

*Individual Growth, Individual People'*

Head Teacher: Mrs M A Tyers



# Careers (Work Related Learning) Policy

## Reviewed March 2022

## **Careers (Work Related Learning) Policy**

### **Introduction**

There is a statutory requirement for schools to provide a broad and balanced curriculum which prepares pupils for the opportunities, responsibilities and experiences of adult life.

The government published a new careers strategy in December 2017 and statutory guidance for school leavers in January 2018. The plan is to build high quality careers education to help young people to achieve to the best of their ability. The Gatsby benchmarks were introduced to:

- Ensure schools delivers an aspirational careers curriculum that meets the needs of their students
- Ensure students, parents and stakeholders have information on the local labour markets
- Ensure students have encounters with employers in a range of contexts
- Ensure students have opportunities in a work place environment
- Ensure students have independent careers advice

In addition, the Baker Clause was added as an amendment in 2018 to ensures all school and colleges included non-academic options to ensure all students had a fair choice of courses.

The 2011 Education act places schools under a duty to secure access to independent careers advice and guidance in years 8-13. This is also a requirement to meet Gatsby Benchmark 8.

Careers guidance must be:

- Presented in an impartial manner.
- Include information on the full range of Post 16 education or training options including apprenticeships and traineeships.
- Promote the best interests of pupils to whom it is given.
- Be delivered by a careers advisor who is trained to a minimum of level 6
- Students must have at least 1 careers interview by Year 11 and 2 by Year 13

### **Intent**

Newark Orchard School is committed to maximising the benefits for every pupil in the development of the whole school approach to careers and work-related learning. We recognise the importance for all pupils. However, where appropriate, for some pupils personalised learning will require a greater focus to work related learning.

Newark Orchard's careers curriculum is based around the Gatsby benchmarks with a clear focus on preparing for adulthood.

We aim to make an important contribution in the education of all pupils in order to make an effective transition from school to adulthood and employment. Our school website will showcase the opportunities provided for our students and used as a teaching tool in the classroom.

## Implementation

At Newark Orchard School the curriculum is based around the skills needed to become as independent as possible and to develop a variety of skills needed to prepare them for adulthood, develop a sense of responsibility and become prepared for the working world. Newark Orchard School will prepare students to become an active member of the community.

In order to develop these skills, we incorporate a variety of different activities and opportunities for our students, parents and stakeholders, where appropriate:

- A variety of vocational subjects in the 14-18 department which run every Wednesday and are linked to appropriate accreditation.
- Access to careers information, education and guidance both from staff and an independent careers advisor from 'Ideas for Careers'.
- A careers library with information on jobs, colleges etc.
- The school library promoting equality and values relating to preparing for adulthood.
- Support and guidance from the Careers Leader and Work Experience Teaching Assistant
- Work experience (face to face and virtual), where appropriate, internal, external and group
- Visits to places of work and visitors promoting different jobs in school.
- Problem solving and work activities.
- Internal school related activities eg, milk monitor, registers, library monitors etc.
- Team enterprise activities.
- Visits to internal and external careers fairs.
- Visits to colleges and activity based providers.
- Person centred reviews.
- Development of CV writing, interview skills, forms filling, job searches, college prospectus.
- Delivery of careers and skills for success, RSHE, Life skills curriculums
- Volunteering.
- Mentoring roles.
- Student council.
- Organisation of charity events, themed weeks
- National Citizens Service in Year 12
- Residential field study trips.

It is important that there is a range of high quality opportunities to enhance the curriculum and develop awareness to promote understanding of work, industry, economy and community.

Throughout school pupils are encouraged to think about themselves as an individual and think about how others may see them.

Pupils are encouraged to be familiar with routines and procedures such as punctuality, rules and taking pride in their appearance through all aspects.

The Careers and Skills for Success, RSHE and Life Skills curriculum have been written to meet the needs of all our students, from the Engagement profile to Post 16. They have been designed as building blocks to ensure our students have the opportunity to prepare for all areas of adulthood including:

- Building and maintaining a range of relationships
- Developing independence in the home and community
- Maintaining personal safety
- Making choices, including those about their future

### **Accreditation**

In the 14-18 department pupils have access to a variety of different accreditation. From year 10 the pupils follow the appropriate pathway. Pupils choose vocational options based around their interests in year 10.

In Post 16 ASDAN's PSD courses are followed to support the diverse curriculum.

### **Education Health Care Plans**

All pupils who attend Newark Orchard School have an Education Health Care Plan and every year they have an annual review. From Year 9 there is a clear focus of preparing for adulthood, including starting to look at employment, independent living, and participation in society, staying safe and developing independence.

### **Partnership**

Newark Orchard is offered support from Ideas for Careers. A careers advisor works with groups of students and individuals to help support planning the next steps.

The Preparation for Adulthood team can provide support for parents/carers and young people from 17  $\frac{1}{2}$  years old with their transition pathway out of school at the end of Year 13. Where appropriate, they will attend Education Health Care Plan reviews for Year 13 students.

### **Work experience**

Throughout school pupils have access to work experience such as jobs around school and related aspects of the curriculum. However, once students reach Year 10 there is an expectation, where appropriate, that pupils will access a placement. The aim is for pupils to take part in both an internal and external placement by the end of Year 13, under the supervision and organisation of the Careers Leader and Work Experience Teaching Assistant.

In the 14-18 department students are likely to take part in team enterprise and group work experience placements.

## **Travel training**

Pupils have access to Independent travel training where appropriate. (See Travel Training Policy).

The focus is to develop independence skills and travel to and from familiar places.

The independent travel training coordinator incorporates planning routes to and from work experience to prepare students to access work experience independently and therefore up skilling them for future possible employment.

## **Monitoring training and development**

The Careers Leader will ensure the intent, implementation and impact of the career's curriculum by:

- Creating a yearly action plan
- Creating a termly curriculum overview that details the areas of strength/development, termly targets and the impact of completed activities
- Use Compass+ as a strategic tool to measure Newark Orchard's progress against the Gatsby Benchmarks against other schools and hubs
- Attend regular update meetings with the Careers and Enterprise Service and the D2N2 Hub to ensure we are up to date with the current guidance and procedures
- Review the Careers Policy as required every 3 years
- Monitor careers planning and provide feedback and support to staff as required
- Lead training and mentor staff
- Liaise with external agencies to ensure all careers opportunities meet the needs of our students
- Conduct regular meetings with the Careers Governor to report on progress and areas for development
- Work collaboratively with the Life Skills co-ordinator to monitor student progress across the careers section of the Life Skills targets
- Work collaboratively with the Work Experience Teaching Assistant to ensure placements for students are successful
- Gain feedback from students, parents, staff, employers and stakeholders from all careers-based activities to determine the strategic impact

## **Impact**

The impact from the implementation of the careers curriculum and content detailed within this policy will result in:

- Students being equipped with the appropriate skills to become adults that can make contributions member of society at a level that is appropriate to their level of need
- Students, parents and carers having the information and support to allow them to make appropriate choices for their future
- The school working collaboratively with employers, businesses and charities to play an active role in the community

- The school working collaboratively with other special schools, the Careers and Enterprise Service and the D2N2 Hub to showcase our strengths and plan strategically for the future