



# Careers Policy 2019-2020



Policy & Procedure Number: 67

Date of Board of Governors Review: Autumn 2019

Next Review Due: Autumn 2020

School Link: Mrs Leanne Healey & Miss Sarah Lappin

Revision Number: 01



## Introduction

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to students at Wade Deacon High School. Effective careers support can help to prepare our young people for the opportunities, responsibilities and experiences of life; it can help our students to make decisions and manage transitions as learners to workers. The careers programme is designed to meet the needs of students at this school. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

This policy sets out how career activities are delivered at school.

## Aims and objectives

Wade Deacon High School follows the principles of the Gatsby Benchmarks.

The objectives for the careers programme are as follows:

- Helping students to understand the changing world of work
- Facilitating meaningful encounters with employers for all students
- Supportive transitions post-16
- Enabling students to develop the research skills to find out about opportunities
- Helping students to develop the skills, attitudes and qualities ready for the world of work
- Inspiring participation in continued learning, including further and higher education and apprenticeships
- Supporting inclusion, challenging stereotyping and promoting equality of opportunity
- Contributing to strategies for raising achievement, particularly by increasing motivation.

## Delivery of the Careers Programme

Throughout all subjects students will have the opportunity to participate in activities that use the context of work to develop the knowledge, skills and understanding that will be useful in future workplace. Furthermore, subject teachers will inform students about how their learning in the classroom relates to the world of work and future careers.

Students will be provided with opportunities to:

- Learn through work, from direct involvement in, for example, work experience placement and enterprise activities
- Learn about work, by developing knowledge and understanding through careers education



- Learn for work by demonstrating skills for employability in different problem-solving activities, work simulations and mock interviews.

## Year 7 & 8

- During SMSC lessons students will learn what work is, how salaries relate to different jobs, how to find out about jobs, the skills needed for work and jobs of the future. All activities will support the options process which takes place in Year 8.
- Inspirational assemblies will be delivered from local and national employers.
- Take part in 'Tomorrow Manager Today' enterprise activity.

## Year 9

- Students will be selected to attend a Prestigious Universities Morning with a focus on Cambridge and Oxford universities.
- Students will be selected to attend Gifted & Talented sessions at Cronton College. Students will sample exciting new courses such as Philosophy and Psychology.
- During SMSC students will complete the Tomorrows Manager Today session. This session includes money management and being  $\pounds$  entrepreneurial. *Repeated from Y7&8. Maybe just say 'an enterprise activity'*
- Inspirational assemblies will be delivered from current employers.

## Year 10

- All students will sample a day timetabled day at Cronton/Riverside College. Students will sample subjects which they will like to progress onto at Level 3.
- During the year College and Apprenticeship assemblies delivered to year 10. This provides opportunities for year 10 to begin thinking about Further Education and courses which they would like to take.
- Students have the opportunity to attend the Apprenticeship hub road show.
- Inspirational assemblies will be delivered from local and national employers, entrepreneurs and training providers.

## Work Experience

During the summer term, all Year 10 students complete a two-week work experience placement which is worthwhile and meaningful. Students are asked to find their own placements; to simulate the job search process and are supported throughout by the school careers advisor and Mrs Lappin who can help students forge links with local employers. We for students to complete their work experience in the field that they wish to pursue their future career. Work experience provides our students with a taste of the world of work; by experiencing interviews, applications, time keeping, health and safety and much more.

The purpose of work experience for the student is to:



- Develop their career ideas;
- Build their confidence and self-esteem;
- Enhance their knowledge and skills.

## Year 11

### Careers Fair

The annual careers fair at Wade Deacon is a major event attended by employers, apprenticeship providers, and further and higher education institutions from across the borough and the region. Students are able to engage one-to-one with the attendees to discover new career, extra-curricular and training opportunities.

### Assemblies

Over the course of the year, local employers and training providers are invited into school to address students, both to inform and to inspire. Wade Deacon has excellent links with local employers and we aim to ensure that students have as many encounters with them as possible.

### College Taster Days

Students provided with opportunities to sample at day at Carmel and Priestly Colleges. Students are able to express a preference for which subjects they wish to find out more about and experience them first hand.

### Apprenticeship Opportunities

In addition to exposure to apprenticeship providers in assemblies and the careers fair, a two weekly bulletin board is sent to Year 11 tutors on current apprenticeships within the borough.

### One-to-One Careers Interviews

Every Year 11 pupil will have a one-to-one interview with Mrs Conlon, the school's independent Level 6 qualified careers advisor, who will provide guidance and support in students' career paths. Interviews are bespoke to each student's needs, but every interview will cover in depth their options on finishing school, including apprenticeships and technical and academic further education.

### SMSC

During SMSC students will learn how to create CV's, covering letters and sample a real life interview delivered by Priestly College.

### Applying for College/Apprenticeships

Mrs Lappin (leader of careers) will provide guidance and support to every pupil to ensure that every pupil has secured a place in Further Education.





## Careers Information

Students are encouraged to access up to date careers and labour market information from the National Careers Service online and careers information is also available through the careers library and our schools careers board in the library. The careers library includes a range of university and college prospectuses, career guides, apprenticeship and employer information, as well as guides on job-searching.

## **Assessment**

Career learning outcomes have been identified and a framework for assessing what students have achieved is being developed for all year groups, starting with Year 7 from September 2018.

## **Resources**

Funding is allocated in the annual budget planning round. Funding for developments in the school's improvement plan are considered in the context of whole school priorities.

## **Monitoring, Review and Evaluation**

The careers programme is reviewed annually. When monitoring the success of the careers programme, the school considers formal and informal measures, both qualitative and quantitative data.

The careers programme is evaluated in a number of ways, including:

- Written Student feedback on their experience of the careers programme and what they gained from it
- Student feedback from mock interviews and careers talks.
- Feedback from employers via the school's work experience organiser, Halton Borough Council's Careers Education Service.

Destination and NEET statistics provided by the Local Authority.