



400 YEARS OF EXCELLENCE

Careers Policy

Policy approval date	November 2020
Policy review date	November 2021
Policy Lead	Steve Robins
Governor or SLT approval	SLT
Governor Committee responsible for policy	Pastoral

Rationale and Commitment

All young people have an entitlement to a planned and progressive careers programme from Years 7 to 13. This programme should enable students to make informed choices at key stages in their educational journey and allow them to prepare for their adult life in an ever changing workplace.

Richard Hale School is committed to providing careers education and access to appropriate age related careers guidance to all students from year 7 to 13 and recognises the importance of providing young people with real life experiences from the world of work during this time.

The school understands the importance of providing both independent and impartial guidance throughout the programme and the Careers and Work Related Education (CWRE) policy aims to ensure this entitlement for all. The school follows current national frameworks for CWRE and Information, Advice & Guidance (IAG) and also guidance from the DfE, QCA and Ofsted.

Objectives

The CWRE programme is designed to meet the needs of students at this school. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of careers learning, planning and development. It aims to raise aspirations, promote equality and challenge stereotypes. Specifically, the Richard Hale CWRE programme aims to give students the ability to:

- Develop a greater knowledge and understanding of themselves and others as individuals - their strengths and limitations, abilities, skills, personal qualities, potential, needs, attitudes and values
- Prepare students for life post education and enable them to learn to make considered choices in relation to anticipated careers and occupations
- Develop an understanding of different career paths and the skills required to be successful in the workplace
- Help students access information on the full range of post 16 education and post 18 education and training opportunities
- Manage the transition from school to adult and working life effectively
- Offer targeted support for vulnerable and disadvantaged students
- Instil a healthy attitude to work

Monitoring, Evaluation and Review

The CWRE programme is overseen by the Head of KS4 with contributions from Heads of Year, Heads of Department and the Communications Officer. The Sixth Form team are responsible for managing the Sixth Form CWRE. This is to ensure the appropriate regularity, quality and nature of the CWRE across the entire curriculum.

Appropriate dialogues and interventions will take place if necessary to ensure students receive their full entitlement and that feedback where appropriate is acted on.

The Compass self-assessment tool will be used on a yearly basis to audit our provision. This tool gives an indication of where we are as a school in relation to the 8 Gatsby Benchmarks and enables us to develop and adapt our programme in line with national guidelines.

A student careers group will feed back on current CWRE provision throughout the year and make suggestions for future provision. Monitoring meetings are convened annually with the link governor as part of the ongoing monitoring and evaluation process.

Implementation

All staff contribute to CWRE and IAG through their roles as both form tutors and subject teachers.

The school works closely with Youth Connexions (YC) Hertfordshire who provide professional, impartial and independent support to CWRE for both students and staff.

The CWRE programme is planned with reference to the Career Development Institute (CDi) framework and overseen by the Head of Key Stage 4 in consultation with YC Herts.

The CWRE programme is delivered to all students in a variety of ways:

- Through active tutorials
- Assemblies
- Enrichment activities
- External speakers
- YC Hertfordshire interviews
- Information evenings
- Work shadowing
- Higher Education Fairs
- Visits to FE colleges
- Apprenticeship talks
- Careers Fairs

Careers information is available in the school library, on the school intranet and website, in each subject area and also in the YC Hertfordshire room. This information is kept up to date by the school librarian, Communications Officer, 6th Form team, individual academic departments and Head of Key Stage 4.

The CWRE programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning (including 3 days of work shadowing) and individual learning activities.

In Year 10, students are introduced to the world of work through a work shadowing placement arranged by parents. In Year 12, students are expected to research and organise a further placement during study leave in the summer term. Work shadowing preparation and follow-up take place in tutorial sessions and during other appropriate parts of the curriculum.

During the final year of KS3, students and parents are supported through the options process by a presentation to parents and a separate presentation to students from the Head of Key Stage 3 and by talks in lessons about each subject and what students can expect from taking that subject at GCSE.

The YC Hertfordshire Personal Adviser provides specialist individual careers guidance. Every student in Year 11 will have an individual interview. Additional interviews are arranged with the adviser for those students in Years 11-13 in need of further support, prioritised through discussions with the SENCO and Heads of Year. Disadvantaged students are given highest priority. In addition, students can self-refer through their Form Tutor or Head of Year, ensuring that all students have access to independent, impartial guidance.

All students in Year 11 are interviewed by a member of the Senior Leadership Team in addition to their YC Hertfordshire interview.

Funding is allocated in the annual budget in the context of whole school priorities and particular needs in the CWRE area. The Head of Key Stage 4 has oversight to ensure effective deployment of resources. Staff training needs are identified and met as required in conjunction with the School Inset Co-ordinator.

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Partnerships

An annual service agreement is agreed between the school and YC Hertfordshire, identifying the contributions that each will make to the programme. The programme is reviewed annually by the two parties. The school also works closely with the Careers Enterprise Group (CEG) who provide additional support to students and staff in a variety of careers areas and the world of work. Other links are also developed with local 14-19 providers, businesses and the Richard Hale Association/alumni, whose members come in to school to provide careers information to students.

Provider Access Policy: (example taken from Richard Hale School website):

Richard Hale School Provider Access Information, Advice and Guidance Statement Introduction. This statement sets out our arrangements for managing the access of providers to students at the school for the purposes of giving them information about the provider's education or training offer. This complies with our legal obligations under Section 42B of the Education Act 1997 (Known as The Baker Clause).

Student entitlement Students in years 7-13 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 opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses. Management of provider access requests procedure.

Opportunities for access to a number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents. See school website for lists of activities and events.

For further details, please contact Mr S Robins Careers Leader.