



Careers Education, Information, Advice and Guidance Policy

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

Policy Change Control

Policy Owner	DHT Student Support
Approved By	Curriculum Committee
Date of Last Approval	17/06/2021
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Date	Version	Person	Change / Action
12/06/2014	1.0	Trustees	Adoption of Policy
02/05/2017	1.1	SBM	Update to template and format
19/05/2017	1.2	MAG	Taken out references to Careers and WRL Co-ordinator (just Careers Co-ordinator). Very minor amendments.
15/06/2017	1.2	Trustees	Approval
26/02/2018	1.3	FJH	Updated following publication of statutory guidance
13/06/2018	1.3	Trustees	Approval
23/05/2021	1.4	MAG	Updated based on school bus template. Previous Introduction and Aims sections replaced with Statement of Intent and Legal Framework. Trustees and All Staff are added into the roles and responsibilities section. Section C2 is split into C2 The Careers and Work Related Learning Programme and C3 Curriculum for clarity. Other minor changes to wording throughout the document.
17/06/2021	1.4	Trustees	Approval

A Statement of Intent

This policy is underpinned by Sections 42A and 45A of the Education Act 1997, and has due regard to the DfE's statutory guidance, 'Careers guidance and access for education and training providers'.

The King's School will deliver a stable and structured programme of careers education and work related learning to all students in Years 7-13. The main aims of careers provision at The King's School are to:

- Prepare students for life post-education.
- Develop an understanding of different career paths and challenge stereotypes.
- Develop an understanding of the differences between school and work.
- Inspire students to identify and work towards their dreams.
- Help students to access information on the full range of post-16 education and training opportunities.
- Support students through transitions.
- Offer targeted support for vulnerable and disadvantaged young people.
- Instil a healthy attitude towards work.

This policy was developed and is reviewed biennially through discussions with: teaching staff, the school's Careers SW Personal Adviser, students, parents, Trustees, advisory staff and other external partners.

B Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1997
- Education and Skills Act 2008
- Apprenticeships, Skills, Children and Learning Act 2009
- Equality Act 2010
- Children and Families Act 2014
- Technical and Further Education Act 2017
- The School Information (England) (Amendment) Regulations 2018
- DfE (2018) 'Careers guidance and access for education and training providers'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Special Educational Needs Policy
- Race and Equality Policy
- Child Protection and Safeguarding Policy

C Procedures

C1 Roles and Responsibilities

The Board of Trustees is responsible for:

- Ensuring that all registered students are provided with independent careers guidance from Year 8 to Year 13.

- Ensuring that arrangements are in place to allow a range of education and training providers to access all students and inform them about approved technical education qualifications and apprenticeships. (See Annex A: Provider Access Policy).
- Ensuring that the independent careers guidance is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.
- Ensuring that the guidance includes information on the range of education or training options, including apprenticeships and technical education routes.
- Ensuring this policy does not discriminate on any grounds.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedure Policy.
- Providing clear advice and guidance to the Head Teacher on which they can base a strategy for careers education and guidance that meets the school's legal requirements.

The Board provides a link trustee, who meets on a termly basis with the Careers Coordinator. The Link Trustee monitors the programme for compliance with best practice and legal requirements, and reports on this to the Governing Board.

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

Careers Coordinator (Careers Leader): Responsible for coordinating the careers programme, including work experience. They work closely with the Head of PSHE, and CSW Personal Adviser, and are responsible to the Deputy Head, Student Support.

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 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

Independent Careers 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. Student guidance is managed through the pastoral system.

All staff: All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers.

- Ensuring careers education is planned into their lessons.
- Attending any relevant CPD or training to ensure they are up-to-date with the school's careers plan.
- Promoting careers guidance in the classroom through visual aids.
- Creating a learning environment that allows and encourages students to tackle real life challenges, manage risks and develop skills that can be applied to the workplace.

Others closely involved in the programme: House Teams, Sixth Form Leadership and tutor team, and SENCO.

C2 The Careers and Work Related Learning Programme

Details of the school's careers programme, including the name and contact details of the Careers Coordinator, will be published on the school website inviting students, parents, teachers, trustees and employers to provide feedback. In summary, the school will work to achieve the Gatsby Benchmarks and deliver a programme that:

- Supports 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.

C3 Curriculum

The careers programme will be delivered to all years (except Year 13) via PSHE (weekly for all years except Year 9 and 12 (fortnightly)). This includes: careers education lessons, information and research activities, work related learning (including work experience and Mock Interviews), and employability skill development.

The pastoral system will also embed careers, with Form Tutors playing a significant role particularly supporting Year 10 (Work Experience) and Year 11 (Mock Interviews, Careers Interviews and Transition).

The school will work to encompass careers education and guidance into subjects across the curriculum. All teachers will be asked to support the career development of young people in their role and through their subject teaching.

To support this, the school will engage with local employers, businesses and professional networks, inviting visiting speakers, and working with our alumni (via LinkedIn and the "Alumni Stories").

C4 Assessment

Career learning outcomes are identified and a framework for assessing what students have achieved is carried out as part of the PSHE programme. Students will be provided with written feedback following Work Experience, Mock Interviews, and appointments with the Careers Adviser.

C5 Partnerships

Careers South West: Annual partnership agreements are negotiated with our service provider – currently Careers SW. All students will receive at least one guidance interview by the end of Year 11, and the opportunity for a further interview is offered in Year 12 and Year 13.

School Business Forum: The School Business Forum will meet 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. Their remit will include reviewing and assessing aspects of Careers & WREL Education, as well as assisting in delivery.

Local Employers and Education / Training Providers: The school will continue to build relationships with a number of local and national employers and training providers, and use these to provide meaningful encounters, transition support and bespoke support for individual students.

Alumni: The school will develop its alumni network to inspire and provide reassurance to current students. The school will build on its "Alumni Stories" and encourage alumni to join the LinkedIn network.

Parents / Guardians: The school is committed to developing partnerships with parents and carers to enable them 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). This is in addition to individual contact via our pastoral system.

Careers and Enterprise Company (CEC): The school will work alongside the CEC and the Enterprise Advisor.

Local Authority Support Services: The school will provide the relevant information about all students to the LA support services including:

- Basic information, such as the student's name or address.
- Other information that the LA requires to support the student to participate in education or training to track their progress.

The school's privacy notice will offer students and their parents the opportunity to ask for personal information not to be shared.

LAs will be notified, as early as is possible, whenever a 16- or 17-year-old student leaves an education or training programme before completion. The school will agree on local arrangements for ensuring these duties are met.

C6 Staff Development

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

C7 Monitoring, Review and Evaluation

The careers programme will be 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 Trustee (termly).

The Careers Coordinator regularly benchmarks school practice against the Gatsby Benchmarks, and communicates this to the Head of PSHE, Deputy Head Teacher, Link Trustee, Enterprise Advisor and the CEC.

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

The partnership with service providers will be reviewed annually.

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 students at the school for the purpose of giving students 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. Student entitlement

All students 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 students. In order to identify the most suitable opportunity, please speak to the Careers Coordinator.

“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.
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.
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.
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.
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.
School Business Forum – 3 meetings per year	An opportunity for employers to help inform the school’s careers provision.
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.