



Woodbridge Park Education Service Careers Education Information Advice and Guidance / Work Experience Policy

September 2018 - 19

OUR VISION STATEMENT

The entire WPES staff, governors, students and external partners have worked together to formulate a vision for 2020. This document describes that vision and the beginning of our five year journey to achieve the three key principles that underpin WPES 2020 vision.

These principles are built on WPES's belief that all students have the potential to become successful adults. Strong and healthy relationships with the students and with each other means that staff really know the students and their needs and can ensure success is achieved by providing exactly the right support. Learning has always been placed at the heart of WPES 2020 vision enhances this belief.

GENERAL MISSION STATEMENT

The mission and vision of Woodbridge Park Education Service underpin our strategic aims and priorities. Teachers provide a broad and balanced curriculum, which develops the skills, concepts and knowledge necessary for future learning. All staff, including learning support professionals, works to remove barriers to learning and support the individual needs of students. We believe all our students deserve access to a high quality planned programme of careers education and impartial information, advice and guidance in an inclusive learning environment where young people can excel.

Staff will contribute to the development of this ethos and inform students of their choices about future careers and educational progression routes. WPES will provide a balanced and broadly based curriculum which prepares students for the opportunities, responsibilities and experiences of adult life, which includes preparation for working life. We are committed to maximising the benefits for every student, in the development of a whole school approach to work-related learning. We recognise that there needs to be work-related learning for all students, and more for some, students their aspirations and methods are termly met by external programmes of work-related learning.

KEY POINT IN THE STATUTORY GUIDANCE

The Education Act 2011 introduced a duty on schools to give pupils access to independent and impartial careers guidance. Schools are expected to work in partnership with external and expert careers guidance providers to ensure that their pupils get quality advice on the full range of post-16 options.

There is a Careers Leader for careers and work-related learning. WPES follows the Gatsby benchmarks for good careers guidance, Ofsted recommendations for effective careers guidance and the DfE requirement to inform students of the full range of options and pathways.

PURPOSE

Work-related learning is planned activities that use work as a context for learning or illustrate aspects of working life. WPES encourages innovative approaches to work-related learning in order to motivate students and to raise standards. The accreditation of students' achievements in work-related learning has an important role to play in supporting our School's objectives.

The main purpose of work-related learning is to provide students with a range of activities as part of a balanced and integrated curriculum. The work-related learning opportunities provided by WPES contribute to:

- Attainment in individual subjects by increasing students' understanding
- Achievement of vocational qualifications by enhanced understanding and relevance to general and specific occupations
- Achievement and development of the main key skills and the wider key skills careers education and guidance by providing an insight into the factors which can inform career choice
- Learning about the world of work and better preparation for the transition from education and training to work
- Personal and social education through the improvement of interpersonal skills, presentation skills, self-confidence, taking initiative, teamwork and taking on responsibility
- Increasing the extent of curriculum experience for every learner to support their preparation for adult life

WPES is committed to providing a planned programme of careers education and information, advice and guidance (CEIAG) for all learners in years 7-11. The programme is designed to provide the learning outcomes of the CDI Framework for careers, employability and enterprise education of:

- Developing yourself through careers, employability and enterprise education
- Learning about careers and the world of work
- Developing your career management employability and enterprise skills.

OVERALL AIM

WPES prioritises opportunities for students to prepare for adult and working life. The aims of careers and work-related learning include to:

- Acknowledge that work-related learning is an essential part of the full preparation for adult life
- Ensure that students follow courses and programmes which are appropriate to their longer term aspirations and needs
- Improve student's understanding of the world of work and its demands
- Increase access and choice for all students
- Improve the employability of students and their transition from school to adult and working life
- Break down barriers between education and the world of work and enterprise
- Promote greater awareness for students about the world of work, the development of key skills and employability
- Develop a range of appropriate and relevant curriculum activities which assist in raising all students' aspirations and achievement and which are of the highest quality and are regularly monitored

- Relate skills attitudes, concepts and knowledge learned in school to applications in the wider world
- Provide students with high quality informed independent and impartial guidance on the choices available for education, training and employment as well as other interests
- Develop effective links with key partners and local industry.

1. CAREERS PROVISION AT WPES

The range of activities in school are currently being used in order to help meet our objectives include:

- All students have access to relevant vocational courses eg Entry Level courses in Construction, Catering and Mechanics at West Thames College
- Careers Education Information Advice and Guidance (CEIAG)
- Extra-curricular trips support students in developing their understanding of a range of different subjects and careers.
- All students have opportunities to go on Work Experience
- All students have opportunities to go on Employer visits
- All students have access to Personal and Social Education
- All students have a 1:1 session with the Careers Advisor

IMPLEMENTATION

There is a student entitlement to CEIAG

The Head Teacher, SLT and the Careers Leader are responsible for and ensuring that:

- The curriculum structure includes opportunities for all students to follow a programme of work-related learning
- Provision is made for work-related learning opportunities for all students throughout the school
- Students have access to information on different career opportunities
- Opportunities are available for continuous professional development for colleagues and IAG
- Links are made with the CEIAG curriculum, Vocational curriculum, Careers Education and Work Experience
- The work-related learning curriculum is resourced, evaluated and developed with regard to the National Framework (CDI) to meet the needs of our students.
- The Head Teacher, SLT and careers link governor are advised about policy, resources and developments in work-related learning
- Work-related Learning is in integral part of the whole school curriculum
- Financial capability for CEIAG will be integrated across the school
- The CEIAG programme is planned, monitored and evaluated in consultation with the Head Teacher, SLT, Careers Leader and Connexions Advisor who provides careers IAG.

Students with Special Educational Needs or Disabilities (SEND):

- Transition from one key stage to another and onto careers is part of the action plan for a student with SEND.
- Personalised support from the SENCO, Careers Advisor, Careers Leader and external bodies is used where appropriate.

Students in receipt of Pupil Premium funding

- Personalised support will be given to these students and they will receive an extra careers appointment in Year 10.

Careers Advisor

- At WPES, there is an independent Careers Advisor, provided by Prospects, who works alongside the Careers Leader with responsibility for careers. The Careers Advisor will work with the Careers Leader and SLT to develop a Careers Development Plan for the school. This is in line with the London Ambitions Careers Offer and the Gatsby Good Careers Guidance.

Key Stage 3

- The **pastoral curriculum (PSHE)** in Year 7-9 covers economic wellbeing, active citizenship and develops enterprise and entrepreneurship.

Key Stage 4

- One-to-one careers discussions with the school **Careers Advisor** in Year 10/11 informs **Individual Careers Plans** that each student and their tutor use to support their GCSE options choices in year 11.
- Students in Year 10-11 access relevant **Vocational Entry Level courses** in Construction, Catering or Mechanics at West Thames College
- Students in Year 11 undertake high quality **Work Experience** that properly reflects individuals' studies and strengths and supports the academic curriculum.
- The **pastoral curriculum (PSHE)** in Year 10-11 covers economic wellbeing and active citizenship
- Hearing **inspiring speakers** introduce students to a world outside their regular communities and ideas of work eg Battersea Dogs Home.
- **Visits** to real-world workplaces.
- **Visits** to Careers and Jobs Fairs
- **Understanding opportunities** in the developing labour market, using resources like plotr (www.plotr.co.uk) and **testing preconceptions** of careers such as in engineering.
- **Widening advice on options** to include apprenticeships, or other vocational routes alongside A-levels.
- Help with **CVs and mock interviews** are led by external agencies and the Work Skills curriculum.
- Apprenticeship workshop
- Interview skills workshop
- **Mentoring and support** for those who need it most and are at risk of becoming NEET (Not in education, employment or training) to help build the confidence and character needed to ensure a successful

WORK EXPERIENCE PROVISION AT WOODBRIDGE PARK EDUCATION SERVICE

The aim of work experience is to provide an opportunity for all students to learn in the work place; an experience that cannot be replicated in school.

All students are offered the opportunity of one week work experience in Year 11. This is a compulsory part of the curriculum, and is undertaken by the majority of students.

The overall organisation of work experience is undertaken by the Work Related Learning Teaching Assistant (WRLTA), who liaises with the Head Teacher, SLT and Careers Leader.

Parents are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.

The WRLTA checks that the placement meets with the schools requirements, the students will be treated fairly and they will undertake meaningful work.

All students on placement are covered by the employers' insurance and places of work are risk assessed by the WRLTA.

The CEIAG

The Head Teacher, Senior Leadership Team & Careers Leader are responsible for:

- Ensuring that the arrangements for Work Experience preparation and debriefing fulfil the requirement for work-related learning.
- Working with the nominated member of the Senior Leadership Team (SLT Lead) to maintain an overview of the work of subject teams in planning and delivering work-related learning, including an update of the work-related learning each academic year.
- Devising and maintaining the content of careers education and guidance in a personal and social development programme
- Partnership work with CEIAG Network group for work-related learning activities.

Subject leads are responsible for:

- Identifying opportunities for work-related learning in the programmes of study operating in their subject areas.
- Liaising with the Careers Leader to plan which of these opportunities should be implemented and how this may be done.
- Coordinating and monitoring the delivery of agreed aspects of the work-related learning provision.
- Identify appropriate learning outcomes: skills, attitudes, concepts, knowledge and the strategies to achieve them
- Clarify how the activities help progression and learning.

Staff Development

WPES provides a number of opportunities for staff to undertake relevant and appropriate professional development to support the teaching CEIAG and work-related learning. The Career Leader is undertaking the Careers Leader training.

Partnerships

- Local industry and Businesses- who support employment for work experience placements,
- Jobs and Careers fair and employability workshops
- Further and Higher education institutions- who exchange up to date information and advice for Post 16 and Post 19 courses
- Apprenticeship and traineeship providers- who exchange up to date information and advice for available courses and programmes.
- Parents and Carers-, who will exchange information, support and contribute to the programme and where appropriate, evaluate provision.

Equality and Diversity

Work-related learning will help to promote WPES's policy on equal opportunities by providing a range of resources which match individual needs, helping students recognise the importance of Equal Opportunities in working life and monitoring resources to ensure the absence of stereotyping.

Moral, Spiritual and Cultural Education

Work-related learning will contribute to each student's moral, spiritual and cultural development by helping them to recognise the meaning and value of different types of work to individuals, communities and the country as a whole.

Special Educational Needs

Work-related learning will promote WPES's policy on SEN by ensuring that the SENCO complements the work of the Careers Leader and together will provide support and a range of resources to match individual needs.

Resources

Work-related learning has a number of resources that can be used by out learners. As far as possible these are regularly updated and currently include;

- Careers Library with a range of literature including books, leaflets, FE and HE prospectuses and guides and reading books on topical careers IAG and skills required for the world of work.

LINKED POLICIES

- Teaching and Learning Policy
- Assessment Policy
- Inclusion SEN Policy
- Safeguarding child Protection policy
- Keeping Children Safe Policy
- E-Learning Safe Use Policy
- Learning Entitlement
- Spiritual, Moral, Social Cultural Policy

Monitoring, Review, Evaluation and Assessment

Assessment within work-related learning is solely in the form of learner self-assessment supported by discussion with tutors and teachers. Each student will have a portfolio of work to illustrate his or her individual achievements. WPES's policy on work-related learning will be monitored and reviewed

on an annual basis. The key priorities of the review are incorporated into our school development and vision plan annually.

An evaluation of the data of retention, destinations, trips, expedition participation and attendance at WPES, will enable measurement of success.

WPES carries out student surveys to evaluate their careers and work-related learning experiences. We monitor and track intended and actual destinations of students to ensure progression and as part of our 'Not in employment, education or training' (NEET) prevention strategy.

We are committed to obtaining the Investor in Careers quality accreditation.

This policy was agreed September 2018 and will be reviewed annually by:
Cynthia Bundu-Kamara
Careers Leader

Date of next review: March 2019