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## **CAREERS POLICY STATEMENT**

### **Introduction**

The Key provides a relevant and engaging careers curriculum which meets the differing needs and requirements of our pupils. This is developed throughout a pupil's time at the centre and is always supportive of their abilities, strengths and skills.

At The Key, strategic responsibility for the careers programme is held by Miss E Wood, Assistant Head teacher: Pedagogy, Progress and Curriculum. The Careers Co-ordinator at The Key is Ms Mel Walker.

### **Aims and purpose**

- To prepare pupils for the transition to life after school
- To support pupils in making informed decisions which are appropriate for them.
- To provide pupils will well-rounded experiences.
- To develop personal characteristics such as social skills, effective communication, independence and resilience.
- To inspire and motivate pupils to aspire for future careers which enable them to be successful, fulfilled and financially secure in adulthood.
- To prepare pupils for life in Modern Britain.

This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

### **Statutory requirements and recommendations**

The careers provision at The Key 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. It also embraces the Gatsby Benchmarks (8) which schools are expected to work towards and fully embed by 2020.

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance



The principles are that all schools should provide independent careers guidance from Years 8 - 13 and that this guidance should:

- Be impartial
- Include information on a range of pathways including: 6<sup>th</sup> Form provision, Traineeships, apprenticeships, Technical Qualifications, FE College courses and employment with further training.
- Be adapted to the needs of the pupil.

## **Careers Provision at The Key**

### **Pupil entitlement**

All pupils are entitled:

- to find out about technical education qualifications and apprenticeship 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 providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses;

All pupils have access to the following:

- The Key Enrichment and Life Skills Curriculum – careers and preparing for life after school is a fundamental aspect of the curriculum in this subject area;
- Careers guidance as part of our PSHE curriculum.
- Visitors into school and offsite visits which support pupils in developing their understanding of a range of different post 16 pathways
- Pupils have an opportunity to participate in *Dallaglio RugbyWorks* which is an intensive long-term skills development programme based on rugby, with the aim of getting teenagers outside mainstream education into sustained education, employment or training.

### **Key Stage 3**

- Pupil pathways onto accredited courses are planned and prepared for in KS3
- STEM events and projects are an emerging part of the KS3 curriculum
- All pupils from Year 9 have access to advice and guidance from our Career Co-ordinator.

### **Key Stage 4 (in addition to KS3 ongoing provision)**

- One-to-one meetings with the Careers Co-ordinator in Year 10 and Year 11 informs individual routes into Post 16 provision and appropriate and meaningful work experience opportunities.
- Pupils receive support with writing applications to further education provisions and apprenticeships.
- Pupils in Years 10 and 11 undertake Work Experience and work based placements and opportunities.
- All pupils in Year 10 access a meeting with our Education Business Partner (EBP) advisor and Careers Co-ordinator to explore future pathways.
- The overall organisation of work experience is undertaken by the Careers Co-ordinator who liaises with the tutor team to ensure the most relevant and engaging opportunities are taken.
- Families are informed and communicated with throughout the process and a work experience agreement form and work experience information are completed.
- All pupils on placement are covered by the employers' insurance and places of work are risk assessed by EBP in liaison with the School Careers Leader.

### **Future Developments**

- Introducing 'Skills Builder' programme by Enabling Enterprise to staff for incorporation in wider curriculum.
- Exploration of capacity to introduce Bronze Duke of Edinburgh Award into the curriculum and as an extra-curricular option.

### **Providers' Access Policy Statement**

#### **Introduction**

This policy statement sets out The Key's arrangements for managing the access of providers to pupils 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.

Management of provider access requests

#### **Procedure:**

A provider wishing to request access should contact the careers co-ordinator, Telephone: 02392 528653, email [adminoffice@thekey.hants.sch.uk](mailto:adminoffice@thekey.hants.sch.uk)

**Opportunities for access:**

A number of events, integrated into the centre's careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception for the attention of

This will be made appropriate for pupils and parents/carers as appropriate.