



Careers Guidance and Work-Related Learning Policy

Formally adopted by:	The Clare School
On:-	12th March 2023
Headteacher:-	Rebecca Wicks
To be reviewed:-	Spring Term 2024

Introduction

At The Clare School we believe in providing all our pupils with a relevant and engaging careers curriculum that meets their differing and individual needs. This is developed throughout a pupil's school life and is always supportive of their abilities, strengths and skills. The Gatsby Benchmarks form the basis of the Government's careers strategy and at The Clare School we are committed to using these benchmarks in order to plan and audit our careers provision. We work with the New Anglia Enterprise Adviser Network (EAN) to interpret and deliver the aims of these benchmarks in a way that is accessible and appropriate for our pupils.

Aims

- To prepare our pupils for adult life by providing them with opportunities across the curriculum to develop transferable life and social skills which will support future learning and employability.
- To support our pupils to develop their communication, independence and self-advocacy skills to allow them to develop themselves as individuals and live as independently as possible.
- To support our pupils in making informed decisions about next steps after leaving The Clare School and to guide them through these transitions.
- To improve pupils' awareness and understanding of the world of work through local visits and employer contacts.
- To help pupils to make informed choices about their next step in education or training
- To promote a culture of high aspirations and equality of opportunity

Statutory Requirements

This policy is based on the Department for Education's (DfE's) statutory [Careers guidance and access for education and training providers](#).

This guidance refers to:

- The Education Act 1997
- The Education and Skills Act 2008
- The School Information (*England) Regulations 2008

This policy is also in line with the more recent Education (Careers Guidance in Schools) Act 2022. This came into force on 1 September 2022, and amended the existing duty in The Education Act 1997, so that:

- Our school must now secure independent careers guidance from year 7 (instead of from year 8, previously)

The above guidance requires that schools publish information about their careers programme on their website. This policy includes this information and shows how our school complies with this requirement.

We also act in line with our statutory duty under the 'Baker Clause', to be impartial and not show bias towards any route, be that academic or technical. This policy should be read in conjunction

with our provider access policy statement, which sets out how our school meets this duty, and can be found on our school website.

Roles and responsibilities

Careers leader

Our careers leader is Anna Gok and she can be contacted by phoning the main school office (01603 454199) or emailing anna.gok@clareschool.co.uk. Our careers leader works closely with the senior leadership team and will:

- Take responsibility for developing, running and reporting on the school's career programme
- Plan and manage careers activities
- Manage the budget for the careers programme
- Support teachers to build careers education and guidance into subjects across the curriculum
- Work closely with the relevant staff, including our careers adviser, to identify the guidance needs of all of our pupils and put in place personalised support and transition plans
- Work with our school's designated teacher for looked-after children (LAC) and previously LAC to:
 - Make sure they know which pupils are in care or are care leavers
 - Understand their additional support needs
 - Make sure that, for LAC, their personal education plan can help inform careers advice
- Review our school's provider access policy statement at least annually, in agreement with our governing board

Senior leadership team

Our senior leadership team (SLT) will:

- Support the careers programme
- Support the careers leader in developing their strategic careers plan
- Make sure our school's careers leader is allocated sufficient time, and has the appropriate training, to perform their duties to a high standard
- Allow training providers access to talk to pupils in years 8 to 13 about technical education qualifications and apprenticeships, and set out arrangements for this in our school's provider access policy statement
- Network with employers, education and training providers, and other career organisations

The Governing Board

The Governing Board will:

- Provide clear advice and guidance on which the school can base a strategic careers plan which meets legal and contractual requirements
- Appoint a member of the governing board who will take a strategic interest in careers education and encourage employer engagement
- Make sure independent careers guidance is provided to all pupils throughout their secondary education (11 to 18 year-olds) and that the information is presented impartially, includes a range of educational or training options and promotes the best interests of pupils
- Make sure that details of our school's careers programme and the name of the careers leader are published on the school's website
- Make sure that arrangements are in place for the school to meet the legal requirements of the 'Baker Clause', including that the school has published a provider access policy statement

Our Curriculum

All our pupils at the Clare School are given opportunities throughout the curriculum to develop their communication, independence and self-advocacy skills to the best of their abilities, so they are able to lead fulfilling lives and to contribute to society in meaningful ways. For our formal and some semi-formal pupils, there is also a discrete programme of Careers and Work-related learning at The Clare School as detailed below:

Our programme has been developed to meet the expectations outlined in the **Gatsby Benchmarks**:

- A stable careers programme with a careers leader
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experience of workplaces
- Encounters with further and higher education
- Personal guidance

Key Stage 3 & 4

- Work related skills embedded within the Maths & English curriculums to include topics such as self presentation skills and time management skills.
- 'The World I live in' topic in PSHE lessons to include learning about the jobs people do, preparing for adulthood and managing own finances.
- Employer contacts via Assembly presentations and occasional work place visits on community trips.
- Opportunities to contribute to decision making within the school via school elections and serving on the Pupil Voice & Eco committees.
- Opportunities for personal development by having responsibility for classroom tasks.
- Opportunities to develop team working skills through Business enterprise activities.

Key Stage 5

In addition to all the opportunities listed above, Pupils in Sixth Form will also benefit from:

- Opportunities to follow accredited courses linked to Work related learning. Currently these are ASDAN programmes.
- Internal work experience opportunities, such as running the School Cafe.
- Community work experience opportunities, such as volunteering at Soul Foundation Foodbank, Millennium Library, The Theatre Royal, PACT and Break Charity shop.
- More frequent Workplace visits and employer contacts.
- Visits to local Colleges and other FE providers.
- Regular virtual contacts with The Clare School Alumni to learn about their experiences of college and work placements.
- Visits to the annual Norfolk Careers & Skills Fair.

Information, Advice and Education Guidance (CIEAG)

It is every pupil's right to have access to informed, impartial guidance to support them and their families with finding out about opportunities for further education and social care provision. At The Clare School we have a team of staff to support our pupils and parents with accessing this information. These include the Head Teacher, the Sixth Form Lead, our Parental Support worker and the additional class teachers in Sixth Form. We offer all of our secondary pupils and their parents and carers the opportunity for an interview with a trained career adviser from Beacon East during their time in the Secondary Department. We repeat this again in the Sixth form Department. We work closely with external agencies, including the social work and PfAL teams. We also hold biennial IAG events at school to support our pupils and parents in accessing information.

Transition

All pupils' transition plans are initiated in their Year 9 Annual Review. The Transition coordinator is available for information and to talk through any concerns pupils or parents may have.

The transition from The Clare School to college or other post school provision begins in the Autumn term prior to the pupil leaving. All pupils in their final year have their EHCP annual review meeting in the first half of the Autumn term. The Sixth Form Lead is available to offer advice regarding possible college courses and social care placements. College applications are written on behalf of the pupil by the Sixth Form lead and progress is tracked regularly and information shared with the college as required. In the Spring term, when places and funding are formalised, transition activities and taster days for our pupils are arranged with the providers.

At The Clare School we continue to care about the welfare of our pupils after they have left school. We work closely with the colleges and social care providers to offer ongoing support and information to ensure the pupils' placements are successful. We track the pupils' destinations for three years after leaving school, to monitor the success of our transition arrangements and to inform future best practise.

Monitoring our Careers' Policy

At The Clare School we use 'Earwig' and 'Tracker' to record work related learning throughout the curriculum (ASDAN programmes, accreditation evidence, employer contacts & workplace visits, business enterprise, college & FE provider visits, personal guidance via Annual Review meetings) and to evidence how we are meeting the Gatsby Benchmarks. Our progress is audited annually via use of the Careers Enterprise 'Compass' tool. The results inform the focus of the policy's annual review.

This policy is available to parents through Annual review meetings and parents' evenings, to teachers at staff meetings and to employers via publication on the school website. It should be read in conjunction with The Clare School 'Providers Access Statement' (Please see Appendix One). Pupils are given information about the content of the policy through one-to-one guidance meetings and careers lessons.

Careers and Sixth Form Lead: Anna Gok

Contact details:

Email: anna.gok@clareschool.co.uk

Tel: 01603 454199 (School Office)

Monitoring arrangements

This policy will be reviewed annually by the Headteacher and Senior Leadership Team. At every review, it will be shared with the full Governing Board.

Links with other policies

This policy is linked to the following policies and documents:

- Provider Access Statement

Table of changes

Date of change	Summary of update
11/4/22	New policy written
13/3/23	Policy reviewed. Minor amendment made to include details about Beacon East Provision. Provider Access Statement appended. Minor changes to statutory guidance and roles/responsibilities of staff

Appendix One: Provider Access Statement



Provider Access Statement

Formally adopted by:	The Clare School
On:-	6th January 2023
Headteacher:-	Rebecca Wicks
To be reviewed:-	Spring Term 2024

Aims

This policy statement sets out the school'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. It sets out procedures in relation to requests for access and details of premises or facilities to be provided to a person who is given access. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Statutory Requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students. This is outlined in section 42B of the Education Act 1997. This policy shows how our school complies with these requirements.

Student entitlement

All students in years 9 -14 at The Clare School are entitled:

- To access a careers programme which provides information on the full range of education and training options available at transition.
- To access a range of suitable work related learning experiences
- To hear from a range of local providers about the opportunities they offer through visitors, events, assemblies, visits to providers and school organised Transition events
- From Year 9, to have transition information completed on their EHCP
- To understand and be supported to make applications to a range of courses

Management of provider access requests

A provider wishing to request access should contact the main school office who will be able to support you with any such requests. Contact details can be found on our school website.

Opportunities for access

Events such as parents evening, workshops and assemblies will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. From Year 9 onwards pupils will be able to access enterprise activities and have opportunities to gain skills in work related learning at a level that is suitable to their individual needs. Telephone appointments or email contact are available throughout the school year.

At The Clare School we hold Bi-annual Transition events where providers are invited to come and set up a stall in our school hall and students and their parents have the opportunity to speak to a number of different people all in one place.

Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. All education, training providers and visitors are expected to adhere to this policy.

Premises and facilities

Where appropriate, the school is able to make the main hall, classrooms or meeting rooms available for discussions between the provider and students, as appropriate to the activity. All students will be fully supported by a suitable staff member. The school will also make available Audio/Visual and other specialist equipment to support provider presentations should this be necessary. This will all be discussed and agreed in advance of the visit with the Head of Sixth Form or a member of the senior leadership team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school which will be made available to students as appropriate

Links to other policies

This statement links to the following policies:

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy

Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by the Anna Gok, Head of Sixth Form.

This policy will be reviewed by the Headteacher annually. At every review, the policy will be approved by the Governing Board.

Table of changes

Date of change	Summary of update
29/12/21	New policy written
9/1/23	Policy reviewed. No changes necessary