



Careers Education, Information, Advice and Guidance Policy

The King's School
Cadhay Lane
Ottery-St-Mary
Devon
EX11 1RA

A Introduction

In line with current statutory guidance, The King's School delivers a stable and structured programme of careers education and work related learning to all students in Years 7-13. This programme is delivered by individuals with the right skills and experiences, from a wide variety of providers both internal and external to the school. The structure of the programme is informed by the Gatsby Benchmarks, published in 2014 and recently adopted into statutory guidance.

This Careers Education and Guidance Policy links with the School Development Plan and key school policies including those for Special Educational Needs, and Race and Equality. The policy was developed and is reviewed biennially through discussions with teaching staff; the school's Careers SW Personal Adviser, students, parents, governors, advisory staff and other external partners.

B Aims of the Careers and Work Related Learning Provision (CWREL)

The purpose of Careers and Work Related Learning (CWREL) activity is to support students to go as far as their talents will take them and to have rewarding careers. High quality CWREL should help students to unlock their potential, improve their opportunities and have confidence in the choices that they make.

To support our students, we aim to:

- Support progression through differentiated activities that are appropriate to all students' stages of career planning and development, in order that all students understand the full range of opportunities available to them, understand and develop their employability skills, and have first-hand experience of the work place.
- Work with employers and our alumni so that all students have the opportunity to learn about work and routes into different careers.
- Ensure all students receive an excellent programme of advice and guidance, which is impartial and delivered by individuals with the right skills and experience, with bespoke support for those who most need it.
- Integrate the programme into students' experience of the whole curriculum, based on a partnership with students and their parents or carers
- Promote equality of opportunity and inclusion, and break down traditional stereotypes encouraging students to consider a wide range of possible career paths and routes.

C Procedures

C.1 Roles and Responsibilities

Deputy Head, Student Support: Line manages the Careers Coordinator and provides senior leadership support for the programme.

Link Governor for Careers: Takes a strategic interest in careers education and guidance. They monitor the programme for compliance with best practice and legal requirements.

Careers Coordinator (Careers Leader): Responsible for co-ordinating the careers programme and supporting the Head of PSHE to deliver careers / work related learning lessons via the PSHE curriculum.

PSHE Staff: Careers / work related learning lessons are delivered via the PSHE curriculum, supported by the Careers Coordinator.

Work Experience Health and Safety Coordinator: Responsible for assessing the health and safety aspects of potential work experience placements and issuing approval. Work experience is governed by national guidelines (including The Education Act, as amended by the School Standards & Framework Act 1998 and the 1990 Employment regulations) and local exceptions determined by Devon County Council

Careers SW Personal Advisor: Provides specialist, independent careers guidance to all students in Year 11, all pupil premium students in Year 10, and any additional students as identified by the school.

Others who are closely involved in the programme include: House Teams, Sixth Form Leadership team, and SENCO. All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers.

C.2 The Careers and Work Related Programme

The programme includes:

- Working with employers and training providers as guest speakers (“Let’s Do Lunch”), to introduce students to a world outside their regular communities and ideas of work.
- Developing an alumni network – to inspire current students and utilise the skills of our alumni.
- Supporting students to understand and use labour market information in decision-making.
- Providing breadth of advice on options to include apprenticeships, entrepreneurialism or other vocational routes alongside A-levels and university, plus support for any applications.
- Mentoring and support for those who need it most and are at risk of becoming NEET (“not in education, employment or training”) to help build the confidence and character needed to ensure a successful career.
- Higher Education Fair (Year 12)
- Work Experience (Years 10 and 12)
- Independent careers interviews for:
 - All students in Year 11
 - Year 10 PP students and any others identified by the pastoral system
 - Year 12/13 as requested by students or referred by staff
 - Year 9 students via the Options Evening
 - Additional advice available on GCSE and A Level Exam Results Days.

Careers lessons are part of the school’s PSHE programme. The careers lessons include:

- Year 7/8: Introduction to the careers library and online resources including CareerPilot
- Year 9: GCSE Options
- Year 10: Mini Enterprise, Work Experience Preparation and Feedback, CVs
- Year 11: Interview Skills, Mock Interviews
- Year 12: Post 18 Options - including apprenticeships

C.3 Assessment

Career learning outcomes have been identified and a framework for assessing what students have achieved is carried out as part of the PSHE programme. Students are also given written feedback as part of the Work Experience and Mock Interview programmes.

C.4 Partnerships

Careers South West: Annual partnership agreements are negotiated with our service provider – currently Careers SW. The school currently buys in additional time from the Careers SW service so that all students in Year 11 are given tailored impartial advice and guidance to support their next steps.

School Business Forum: The school Business Forum meets on a termly basis. Its members include local employers and business partners, the Careers Lead, Head Teacher, Head Boy and Head Girl, the Head of PSHE and the Careers Coordinator. Part of the remit of the Business Forum is to review aspects of Careers & WREL Education and to advise on its ongoing development and improvement. External members of the Business Forum are regularly invited into school to pass on impartial advice and guidance in a range of situations including acting as speakers, mentors, interviewers and sources of advice and support.

Local Employers and Education / Training Providers: The school has relationships with a number of local and national employers and training providers, and uses these to provide bespoke support to individual students and to provide meaningful encounters for all our students via our “Let’s Do Lunch” programme.

Alumni: The school works with our alumni to inspire current students in a variety of ways, including hosting talks and presentations, and promoting their achievements in school. We maintain contact with alumni through a variety of personal contacts, but also through our Linked In pages.

Parents / Guardians: The school is committed to developing partnerships with parents and carers to enable parents to engage with and support the input from school. We provide guidance to parents through information evenings as well as written materials (via the website or guides such as “The Work Experience Guide for Parents”). This is in addition to individual contact via our pastoral system.

C.5 Staff Development

Staff training needs for planning and delivering the careers programme are identified by the Head of PSHE and the Careers Coordinator and are delivered through INSET and other CPD opportunities.

C.6 Monitoring, Review and Evaluation

The careers curriculum provision is reviewed on an annual basis by the PSHE team and the Careers Coordinator. Regular meetings to evaluate provision take place between the Careers Coordinator and the Head of PSHE (fortnightly), the Deputy Head - Student Support (fortnightly) and the link Governor (termly). The partnership with our service provider is reviewed annually.

The Careers Coordinator regularly benchmarks school practice against the Gatsby Benchmarks, and communicates this to the Careers Lead, Head of PSHE and Link Governor.

Reflective practice is embedded in the process; evaluations from students, business partners, governors, parents, carers and staff are used to inform the ongoing review and development of the careers programme.

Annex A: Education and Training Provider Access Policy

A. Introduction

In line with “Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff” (January 2018), 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 pupils information about the provider’s approved technical education qualifications or apprenticeships. This complies with the school’s legal obligations under Section 42B of the Education Act 1997.

B. 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 technical education and apprenticeship opportunities they offer, through options events, assemblies and group discussions and taster events; and,
- To understand how to make applications for the full range of academic and technical courses.

C. Management of provider access requests

C.1 Procedure

A provider wishing to request access should contact the Careers Coordinator on 01404 812 982 or careers@thekings.devon.sch.uk.

In the first instance, the provider should provide details of:

- Their target audience (age and number of students, criteria for identifying students to be approached);
- Their offering to students;
- Whether the activity is planned for on-site at the school or off-site;
- Their proposed date range.

Grounds for granting or refusing access:

- Please note there may be constraints on granting access due to the school calendar and timetable.
- If the provider is not an approved training provider, the school retains the right to refuse access.

Providers should provide copies of their material to the school in advance.

C.2 Premises and Facilities

The school will endeavour to make suitable accommodation available to the provider, as appropriate to the activity. Requests for AV or other specialist equipment must be made in advance.

C.3 Prospectus / Literature

Providers are encouraged to send copies of their literature to the school, which will be added to the Careers Library. All literature is updated annually. The Careers Library is available to students before and after school, and during break and lunchtimes.

C.4 Opportunities for access

There are a variety of scheduled opportunities within the school careers programme that may be offered to providers to come into school to speak to pupils. In order to identify the most suitable opportunity, please speak to the Careers Coordinator.

1) “Let’s Do Lunch” – All years, Year Round

Students can elect to attend a lunchtime talk, from 1.30pm to 2.10pm. Employers and education or training providers are encouraged to contact the Careers Coordinator to schedule a session.

2) Work Experience – Year 10 and Year 12, Summer Term

Employers and education or training providers are encouraged to offer work experience placements to students, or to support the delivery of work experience preparation sessions via the PSHE curriculum.

3) Mock Interviews – Year 11, Autumn Term

Employers and education or training providers are encouraged to participate in the Mock Interview process – either by interviewing students that are interested in their industry, or by supporting the interview preparation sessions via the PSHE curriculum.

4) Assemblies – All Years, Year Round

Assemblies are held from 2.15pm to 2.30pm. Since a large number of students will be present, assemblies are best suited to general topics that will have relevance for most students.

5) PSHE Lessons – All Years, Year Round

Since a large number of students will be present, PSHE lessons are best suited to general topics – such as employability skills, that will have relevance for most students.

6) School Business Forum – 3 meetings per year

An opportunity for employers to help inform the school’s careers provision.

7) Student requests for ad hoc assistance

Please contact the Careers Coordinator to register interest in assisting students with ad hoc requests for your industry / area.