

## **THE HEATHLAND SCHOOL**

### **WHOLE SCHOOL POLICY FOR CAREERS EDUCATION AND GUIDANCE AND WORK RELATED LEARNING**

#### **INTRODUCTION**

All schools have a statutory requirement to prepare pupils for “the opportunities, responsibilities and experiences of adult life”. Through Careers Education and Guidance. Pupils are encouraged to feel positive about themselves, are able to improve their motivation, raise their aspirations and take responsibility for their career plans. Pupils are helped to prepare for their roles as learners and workers. The 1996 Education Act requires schools to provide a balanced and broadly based curriculum which prepares pupils for the opportunities, responsibilities and experiences of adult life. Whilst ensuring pupils gain qualifications, skills and attitudes necessary to prepare them for employment, it is also important for schools to develop in pupils the knowledge and understanding of the world of work and its demands.

#### **AIMS**

1. To ensure that all pupils enjoy equal opportunities and access to education and training leading to recognised qualifications which meet their needs and aspirations.
2. To ensure that all pupils’ spiritual, moral, social and cultural development prepares them for the opportunities, responsibilities and experiences of life.
3. To promote the development of key skills.
4. To promote self-development whereby pupils learn how to understand themselves and develop their capabilities.
5. To encourage pupils to investigate careers and opportunities.
6. To ensure that pupils learn how to implement their career plans.

#### **CURRICULUM DELIVERY**

Careers Education is delivered through Personal, Social and Health Education (PSHE) and through each department. Decisions about learning and work have implications for other life roles so that Careers, PSHE and Citizenship are closely related. It follows that all teachers contribute to Careers Education, Information, Advice and Guidance (CE/IAG). Lessons are organised to meet the needs of all pupils and include a variety of teaching and learning styles.

### **KEY STAGE 3**

Pupils receive information from members of staff and our careers advisor on Key Stage 4 pathways and where they can lead. The careers advisor visits all Year 8 Tutor groups for an introduction to careers during the Summer Term. A Year 9 World of Work Day is organised by the Careers Advisor in consultation with the Assistant Head (Inclusion) annually (with local businesses).

### **KEY STAGE 4**

Our careers advisor and senior staff conduct interviews with pupils on post 16 choices to which parents will be invited. Selected Year 11 pupils have a one-week Work Experience placement that can be extended to two weeks, which includes half term, if they wish.

Learning Mentors run 6 week work related learning courses for targeted groups of pupils.

### **YEARS 12 AND 13**

Each pupil will be given information and guidance on Post 18 choices. The Academic Tutor in conjunction with our careers advisor and the Sixth Form Year Team via PSHE, prepare students for university applications, courses and future careers. Vocational students have Work Experience as part of their courses.

### **PARTNERSHIP ACTIVITIES**

The liaison between the school and the Connexions NEET Service will be organised by the Assistant Head (Inclusion). Other contacts, which are reviewed annually, are Industry Links and Work Experience contacts. The Heathland School will provide Careers Education, Information, Advice and Guidance about all options available within Campus Hounslow for Students (14-19).

### **RESOURCES**

The Careers library (115M) is kept stocked with up-to-date reference material for pupils, including a comprehensive stock of prospectuses for Further and Higher education. There are various software packages that are available to pupils. In addition there is also a careers website on Sharepoint and the Heathland Careers Twitter page, where students can go to get up to date information about colleges, universities, apprenticeships, work experience and employment.

The Heathland School Alumni has enabled us to create a database of former pupils who are invited into school to talk to current pupils.

### **MONITORING AND EVALUATION**

The Assistant Head Inclusion, Head of PSHE and our careers advisor regularly monitor the Careers Education and guidance programme.