments and Safeguarding

All placements are fully risk assessed and we ensure the suitability of any community work experience or volunteering. The wellbeing of our students is always paramount in all opportunities offered.

### 6.7 External Partners

We aim for our students from year 7 onwards to have at least one meaningful encounter with an employer every year.

We regularly invite employers and speakers into school to meet with students about the world of work, college and opportunities available. We are committed to this practice as we find it is more meaningful and moves teaching and learning into the real-world context.

### 6.8 School Resources

We have a range of career specific books and resources in school

## 6.9 Parent/Carer Involvement

We work in partnership with parents/carers, care providers and other agencies to ensure that students are supported holistically in their onset development. We do this by the use of newsletters, parents' evenings, coffee mornings. We share course information, open days and careers fairs to help inform the decision-making process.

## 7. Implementation

The Careers Lead and class teachers are responsible for ensuring the implementation of the Careers Policy. Teachers and Teaching Assistants will work under the guidance of the careers lead and Deputy Head to ensure implementation is effective.

## 8. Support, Advice and Communication

Our Careers Lead at Aurora Poppyfield is Assistant Head Teacher/ SENCO

## 9. Aurora Poppyfield School: Provider Access Policy

This policy statement sets out the school'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.

### Pupil entitlement

All pupils in years 8-13 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.

### Management of provider access requests

#### Procedure

A provider wishing to request access should contact: Assistant Headteacher/SENCO

#### 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:

Annual Careers Overview			
Tutor time	Skills Audit	Work expectations	Applying my knowledge and skills
All Year Groups	My skills and qualities	(To include: attire, communication, punctuality, attendance, meeting deadlines)	CVs, Personal statements, application forms
	<b>Prince Trust Qualification- Personal Development and Employability</b> Pupils access Princes Trust at different points depending on their pathway		
	AUTUMN	SPRING	SUMMER
Year 7/8/9/10	Y 7 PSHE- Transition to Yr 7/Enterprise skills and introduction to careers/challenging careers stereotypes and raising aspirations  Y9 PSHE-Understanding careers and future aspirations/Identifying learning strengths and setting goals  Y9 PSHE-Enterprise Project  Chef visit – Experience day  Year 10 up-1-1 Independent Careers advice appointments  Community- visit to health centre and police station  Christmas Fair/Enterprise	Hosting Autism Coffee Morning   Sports coach visit – Experience day	Careers Week Events Including: <b>-Employer talks</b> -Personal statements -CVs -Interview skills  Summer Fair/Enterprise  Year 8/9-1-1 Independent Careers advice appointments/ Plus available to any Y10 up who need extra input  Employability Week
Year 11	Christmas Fair/Enterprise  Employer visit – Experience day  Year 10 up-1-1 Independent Careers advice appointments	Y11 PSHE-Understanding the College application process/plans beyond school/Skills for employment and progression  Hosting Coffee Morning  Employer visit- Q & A  Understanding the college application process and plans beyond school	Careers Week Events Including: <b>-Employer talks</b> -Personal statements -CVs -Interview skills -Virtual job visits/College visits/Uni visits  Summer Fair/Enterprise  Leavers-Transition to College

## 9. Monitoring arrangements

We record and track our Destination Data and carry out follow up interviews for 3 years after students leave Aurora Poppyfield to ensure placements are successful and offer support where needed.

### **Measuring and Assessing the Impact of our Careers Programme**

- Each year we track and review the following:
- Retention data
- Travel Training data
- Destination data
- Percentages of students accessing work experience placements and volunteering placements or similar
- Regular evaluation of our Careers programme against The Gatsby Benchmarks to ensure we continue to provide a high-quality Career education programme.

The above information is used to evaluate our programme and to inform our action planning the following year.

This Policy will be reviewed regularly by the Careers lead in conjunction with the Head of School

## Appendix 1- Links

**National Careers Service (NCS)** [www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)

The NCS provides over-the-telephone and online careers services to 13-18 year olds with information, advice and guidance on learning, training and work opportunities. The NCS website contains over 750 job profiles, and each of them gives you the essential information you need on what the job involves and how to get into it. The site has local job market information. The service offers confidential and impartial advice, supported by qualified careers advisers.