

## Careers Policy

### Introduction

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to students at Kettlebrook Short Stay School (KSSS) & Burton PRU (BPRU) both are Pupil Referral Units (PRU) who are Federated. Effective careers support is a vital part of our curriculum as it helps to prepare our young people for the opportunities, responsibilities and experiences they will encounter as they prepare for transition within the PRU or their transition to a POST16 destinations and beyond. As options for young people become more varied and complex, it is vital that we support our students to develop the knowledge and skills they need to make informed choices for their future. Whilst our curriculum structured programme is clearly defined, it is incumbent on all members of staff to take the opportunities, when they arise, to support the delivery of CEIAG provision both within and beyond the taught curriculum; it is incorporated into as many meetings as possible from home visits, pre-admissions, reintegration meetings with SLT and termly Performance Review Days and even weekly phone calls home.

This policy sets out how career activities are delivered at school and explains what stakeholders can expect from the careers programme.

Our Federation's ethos is  
**'To Empower learners to become Successful'.**

Our Federation's core values are  
**'Trust'.**

We strongly believe in and this is embedded in our culture of our school on a daily basis. These values are shared with our students and modelled by our staff and visitors which our students in turn believe in.

We VALUE everyone as INDIVIDUALS.

We want to give each student different OPPORTUNITIES

and

EMPOWER them to SUCCEED and ACHIEVE the success that THEY DESERVE.

We TRUST people and learn how to trust people, by building good positive RELATIONSHIPS.

The ethos of our school is also based on:

### THE EAST STAFFORDSHIRE & TAMWORTH PRUs FEDERATION

- Honesty, mutual respect and consideration;
- Responsibility by all for all;
- Working in close partnerships;
- Safe and secure environment and
- Firm, fair and consistent code of conduct.

### The Careers team of staff are:

Mrs K Rogers – Executive Headteacher

Mr Sims and Ms Bamber – Heads of School

Miss K Sultan – TA and Careers Link

Mrs K Wright – Careers Advisor

All Staff – Keyworkers will play a major part in linking between students and their parents/carers.

### Aims and objectives

The careers programme aims to:

- encourage students to have aspirations, to be ambitious, broaden their horizons and explore their own career aspirations throughout their time at school;
- ensure students' readiness to take their next step in their learning or career.

KSSS & BPRU are a part of The East Staffordshire & Tamworth PRUs Federation where we are actively working towards the recommendations of the Gatsby Benchmarks. As a part of our Federation, we have been identified as early adopters of the Gatsby Benchmarks and are embedding quality good practice in relation to careers provision over our 2 PRUs.

The objectives for our careers programme are as follows:

- helping all our students to understand the changing world of work
- facilitating meaningful encounters with employers for all students
- supporting positive transitions to an appropriate POST16 destinations
- enabling students to develop the research skills to find out about career opportunities
- to help students to develop the skills, attitudes and qualities needed to make a successful transition into the world of work
- to have work experience (WEX) to help our students into the world of work
- encouraging participation in continued learning, challenging the young people to identify their route to a future career via traineeships, apprenticeships or further and higher education
- supporting inclusion, challenging stereotyping and promoting equality of opportunity
- contributing to strategies for raising achievement, particularly by increasing motivation.

## Statutory requirements and recommendations

The careers provision at KSSS & BPRU is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997. From September 2012, all schools have a legal duty to provide independent careers guidance from Years 8 -13. This guidance should:

- be impartial
- include information on a range of pathways, including apprenticeships
- be adapted to the needs of the pupil.

In addition, KSSS & BPRU are compliant with the careers guidance that the government set out for delivery from 2 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all schools must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.

## Student entitlement

All students are entitled to be fully involved in an effective CEIAG programme. Students are encouraged to take an active role in their own career development, so the careers programme emphasises student participation with a focus on personal and social development; learning about careers and the world of work; and developing employability skills.

During their time at school, all students can expect:

- the support they need to make the right choices for Key Stage 4 and beyond into their POST16 destination
- access to up-to-date and unbiased information on future learning and training, careers and labour market information
- support to develop the self-awareness and career management skills needed for their future
- formal CEIAG sessions covering employability skills, post-16 options, the world of work, the job market and the skills needed for the future
- a meaningful encounter with a representative from the world of work each school year; this could be through work experience, Career activities, assemblies, careers talks (in or outside lessons), projects and visits etc
- to hear from a range of education and training providers, including colleges, universities and apprenticeship organisations (where appropriate); this could include visits and taster days, as well as assemblies, talks and meetings at school
- the opportunity to relate what they learn in lessons to their life and career beyond school
- the opportunity to talk through their career and educational choices with staff

### THE EAST STAFFORDSHIRE & TAMWORTH PRUs FEDERATION

- access to one-to-one guidance our qualified and experienced, impartial careers adviser, to students in the summer of Year 10 and into the autumn and spring terms of Year 11.
- KSSS & BPRU to keep parents/carers informed of their progress and provide parents/carers with information to support students' career planning and decision-making
- to be asked their views about the service they have received to ensure that the service continues to meet the needs of the students.

## Parental involvement

Young people do not make career decisions in isolation and parents/carers can have a substantial impact, as well as a clear interest in the right outcomes for their young person. The school is keen to foster parental involvement in the careers programme, wherever possible.

Parents/carers are invited into school to discuss their son/daughter's progress at Performance Review Days. Students' career aspirations will be collected after each IAG meeting and updated on a central database. Permission will be sought to share this information with Staffordshire County Council by Entrust to allow them to undertake their statutory duties to track and support young people in danger of not being in education, employment or training. The students' careers aspirations will be used to allow discussions around progress relating to next steps, career ideas and career planning, as well as academic progress.

Parents/carers are kept up to date with career-related events and activities affecting their son/daughter via communication with the staff at KSSS & BPRU. With the student's agreement, a copy of their action plan from one-to-one careers meetings will be sent home. Parents/carers will be encouraged to make contact with the Headteacher & staff, should they have any questions or concerns.

## Equal opportunities

KSSS & BPRU are keen to promote equal opportunities, challenge stereotypes and address limiting beliefs. All students can access advice and guidance (IAG) tailored to their needs with support to explore options that suit their preferences, skills and strengths. All members of staff work to facilitate early-identification of students requiring additional support, with no limit placed on how many times a student might see a careers adviser should additional support be necessary to avoid the student from becoming NEET. Where appropriate careers advisers work with the SENCo to support Education, Health and Care planning which supports students who may be facing other challenges.

## Monitoring and evaluation

The destinations of school-leavers are tracked regularly to ensure that support is sign-posted for students who have difficulty with their POST16 transition. Monitoring has allowed trends to be identified and support pathways developed for students who fail to maintain their POST16 placements.

When monitoring the success of the careers programme, the school considers formal and informal measures, qualitative and quantitative data and hard and soft outcomes for students.

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

- student feedback on their experience of the careers programme and what they gained from it
- staff feedback on careers sessions, mock interviews etc
- gathering informal feedback from external partners and from parents
- quality assurance of careers input
- student destination figures POST16

## References

### The Gatsby Benchmarks

[www.gatsby.org.uk/education/focus-areas/good-career-guidance](http://www.gatsby.org.uk/education/focus-areas/good-career-guidance)

### The Career Development Institute Careers Framework

<http://www.thecdi.net/Careers-Framework-2018>

**Other Related Documents: all located on school website: Curriculum-Careers. eg**  
**Gatsby progress**

**Gatsby Calendar of events**

**Careers Statement/Provider Access**

**DfE Careers guidance and Access for education & training providers**

### Other Related Documents in KSSS & BPRU:

- **Careers Talks, visits overview**
- **POST16 provider overview**
- **Participation plans**
- **IAG calendar of developments May 2019+**
- **Careers Programme of Study**
- **Work Experience (KS 4 only)**