

Sheringham Woodfields School



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CAREERS INFORMATION, ADVICE AND GUIDANCE POLICY (incorporating Work-Related Learning)

Approved by SMT: 25 th April 2024	Approved by Staff: 1 st May 2024	Approved by Governors: N/A
Next Review date: Summer 2027	Person(s) responsible for review: SLT and Careers Leader	

Rationale

Careers Information, Advice and Guidance (CIAG) and Work-Related Learning have an important contribution to make to the education of students and the community in which they live. It helps students to make a successful transition from school to their next setting where they can expect to make a useful contribution to society. The school provides a wide range of opportunities for students to learn about, through and for work in a variety of contexts and curriculum areas, including accredited courses as well as direct work experiences.

Aims

- To provide a planned programme of activities to help students make informed and realistic decisions and plan their futures.
- To improve students' understanding and experience of the world of work.
- To increase access and choice for all students, thus improving the quality of their transition to adult life.
- To be a part of the EHCP process in preparing pupils for their next steps.

Entitlement

Every school must ensure that pupils are provided with independent careers guidance from year 7 to year 13. It is also statutory that we ensure that there is opportunity for a range of education and training providers to access all pupils in year 7 and year 13 so that our students can be informed of educational qualifications and apprenticeships (see Provider Access Policy). Sheringham Woodfields School endeavours, in so far as it is appropriate for our students, to follow the guidance in Education and Careers Guidance in Schools (2022) which means that all schools and academies must now secure independent careers guidance for pupils in school year 7 to 13.

Objectives

To provide students with opportunities to:

- Recognise, develop and apply their skills for enterprise and employability.
- Extend their understanding of work through their own experience.
- Learn about the way business enterprises operate and life in the workplace.
- Investigate local and national employment opportunities.
- Understand themselves and so make informed choices.
- Experience tasks and activities set in work contexts.

- Find out about the world of work through contact with workers from different areas.
- Experience ideas, challenges and applications from the business world.

To provide members of the community with opportunities to:

- Appreciate and understand the contributions that our students can make to their communities.
- Recognise the potential of young people with a range of difficulties.

Implementation

The curriculum throughout the school provides pupils with the opportunities to consider their strengths and abilities, to work towards improving their abilities and identify what they enjoy and would like to participate in.

More specifically the 14-19 curriculum offers a wide variety of work-related learning activities and careers education in a range of curriculum areas including Maths, English, Humanities, PSHE, Citizenship and all under Preparing for Adult Life (PfAL) umbrella, Independent Living Skills. Many of these activities are part of accredited courses.

The Headteacher will ensure that:

- A wide range of work-related learning opportunities both in school and in the community is available to all students where appropriate.
- Dedicated careers resources are available and reviewed regularly with on-line access to a careers database.
- A named member of staff is responsible for planning and reviewing the curriculum.
- Students are supported with transition including to Sixth Form and post 19 settings.

All Secondary teaching staff and the school transition coordinator will:

- Contribute to the careers information, advice and guidance programme through their role as class teachers in line with the statutory guidance.
- Make full use of appropriate documentation to record students' individual achievements, skills and strengths and enable them to plan for the future.
- Take part in transition planning in line with the school programme.

In addition, Key Stage 4 and 5 teaching staff and the school transition coordinator will:

- Enable students to access a wide range of work-related learning and enterprise activities and opportunities as part of their curriculum.

Monitoring and Evaluation

- In so far as it is appropriate for our students, Sheringham Woodfields School will use the Gatsby Benchmarks for monitoring the quality of the Careers and Work Related Learning programme.
- As part of the annual review process, parents and students contribute to planning for the future.
- Records are kept of student destinations.
- Evaluation of the programme takes place through curriculum review and monitoring.

Health and Safety

We fully endorse the National Curriculum Statement on Health and Safety. All work-related learning placements are fully risk assessed.

This policy can be read in conjunction with:

Provider Access Policy
 The Teaching and Learning Policy
 Assessment Recording and Reporting Policy
 Curriculum policy
 Health and Safety Policy