

## **West Park School Careers Guidance Policy 2023**

“An individual’s career is a personal experience that journeys the person through all aspects of life. Experiencing education and employment, social and community inclusion, independence and autonomy, as active citizens in our community, our country, and the rest of the world.” (West Park School, 2022).

### **Introduction**

The provision of high quality and impartial Careers Guidance, which is inclusive of careers education and guidance activities form an integral part of the overall provision at West Park. Informed by the initial Careers Strategy (2017), which built on the foundation of the eight Gatsby Benchmarks, and the now updated Government policy on: Careers guidance and access for education and training providers- Statutory guidance for schools and guidance for further education colleges and sixth form colleges (2022).

Careers Guidance is a vital part of the school curriculum which prepares pupils for the opportunities, responsibilities and experiences adult life. Its central concern is preparing pupils for the choices, changes and transitions affecting their future education, training and life as an adult in society. The statutory guidance distinguishes that ‘Guidance’ splits into two lots of activities – ‘Careers Guidance’ which are the Careers-related activities delivered across the whole school and measured against the Gatsby Benchmarks; then, ‘Personal Guidance’, which is the one-to-one session with a Level 6 qualified Careers Adviser. Daniel Pikett does not use the term ‘Careers Interview’ in school; the one-to-one session is known as ‘Personal Guidance’, only.

Careers Guidance must promote equal opportunities to help pupils overcome barriers which may be encountered as they progress through school into adult life regardless of disability, gender, race or religious beliefs. Careers Guidance also promotes equity at school; equity means making sure every student has the resources and support they need to be successful. Equality is everyone being treated the same, whereas equity is everyone getting what they need to succeed.

### **Aims**

Developments in learning and work make it essential that young people take a more active role in their career learning. Therefore, the programme emphasises individual participation. It is built on three aims. At the end of the programme young people should be able to:

- understand themselves and the influences on them (self-development)
- investigate opportunities in learning and work (career exploration)
- make and adjust plans to manage change and transition (career management)

The aims of this policy are to inform all individuals- pupils, families and teachers of the content in relation to the Career Guidance policy. West Park Schools Careers Guidance policy has the following

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objectives in line with the Eight Gatsby Benchmarks for Careers Excellence when delivering the careers programme in school. The 8 objectives are:

1. Plan and provide a stable careers programme for our learners.
2. Expose students to relevant labour market information.
3. Address the individual needs of all students.
4. Link curriculum learning to careers.
5. Provide pupils with employer and employee encounters.
6. Support accessibility of work experience (to take place on INSET Days and in school holidays)
7. Provide opportunities for students to encounter further and higher education.
8. Provide Personal Guidance to pupils at West Park School (Year 7, 9, 10 and 11- before the age of 16)

## **Policies**

This policy is informed by the following documents:

- Careers guidance and access for education and training providers (2018, 2022, updated 2023)
- Skills and Post-16 Education Act (2022)
- Careers Strategy: making the most of everyone's skills and talents December 2017, updated July 2021.
- DfE Post 16 Skills Plan July 2016
- The Career Development Institute (CDI) - Framework for careers, employability, and enterprise education (2018)
- Career Development Institute Code of Ethics
- The Derby City and Derbyshire Quality Improvement Framework (QIF)
- The Common Assessment Framework and procedures
- The 2011 Education Act
- West Park School Development Plan
- SEND Code of Practice (2015)

## **Policy Rationale**

This document is available to pupils, families, staff and governors, and any other interested parties via the school website. A hard copy is available on request. The policy:

- Describes provision for each year group.
- Enables the monitoring of provision.
- Enables the review and planning of provision on an annual basis.

This regular review enables new initiatives and requirements to be incorporated into the policy. To implement and have an effective policy, it requires the collaboration of various groups of people: pupils, families, staff and governors to the school, external agencies, and colleges. strength of the schools Careers Guidance programme is seen as contributing to the school achievement of the 8 Gatsby Benchmarks.

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The 8 Gatsby Benchmarks are:

1. A stable careers programme
2. Learning from careers and labour market information
3. Addressing the needs of each student.
4. Linking curriculum learning to careers.
5. Encounters with employers and employees.
6. Experiences of workplaces.
7. Encounters with further and higher education.
8. Personal guidance.

### **Programme delivery and Entitlement**

The Careers Guidance entitlement at West Park consists of a programme of education, personal guidance, information and events mapped to the 8 Gatsby benchmarks. Pupils, families, staff and governors are made aware of this entitlement via the school website, along with the careers programme for year. Careers Guidance is a vital part of the school curriculum which prepares pupils for the opportunities, responsibilities and experiences adult life. Its central concern is preparing pupils for the choices, changes and transitions affecting their future education, training and life as an adult in society. The statutory guidance distinguishes that 'Guidance' splits into two lots of activities – 'Careers Guidance' which are the Careers-related activities delivered across the whole school and measured against the Gatsby Benchmarks; then, 'Personal Guidance', which is the one-to-one session with a Level 6 qualified Careers Adviser. Daniel Pikett does not use the term 'Careers Interview' in school; the one-to-one session is known as 'Personal Guidance', only.

There is good evidence which demonstrates the impact of 'Personal Guidance', associated with a range of short and long-term impacts on a pupil:

- Personal effectiveness e.g., self-awareness and self-esteem.
- Career readiness e.g., career planning and decision making; and
- Educational outcomes e.g., improved attendance and attainment.

All pupils are offered the support and guidance required to make an informed decision and a successful transition into post-16 destinations. The pupil entitlement is delivered in the following ways:

- NEET
- Pupils (from the age of 15) who demonstrate signs of being 'Not in Education, Employment or Training' (NEET) are followed up by the Careers Leader. As soon as a pupil is identified, a referral to Futures for Your is made and the pupils enrol onto an 'Unlocking Potential' programme.

### **Careers Guidance for Years 7-9**

In years 7-9 Careers Guidance is delivered by form tutors during half-termly focus weeks which uses the CDI framework for careers, employability and enterprise education as its base. Pupils learn about themselves, identifying skills and qualities; how to make informed decisions; qualification routes and

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pathways and the world of work. The programme, with a break down by year group, is available on the school website. Pupils have an introduction to the careers library in Year 7 to enable them to explore their career ideas when they are ready. In addition to this, these pupils have opportunities to take part in a range of other activities including university talks and visits, Learn 2 Earn, Employability Master Classes and Industry Morning. Science, Technology, Engineering, Art and Math (STEAM) skills and careers are also featured each year through a range of whole year group and targeted workshops. Information regarding 'Technical education' for post-14 decision-making is available in the school library, with advice and guidance around these options available from Mr Pikett.

### **Personal Guidance for Years 7-9**

Personal Guidance is provided for pupils in Year 7, this is to support their individual needs by goal setting and help the pupils to raise their self-awareness. Year 9, personal guidance concentrates on supporting pupils with GCSE subject choices, achieved through discussions with form tutors, and on request with the Mr Pikett- which is informed and unbiased. All pupils with a Statement of Special Educational Needs or designated 'Looked After' have a Transition Plan drawn up at the annual review in Year 9. All key agencies, including Future for You and Connexions, are involved in the transition planning process and subsequent annual review meetings. The Careers Focus programme also provides information and opportunities to explore pupils' ideas further. All pupils are offered the support and guidance required to make an informed decision regarding post-14 education.

All pupils with a Statement of Special Educational Needs or designated 'Looked After' have a Transition Plan drawn up at the annual review in Year 9. All key agencies, including Connexions, are involved in the transition planning process and subsequent annual review meetings. Careers Guidance for Years 10 and 11.

All pupils will receive a discrete 60-minute Careers lesson once every two weeks. This programme focusses on preparing pupils for transition to post-16 destinations and the world of work. Pupils learn about the routes open to them post-16, skills and qualities, CV writing, interviews, money management, and what employers expect from employees. Pupils are informed about all their options, post-16 including technical education through a range of events and lessons.

Alongside careers lessons, pupils have opportunities to meet and interact with employers and employees, post-16 and post-18 providers and get involved in a range of events. For example, University taster days, STEAM events, mock interviews, Careers Fair, Preparation for Work event and apprenticeship talks led by employers.

### **Personal Guidance for Years 10 and 11**

Over the course of years 10 and 11 every pupil has at least one structured, personal guidance session with Mr Pikett. This might also take place with their Form Tutor, or the SENCO. Any pupil **can** request a personal guidance session with Mr Pikett. All pupils with a Statement of Special Educational Needs or designated 'Looked After' have a Transition Plan drawn up at the annual review in Year 9. All key agencies, including Connexions, are involved in the transition planning process and subsequent annual review meetings.

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## **Gatsby Benchmark 4- Linking Curriculum Learning to Careers**

Science, technology, engineering and mathematics (STEM) subject teachers highlight the relevance of STEM subjects for a wide range of future career paths:

- By the age of 14, every student has had the opportunity to learn how the different STEAM subjects help people to gain entry to a wide range of careers.
- All subject teachers emphasise the importance of English and maths.
- All subject areas are encouraged to display information about employment opportunities linked to their subject, to inspire and inform. Information matching employment opportunities to subject areas at various qualification levels can be obtained from the Careers Office and the software programmes on the school network, such as Unifrog, iCould, Prospects and the National Careers Services.

## **Careers Information**

Pupils and their parents receive information about post-16 choices including an opportunity to attend the school's post-16 evening. A Careers Fair, apprenticeship talks from employers and 'taster' events offered by post-16 providers e.g., Derby College and Bilborough Sixth Form College are also promoted. Parents are emailed regularly with updates on careers events and opportunities. The Careers library is part of the school library and is open to pupils during regular library opening hours. The resource centre is maintained by the school librarian. Pupils can receive help from the school librarian to find what they need. ICT access is available in the library to support finding and using recommended impartial resources and websites.

- In Year 7 - 9 Action Planning is delivered during form time.
- In Year 10 and 11 Action Planning is delivered via the 'Managing My Career' module of the Careers Programme.

## **Teaching and Learning**

The Careers Team and Form Tutors deliver the taught elements of the Careers Guidance programme and use a variety of teaching methods as far as possible. These include role play, group discussions, didactic and interactive teaching. Video and other audio-visual aids are also employed. Pupils are encouraged to be independent of thought, self-directing, and the work is differentiated to cater for the needs of all pupils. It is hoped that the variety of teaching styles enables the pupils to experience equal access to learning. Other key organisations contribute to the delivery of the programme including Derby University, Enterprise 4 Education, Springpod, Speakers for Schools, Young Enterprise and local employers, further education and training providers.

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## Key Personnel, Roles and Responsibilities

The Head, Mr McGregor, ensures the provision of Careers Guidance and that the school conforms to national standards for Careers Guidance (The Gatsby Benchmarks - Careers Strategy, 2017). The Governor with responsibility for Careers Guidance ensures that the school meets its statutory requirements for the delivery. The Careers Leader, Mr Pikett, has responsibility for Careers Guidance:

- The management and coordination of Careers Guidance.
- Production and updating of the Careers Guidance policy, schemes of work, lesson plans and materials.
- In-service training for all staff delivering careers guidance.
- Liaising with PSHE/Citizenship Co-ordinator to plan and review the programme.
- Managing the Careers information part of the school library including purchasing new resources.

Personal Guidance:

- The management and co-ordination of Personal Guidance
- Identifying the Personal Guidance needs of pupils and making appropriate referrals
- Liaising with Futures for You, Connexions, and Derbyshire County and Derby City council
- Following up pupils identified as NEET

The Head of PSHE, Mr Herzberg, undertakes joint planning with the Career Leader to integrate. Careers Guidance within the PSHE programme, known as Personal Development. The Careers teaching team deliver the careers education aspects to the Careers Guidance programme, supported by the Careers Leader.

The Careers Leader provides Personal Guidance for vulnerable and SEND pupils. The Librarian, Mrs Carter, is responsible for maintaining the Careers library and signposting pupils to careers resources. Tutors provide guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions: making relevant records and reports. Tutors can refer pupils to the Careers Leader for further support and guidance as required. The SENCO oversees the individual support needs of pupils with learning difficulties and disabilities. The SENCO liaises with the Careers Leader in planning transitions for these pupils and those designated 'Looked After'.

Links with other policies:

- The Personal, Social and Health Education policy
- The Citizenship Policy
- The Learning Support Policy
- Staff Development Policy
- Equal Opportunities Policy
- School Development Plan
- Recording Achievement
- Information Policy
- Monitoring and Evaluation Policy

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### **Other miscellaneous:**

- Budget allocation
- There is a dedicated budget that is managed by the Careers Leader.
- Staffing allocation
- The Careers Leader is employed on TLR 2 to undertake the management, development and coordination of Career Guidance and Personal Guidance related activities.
- The Librarian has responsibility for Careers library information.

### **Commitment to Staff Development**

Whole staff INSET is planned for training days and is delivered by the school Head of Careers. In order to keep up to date with the many changes taking place, the Careers Leader is actively encouraged to attend courses delivered by external providers. Confirmed dates for Teacher and Learning Activities are also confirmed in November 2023:

- Session 1: What is Careers Guidance
- Session 2: How to link curriculum learning to careers
- What IS Provider Access Legislation?

### **Assessment and accreditation**

Effective assessment of learning is dependent on the identification of SMART learning outcomes. All lessons plan includes SMART learning outcomes which are used to assess learning. Assessment at West Park uses all of the following:

- Personal Guidance interviews for vulnerable pupils – the Futures for You or/and Connexions
- Personal Guidance interviews are in a strong position to assess pupil career learning. The Personal Adviser regularly reports back regarding the career planning needs of individuals.

### **Monitoring, Evaluation and Review**

- The effectiveness of this policy is monitored and reviewed by the Leadership Group on an annual basis.
- Methods employed to evaluate the Careers programme are in line with the school's policy on evaluation. A range of evaluation strategies are used including Compass +, questionnaires, focus groups and observation.

### **Policy on Provider Access Legislation 2023 access**

This policy statement sets out West Park's arrangements for managing the access of providers to pupils for the purpose of giving them information about that provider's education or training. Access policy here: [provider-access-legislation-2023.pdf \(westpark.derby.sch.uk\)](https://www.westpark.derby.sch.uk/provider-access-legislation-2023.pdf).

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A provider wishing to request access should contact:

- Daniel Pikett – Careers Leader
- [daniel.pikett@westpark.derby.sch.uk](mailto:daniel.pikett@westpark.derby.sch.uk)

### **Opportunities for access**

A number of events are integrated into the school programme which will offer providers with opportunities to come into school to speak to pupils and their parents/carers.

- Autumn term Post 16 Evening
- Spring term Year 9 Curriculum Evening
- Summer term Mock Interviews and Year 9/10 Careers Fair

Please speak with the Careers Leader to identify the most suitable time for you. Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers section of the school library.

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