



**HERSCHEL GRAMMAR SCHOOL**

# **Careers and Work-Related Learning Policy (including Provider Access Policy)**

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**Annually \***

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**\*subject to any relevant changes in legislation or other appropriate guidelines**

# Herschel Grammar School

## Careers and Work-Related Learning Policy

### Overall Aims and Objectives

Careers education, information, advice and guidance (CEIAG) at Herschel Grammar School aims to encourage students to consider a wide range of options and opportunities and ultimately to go into courses and jobs which suit their needs, talents, skills and qualities.

Within this, they will:

- develop a broad understanding of the world of work and an ability to respond to changing opportunities
- make the best use of information, advice and guidance (IAG) and their networks of support, both independently and with guidance
- develop essential career skills including resilience, adaptability, enterprise, employability and self- presentation
- manage transitions in their lives such as the change from school to university or work
- raise their aspirations, broaden their horizons and counter stereotyped thinking about what they and others can do in our society

This policy complements, and should be read in conjunction with, the school aims (in particular 'preparing learners for the demands and opportunities in a rapidly changing world' – click [HERE](#) if online) and other relevant policies and guidelines especially those for teaching and learning, PSHCE and Inclusion (located [HERE](#) if online)

### Commitment

The governing body, headteacher, senior leadership team and staff are committed to:

- meeting our statutory careers-related responsibilities around the Gatsby Benchmarks and the Investor in Careers principles of good practice in CEIAG
- providing resources and advice to enable students to understand and develop career choices, including securing independent and impartial careers guidance for Years 7-13
- ensuring that careers education is seen as a key part of the overall curriculum and learning framework for all years, with a planned programme of CEIAG activities that meet students' needs
- ensuring that careers advice provided is both independent and impartial, and is offered equally to all students regardless of gender, ethnicity or disability
- involving students, staff, parents and carers in the further development of careers work
- working with a range of external partners and organisations, including providers of careers advice and guidance, local education-business partnerships and former students, and especially collaborating with local and national employers to provide meaningful experiences for students

### Management

The overall management of CEIAG is with the Careers Leader, in conjunction with a member of the school's senior leadership team. The Careers Leader is responsible for evaluating the CEIAG offering using the Gatsby Benchmarks in the Compass tool and using the Tracker planning tool to identify areas for improvement, informed by the overall school improvement plan. The Careers Leader is supported by the Head of Sixth Form and Sixth Form Private Study Supervisor for sixth form careers. Specialist careers guidance is bought in from an external provider, and the school careers advisor from this organisation also works closely with the Careers Leader.

## Resources and Delivery

The budget for CEIAG is settled annually and every endeavour is made to ensure that sufficient resources are allocated to meet students' needs.

The school runs two Careers Libraries – one in the main Library with a wide range of relevant, up-to-date information in a range of media, and one in the Sixth Form area containing university prospectuses and information on other routes e.g. Higher Apprenticeships.

The main source of careers information is the comprehensive school careers website, which is maintained by the Careers Leader and contains information, resource downloads, links and access to the key pieces of software subscribed to by the school to assist with making decisions at key transition points. Careers information is displayed in many classrooms, linked with the subjects studied

Careers guidance is provided in partnership with an accredited careers guidance provider and includes individual and group activities. The school careers advisor provides a weekly lunchtime drop-in in the Careers Library for students from any age group to pop in with any careers related questions.

Careers education is primarily delivered through the school's PSHCE programme, as well as in some curriculum lessons, tutor time and sixth form study periods, and is mapped to the framework provided by the Careers Development Institute.

The school encourages the development of employability skills in various aspects of school life – in other curriculum lessons, for instance, or in specific activities such as enterprise events, mock business interviews and CV preparation. These skills include meeting deadlines, meeting high expectations of attendance and punctuality, adhering to a dress code, a typical working day, flexibility, thinking skills, the ability to work independently and as a team and using a wide range of different communication skills. Students are provided with opportunities to reflect on how these skills would be relevant to the world of work.

See the student programme below for more information.

### Provider Access

This part of the policy statement sets out the school's arrangements for managing the access of technical education and apprenticeship providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

All students in years 8-13 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.
- It includes a minimum of six encounters with external providers during year 8-13.
- to understand how to make applications for the full range of academic and technical courses.

A provider of technical education and/or apprenticeships wishing to request access should contact [careersleader@herschel.slough.sch.uk](mailto:careersleader@herschel.slough.sch.uk)

There are a number of opportunities in the school careers programme which would potentially offer providers a chance to make contact with students and/or their parents. These could include:

- Our Careers Insight event for Year 11 and 12
- Our Careers Fair event for Year 9 to Year 13
- assemblies (usually organised up to a term in advance)
- a lunchtime foyer stand
- an after school or lunchtime group session to which students are invited
- the school student email system and Parentmail system, if material is provided

The school calendar varies from year to year so providers need to contact the member of staff named below to identify the most suitable opportunity. Providers will be expected to meet the school's safeguarding requirements which can be found in the Safeguarding Policy Statement accessible on the school website. The school can make the main hall, a classroom or a private meeting room available for discussions between the provider and students, as appropriate to the activity, or other forms of electronic communication. The school can also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Pod, which is available to all students at lunch and break times.

## **Training and Professional Development**

Staff professional learning and development needs are identified through an annual needs assessment and appropriate arrangements made to meet needs within a reasonable timeframe.

The Careers Leader is an active member of the local Careers Leader forum and also the SASH Careers strategic group, and is also a member of a professional careers advice organisation. The Sixth Form Private Study Supervisor also regularly attends UCAS updates and other relevant professional development.

## **Monitoring, Evaluation and Review**

CEIAG provision is monitored regularly and amended after an annual review. Students' opinions are actively sought via the School Council and via online surveys after key decision making points and after a series of careers lessons – responses are collated and fed back to teachers concerned. Student evaluations are also carried out after individual and group careers guidance sessions.

Destination measures are analysed closely and used to ensure that the school is providing the right advice and guidance to head students in the right directions so that they are successful.

A self-evaluation using the Gatsby Benchmarks Compass Tool and an improvement plan is produced annually considering all of the above.

Gatsby Benchmark	Careers at Herschel will provide the following opportunities to meet
<b>A stable careers programme</b>	<ul style="list-style-type: none"> <li>• <b>Year 7:</b> Real Game lessons in PSHCE</li> <li>• <b>Year 8:</b> Careers PSHCE module covering work skills, careers research and discrimination</li> <li>• <b>Year 8:</b> Mock business interviews with senior staff and school governors</li> <li>• <b>Year 9:</b> Careers PSHCE module covering careers research and GCSE options</li> <li>• <b>Year 9 and 10:</b> National 'Tenner' enterprise competition</li> <li>• <b>Year 10:</b> Evening parent presentation covering post-16 pathways</li> <li>• <b>Year 10:</b> Careers adviser group sessions on post-16 pathways</li> <li>• <b>Year 10:</b> STEM bridge building event with Winchester Science Centre and Jacobs</li> <li>• <b>Year 10:</b> Two Careers lessons in Tutor PSHCE</li> <li>• <b>Year 11:</b> Careers PSHCE module covering career research, skills and pathways</li> <li>• <b>Year 11:</b> Work Related learning PSHCE module, covering CVs, interview skills, applications</li> <li>• <b>Year 11:</b> Presentation and application support from National Apprenticeship Service</li> <li>• <b>Year 12:</b> CVs and Interview Skills PSHCE module</li> <li>• <b>Year 12:</b> Evening parent presentation on UCAS and student finance</li> <li>• <b>Year 12 and 13:</b> 'Next Steps' PSHCE modules covering UCAS applications, apprenticeships and student finance (with University of Surrey and apprenticeships Q&amp;A with Herschel alumni)</li> <li>• <b>All years:</b> 'Careers Alert' and monthly 'Careers Update' emails sent to students and parents</li> </ul>
<b>Learning from career and labour market information</b>	<ul style="list-style-type: none"> <li>• <b>All years:</b> Comprehensive school careers website with access to key software eg Career Pilot and Unifrog</li> <li>• <b>All years:</b> Careers Pod next to B42</li> <li>• <b>All years:</b> 'Career of the Week' each week on bulletin and in tutor time</li> <li>• <b>Year 11:</b> Lessons in Work Related Learning PSHCE module using current labour market information from eClips and local Thames Valley Enterprise Partnership</li> </ul>
<b>Assessing the needs of each pupil</b>	<ul style="list-style-type: none"> <li>• <b>Year 8:</b> Lesson in PSHCE module challenging stereotypical thinking</li> <li>• <b>Year 8 onwards:</b> Use of the Careers and Enterprise Company's 'Careers Dashboard' to track advice and guidance and careers activities for each individual student</li> <li>• <b>Year 10 onwards:</b> Personal careers planning and tracking available using ULAS website</li> <li>• <b>Year 11:</b> Detailed action plans produced from Adviza careers interviews.</li> <li>• <b>Post-18:</b> Destination data monitored by Slough Young People's Service and UCAS.</li> </ul>
<b>Linking curriculum learning to careers</b>	<ul style="list-style-type: none"> <li>• <b>All years:</b> Links to careers within subject lessons, managed by 'Careers Champion' teachers</li> <li>• <b>Year 9:</b> 'Careers in this Subject' lesson to support GCSE options process.</li> </ul>
<b>Encounters with employers and employees</b>	<ul style="list-style-type: none"> <li>• <b>All years:</b> Visits to local businesses and companies organised by Learning to Work</li> <li>• <b>All years:</b> Lunchtime careers briefings</li> <li>• <b>Year 7:</b> 'Minivans' enterprise event supported by local companies</li> <li>• <b>Year 8:</b> Heathrow Engineering Challenge, supported by Heathrow staff</li> <li>• <b>Year 9:</b> 'Future Gold' enterprise event supported by local companies</li> <li>• <b>Year 9:</b> Visit to Slough Careers Event</li> <li>• <b>Year 11:</b> Mock job interview with local business volunteers</li> <li>• <b>Year 11 and 12:</b> Careers Insight event; four sessions, wide range of careers speakers</li> <li>• <b>Year 12:</b> Young Enterprise programme supported by business mentors</li> <li>• <b>Year 11-13:</b> Option to visit Heathrow Jobs and Careers Fair.</li> </ul>
<b>Experiences</b>	<ul style="list-style-type: none"> <li>• <b>Year 10-13:</b> Work experience opportunities facilitated by school eg with BA,</li> </ul>

<b>of workplaces</b>	<p>Cisco</p> <ul style="list-style-type: none"> <li>• <b>Year 11:</b> Block work experience for a week, organised using Unifrog</li> <li>• <b>Year 12 and 13:</b> Support with seeking work experience, eg through WOOP funding, Pathways CTM and the Workfinder app</li> </ul>
<b>Encounters with further and higher education</b>	<ul style="list-style-type: none"> <li>• <b>Year 10 and 11:</b> Oxbridge programme, with visit to Brasenose College, Oxford</li> <li>• <b>Year 12 and 13:</b> Visits from University of Surrey and a UCAS Evening</li> <li>• <b>Year 12:</b> Visit to UCAS convention at Brunel University</li> <li>• <b>Year 12:</b> Support with attending university taster and open days</li> <li>• <b>Year 13:</b> Mock Oxbridge interviews with staff from another school</li> </ul>
<b>Personal guidance</b>	<ul style="list-style-type: none"> <li>• <b>All years:</b> Mentoring Day tutor consultations</li> <li>• <b>All years:</b> Online careers matching programs e.g. KUDOS, Unifrog</li> <li>• <b>All years:</b> Lunchtime careers drop-ins with school careers advisor from Adviza</li> <li>• <b>Year 9:</b> Group careers interview for GCSE options with school careers advisor</li> <li>• <b>Year 9:</b> Options evening with school careers advisor present</li> <li>• <b>Year 10-13:</b> Morrisby testing with feedback offered on Mentoring Day.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Year 11:</b> Group or individual careers interviews with school careers advisor and Subject Evening with school careers adviser present</li> <li>• <b>Year 12 and 13:</b> Help and support with the UCAS process</li> </ul>