

**Outcomes  
First  
Group.**

# Careers Policy



**Dibden Park**  
SCHOOL

## Rationale for Careers Education, Information, Advice and Guidance (CEIAG)

A career is an individual's journey through learning, work and other aspects of life. All young people need access to Careers Education, Information, Advice and Guidance (CEIAG) to help them make informed career choices. Under the guidance of the Department of Education "All young people in secondary school get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience" Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff January 2018 To achieve this aim, the careers strategy sets out that every school and academy providing secondary education should use the Gatsby Foundations Benchmarks to develop and improve their CEIAG programme.

With this in mind, Dibden Park School Careers provision is committed to providing a planned programme of Careers Education, Information, Advice and Guidance for all pupils in years 7 to 13.

We employ our own Careers Lead, Employability Coach and Employability Tutor. Advice & Guidance is delivered through our Careers team and in partnership with the CSW Group. We endeavour to follow the "Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff, January 2018" and other relevant guidance from the D of E, QCA & Ofsted.

### Objectives

- Plan, implement and deliver a thorough Careers Programme at The Dibden Park School from years 7 to 11 in accordance with the Gatsby Benchmarks and Statutory Guidance.
- Provide students, teachers and families with up-to-date labour market information and resources.
- Introduce students to a variety of post-16 options including Supported Internships, Apprenticeships, Further Education, Employment, and other schemes aimed at young adults entering the World of Work.
- Design, deliver and provide course materials and train relevant staff on how to implement sessions that build upon 'Prep for Work' skills and support the transition from school to pathways including further education, training, courses, and employment.
- Facilitate opportunities for students to engage with employers, external agencies, the JobCentre Plus, Supported Employment providers and other post-16 options.

## Provision

- The teaching of careers lessons within Employability and Learning4Life lessons to encourage pupils to start thinking about responsibilities and the world of work.
- The linking of all subjects to careers pathways.
- The introduction of key concepts to learners, i.e., Job Skills, Job Types, Transferable Skills, Professional Conduct, Preparing for Transition (full details below).
- The organisation of opportunities for students to engage with employers, course and training providers and other post-16 providers through arranging a jobs fair, site visits, and work experience placements.
- Enabling students, teachers and families to have access to resources that will provide detailed information about post-16 provision.
- The provision of 1-1 impartial Careers Advice from Careers South West and action planning for students, at least 3 times throughout Years 7 - 13 to map progress and review goals and targets.
- The seeking of opportunities to centre the student's voice and use feedback to inform continuous planning and best practise.
- Carrying out all activities in accordance with the Gatsby Benchmarks and Statutory Guidance for Careers Provision.

## GATSBY BENCHMARKS AND LINKING TO CAREERS PROGRAM

### 1. A stable careers programme

- Clearly defined 'Employability Programme' aimed at vocational learners with SEND and autism who will benefit from a comprehensive program.
- Post-16 pathway planning with a focus on employment
- The result of this course should be reflected within the EHCP Annual Reviews, through person-centred discussions with the student and their wider support network.

### 2. Learning from career and labour market information

- Students, staff, and families to access to labour market information through the National Careers Service, the local Jobcentre, exposure to employers, and other tangible and accessible resources embedded into the programme.
- Teaching core skills needed to prepare for the world of work with involvement from an experienced Careers Advisor with experience in a relevant SEND setting, i.e., Leading, delivering, and teaching an Employability

Skills curriculum to young adults with autism and learning disabilities.

### 3. Addressing the needs of each pupil

- 1-1 Career Coaching sessions to ensure tailored support and action planning.
- Thorough record-keeping of individual career advice and pathway planning.
- Detailed and meaningful vocational profiling at each key stage of the programme.
- Destination data captured and used to inform best practise.
- Designated opportunities within the timetable for the student's wider support network to engage with the programme.

### 4. Linking curriculum learning to careers

- Collaboration with teachers, support staff, curriculum leads and other relevant professionals to ensure the careers program compliments and builds upon existing and prior teaching.
- Ensuring that any programme activities that incorporates functional skills is relevant to the workplace, e.g., practising English and Maths skills in context of the workplace (customer service observations / money skills / till-training / workplace terminology / industry qualifications).

### 5. Encounters with employers and employees

- Embedding opportunities to engage with employers, e.g. job fairs, mock interviews, employer drop-in sessions, and site visits.
- Increase exposure between students, employers, and external providers through dedicating time to employer engagement, researching local businesses, apprenticeships, traineeships, supported internships, further education and training courses.
- Pathways to be identified for and with students based on local opportunity, skill shortages, and suitability, and interest of the student. Focus on presentation/communication skills to prepare students for employer conversations.

### 6. Experience of workplaces

- Simulating workplace activities as part of the course. Must be a clear distinction between 'college' and 'workplace' and this will be reinforced through terminology used and the way sessions are delivered. The focus will be on professionalism, independence, and supporting students to understand how their past, current, and imminent choices can inform their prospects.
- Organise site visits / work experience placements to increase students' exposure to the working world. Ensure workplace opportunities are varied and reflective of skillset, employer need, and of interest to the client.

### 7. Encounters with further and higher education

- Embedding opportunities to engage with post-16 education and training institutes, e.g., site visits, job fairs, and local colleges.
- Opportunities within course to explore routes into courses and training.

### 8. Personal guidance

- Students offered person-centred support as part of group and individual sessions, with clear action and pathway planning.
- Collaborative working with teachers, support workers, and wider support networks to ensure student needs are met.

### **Work Experience and Vocational**

To encourage pupils to start thinking more deeply about the world of work, they have access to vocational subjects and work experience placements. They are encouraged to try as many of these options as they can, to allow self-assessment of their preferences and to inform choices about their careers pathways.

Horticulture, Land Management, Motor Vehicle, Construction, Hair and Beauty, Animal Care, Hospitality and Catering, Childcare and the Fitness industry are all on offer, and these options are continually expanding in response to the requests of pupils .

### **Staffing**

All staff contribute to CEIAG through their roles as tutors and subject teachers. The CEIAG programme is planned, monitored and evaluated by the Careers Leader, using the Gatsby Benchmarking Tool She provides specialist impartial careers guidance alongside CSW Group, Employability Coach and Employability tutor.

### **Links with other policies**

The policy supports and is unpinned by key school policies including those for teaching & learning, assessment, recording and reporting achievement, citizenship, PSHE, work related learning & enterprise, work experience, equal opportunities & diversity, health & safety and special needs.

### **Criteria for Evaluating the Success of the Policy**

The policy should be reviewed on an annual basis by the Education & Skills Facilitator and in consultation with the rest of the senior team. In the process of this review she/he should seek to answer the questions identified below:

- Does the rationale reflect current practice in school?
- Is the school successful in meeting the aims in this document?
- Is there evidence to show Students are experiencing breadth and balance across the whole curriculum?
- Can the Education & Skills Facilitator demonstrate that the arrangements for planning and monitoring have been effective?

- Is there evidence that the strategies for teaching and learning are effective?
- Does the allocation of resources allow for effective implementation of the curriculum?
- Do the assessment, recording, reporting arrangements clearly identify Student achievement and fulfil legal requirements.
- Is there evidence around school that demonstrates Student achievement and enjoyment

### **Community Links**

Work within this curriculum area will take place within the school environment. However, it is important that the Students are able to transfer the skills and attitudes that they have learnt into other meaningful situations. Where it is practically possible and relevant to the age of the Student, learning will also take place in local shops, on public transport and in other relevant areas of the community.

Opportunities will be created for the Students to develop Student awareness of local cultures and faith groups.

### **Parent/Carer Involvement**

It is vital that parents/carers are actively involved in this aspect of their children's learning as they have a significant effect upon it. Parents'/Carers' fundamental role in this area of their child's education is acknowledged by staff. Many aspects of PSHE are very much part of a Student's home life and therefore sharing information is particularly vital to ensuring that teaching is sensitively approached.

### **Cross Curricular Links**

There will be many natural links with other areas of learning. Students' personal growth will be enhanced by the development of language, physical and mathematical skills; spiritual appreciation will be developed through links with science, environmental education and creative activities; social development and moral understanding will permeate all learning experiences.

The Student's statement may refer to objectives, which should be seen as cross-curricular as well as being based within a particular subject area.

### **Equal Opportunities**

All Students should have access to a relevant curriculum, which meets their individual needs whilst also providing breadth of experience and a balance of subjects to achieve individual aims. Materials should reflect the multi-cultural society in which we live. Materials should also be checked for race or gender stereotypes.

### **Staff Development**

Staff should undertake regular in-service training to keep well informed of curriculum developments.

### **Careers Curriculum Intent Statement**

We want our pupils to experience a careers curriculum that establishes a growing knowledge and awareness of the world of work and what they, as young people, can aim for as they prepare for adulthood and Post 16 transition. This includes delivering a breadth of opportunities and experiences that our pupils can start to build their own future pathways on. As we aim to do this, we are also fully aware of the impact of the inherent difficulties our pupils have due to the nature of their needs and diagnosis and look to how we can start to overcome these barriers, working alongside them.

#### **Intent:**

##### **What will our pupils experience throughout their career curriculum?**

1. Access to careers learning from Year 7 onwards - learning that is linked through their curriculum provision and explicitly delivered sessions
2. A careers curriculum that has contributions and feedback from them, their families, school staff and external employers
3. Engagement with many different employers throughout Year 7 to Year 11 in variety of formats such as assemblies, visits, talks, project work, careers events
4. Unbiased careers advice and support from a career's advisor
5. Working with them and their families as they prepare for their future and for life after Dibden Park
6. Staff who are committed to and passionate about helping them develop as they make key decisions and prepare for their future pathways

##### **Why do we want this?**

1. We want our pupils to know their skills and strengths; know what they are good at and what they find hard
2. We want our pupils to work towards independent living and working
3. We want them to have hope and optimism, adaptability and resilience
4. We want our pupils to have access to, and engagement in, decent work in all its forms (personal, gift and paid)
5. We want our pupils to learn and make progress so they can thrive and experience success in their future pathways
6. We want our pupils to pursue and value their own wellbeing and happiness

##### **Implementation:**

How will we deliver this?

1. Pupils will have access to a careers curriculum from Year 7 onward and this will be routinely monitored and evaluated to ensure it is fit for purpose.



2. Pupils will meet and talk with previous students to find out about their experiences and aspirations
3. Close working relationship with our Careers Advisor to support mentoring pupils in KS4
4. Experiences of different workplaces and environments
5. Meaningful encounters with the world of work
6. Careers fairs and skills workshops

**Impact:**

What is our expected impact?

1. Pupils will have a successful transition on from Year 11 into Post 16
2. Pupils will have had experience of a wide range of opportunities, interests and options so they are best placed to make informed decisions about their future choices
3. Pupils will develop the skills needed for them to be employable, whether that is voluntarily or paid
4. Pupils will know the value of having work and commitments in their lives
5. Pupils will know that they have a valued and important part to play in the world in which they live and they can and are motivated to contribute to society in a way which best suits their interests and skills
6. Pupils will know about and make use of the range of support and advice that is available to them in order to support their choices and decision making

## **Dibden Park School: Provider Access Policy Statement**

**(To include The Department of Education, July 2021: “Baker Clause” and the Provider Access Legislation, January 2023)**

**Ownership: Matthew Robinson – Dibden Park School**

**Date updated: July 2023**

### **Rationale**

High quality careers education and guidance in school or college is critical to young people’s futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

### **Commitment**

The school is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. The school is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

The school endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: “Baker Clause”: supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

### **Aims**

The school policy for Access to other education and training providers has the following aims:

To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.

To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.

Policy Owner: Matthew Robinson

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Next Review Date: July 2024

To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

### **Student Entitlement**

The school fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies in National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at school or at each Trust school.

### **Development**

This policy has been developed and is reviewed annually by the Careers Leader and Line Manager based on current good practice guidelines by the Department for Education.

### **Links with other policies**

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

### **Equality and Diversity**

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. The school is committed to encouraging all students to make decisions about their future based on impartial information.

### **Requests for access**

Requests for access should be directed to Matthew Robinson, Careers Leader.

### **Grounds for granting requests for access**

Access will be given for providers to attend during school assemblies, timetabled Careers or Life lessons, and Careers or Raising Aspirations events that the school is arranging. Students may also travel to visit another provider as part of the trip to be organised in partnership with the school.

### **Details of premises or facilities to be provided to a person who is given access**

The school will provide an appropriate room or assembly hall to be agreed. Computer rooms can also be arranged. The Careers Leader will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

### **Live/Virtual encounters**

The school will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

### **Parents and Carers**

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

### **Management**

The Careers Leader coordinates all provider requests and is responsible to their senior management line manager.

### **Complaints Procedure**

Any complaints about this policy should be raised to Matthew Robinson, email: [matthew.robinson@dibdenparkschool.co.uk](mailto:matthew.robinson@dibdenparkschool.co.uk)

### **Monitoring review and evaluation**

The Policy is monitored and evaluated annually via the Executive Leadership Team.

***Policy Coordinator:*** Matthew Robinson

***Policy Reviewed:*** July 2023