

**KING EDWARD VI
CAMP HILL SCHOOL FOR BOYS**



**Careers Education and Work Related Learning
Policy and Procedures**

(2020)

1. Aims of the Careers Education Programme

The Vision

To inspire, inform and tailor advice to our pupils to enable them to make the best informed careers decisions using their skills, qualifications, interests and talents to reach their full potential.

Our Commitment

All pupils in the school will:

Take part in a careers programme in years 7 to 13 that helps them to:

- understand their education, training, employment and other progression opportunities
- develop the skills they need to plan and manage their own personal development and career progression
- access relevant information and learning from taster activities and experience of work
- make and maintain individual progression plans to help them improve their prospects of success
- offer feedback and ideas on how to improve the careers program

Have access to, and support with using careers information that is:

- easy to find and available at convenient times and in convenient locations, including on the website
- clearly labelled and referenced
- comprehensive, giving details of all progression opportunities and associated support arrangements such as financial help
- unbiased and up-to-date.

Obtain careers guidance that is:

- impartial
- confidential
- focused on individual needs and fit for purpose
- promotes equality of opportunity
- provided by people with relevant training and expertise.

All parents and carers can expect to:

- be able to make an appointment with a member of staff or specialist adviser to discuss their children's progress and future prospects
- have access to form tutors, subject teachers and Heads of Year in parents' evenings in years 7 to 13

- be invited to look at schemes of work, and careers activities, information and resources, and to use and contribute to them if they wish
- receive invitations to take part in careers and information events such as mock interviews or career fairs
- have the opportunity to comment on the usefulness of the careers programme to their children and how it could be improved.

2. Policy Development and Review

This policy has been developed by Dr Deborah White (Head of Careers) and has been reviewed by Mr Paul Bruten (Deputy Head, Teaching and Learning).

This policy has been approved by Mr Martin Garrod (Head teacher) and the Board of Governors at a Curriculum Meeting (26/6/2019)

This policy will be reviewed again in 2022, or in response to a future Department of Education White Paper regarding the Careers and Work Related Learning.

3. Specific Aims of all Year Groups Linked to Gatsby Benchmarks

- A stable careers programme delivered through PSHE and through the curriculum from years 7 to 13 that equips them to make effective use of careers information, advice and guidance and to develop career management and employability skills.
- Current career and labour market information via a well-stocked careers library and online resources with support to interpret the information from our Head of Careers and school Careers Officer.
- Advice and support which is tailored to the needs of each pupil and demonstrates a commitment to equality and diversity.
- Teaching staff who are able to link curriculum learning to careers.
- A range of meaningful encounters with employers and employees through a programme of skills workshops including interview and enterprise skills and mock interview practice, work shadowing, visits and events facilitated by inspiring professionals.
- A structured work experience scheme in year 11 that consists of 8 days in the workplace and a work experience conference led by business and industry experts. Some of our students are able to take part in work placements in Germany through our long standing German exchange arrangements.
- Regular encounters with further and higher education. We run higher education and professional careers workshops, a year 12 H.E. Fair, facilitate visits to university open days and take part in a range of higher education led activities such as specialist lectures, competitions and masterclasses.
- Personal guidance – impartial one to one advice and guidance is delivered in years 11 and 12 during the spring term, by professionally qualified careers **consultants**. Students with special educational needs and disabilities also have access to additional support from a specialist Careers Consultant.

4. Implementation

See separate document 4. *Implementation*

Training whole school

Staff are made aware of the Statutory Guidelines (Jan 2018) in whole school staff meeting:

All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.

New staff should be made aware for this in induction

Training staff delivering Careers lessons in PSHE

CPD and teaching materials are provided for staff delivering short sequences of lessons Y7-Y9

CPD and teaching materials are provided for staff delivering the lessons in Y10 & Y11

5. Monitoring, review and evaluation of programme and delivery

See separate document 4. *Implementation*

We will undertake written / online evaluation of all careers events immediately after they have taken place using paper surveys. We will survey pupils, staff and external partners who have facilitated sessions. Careers lesson pupil and teacher evaluation will be conducted termly through a paper based survey, informal focus groups and one to one discussions. We will also consult with teachers in person during designated CPD sessions. Teaching staff will take part in careers workshops and provide feedback on their perception of what has worked well and what requires improvement. These outcomes will be discussed within the Careers team, Head of Sixth Form, Head of KS4, Head of KS3 and with SLT in our Career Department annual review, which will influence how the future program is developed or modified.

6. Partnership/Service level Agreements

All paid organisations are required to provide a service level agreement and a fill in a Careers service provider checklist Camp Hill Boys (see separate document) The procurement procedure occurs by research into available companies, selection is then based on recommendation by other Foundation Schools, value for money and availability within our timetable or calendar constraints.

The partnerships are reviewed annually based on the pupil evaluation and the above criteria.

All non-paid external organisations or individuals are selected on a voluntary basis based on their specialist knowledge or profession. DBS checks are not made as no pupil under

16 is left alone in their company without a teacher present. Volunteers and students are invited to review the event or experience.

1. Business Links

The Y11 (compulsory) & Y12 (optional) work experience program has generated business links with the school over many years and we have built up a large range of contacts in all areas of local business. All local placements are checked for H&S and insurance by an external partner Avon Educational Services. All external speakers for events and talks are listed in the document 4. Implementation.

In addition, through the Local Enterprise Partnership Greater Birmingham and Solihull and Birmingham Education Partnership, we have a coordinator Julie Stirrup, (EC Lead for Birmingham schools' Enterprise Adviser Careers and Enterprise Company) who has recruited a volunteer Tracy Newman from Monarch Recruitment Ltd to be our linked business consultant.

2. Signatures of Approval

Head Teacher

Chair of governors

Date