

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 Information, Advice and Guidance [CEIAG], 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 and support them in the planning and management of their progression through school, further education and identifying career pathways.
6. To ensure that pupils learn how to implement their career plans.
7. To provide IAG which is impartial, unbiased and takes into account individual needs.
8. To providing a programme of activities to which all students in Years 7 – 13 are entitled

The Provider Access Policy [Appendix B] sets out the arrangements for managing the access of providers to pupils at The Heathland School for the purposes of giving them information about the provider’s education or training offer with regard to technical education or apprenticeships. This complies with the School’s legal obligations under Section 42B of the Education Act 1997, as amended by the Technical and Further Education Act 2017.

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. World of Work (WOW) day is an annual event organised by the Careers Adviser in consultation with the Assistant Head (inclusion) and employers. It is targeted at Year 9 students ahead of choosing Post 14 options. Students in Year 9 and upwards can attend subject talks with various employers in the Sixth Form base in the Spring Term.

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

We are currently part of the Hounslow Careers Cluster and have been allocated British Telecom as our link company. Over the next two years a variety of events will be set up with BT and the cluster, which will include an enterprise activity for Year 7 & 8, Labour market information workshops, employers in the curriculum talks and an increased number of work experience placements.

The school has an appointed Enterprise Adviser through the West London Careers Hub. This provides opportunity for the school to increase our engagement with businesses and access local career resources.

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.

Unifrog is the careers platform the school has implemented. Unifrog aims to support progression through the Post 14, 16 and Post 18 pathway. It also provides labour market information and links this to academic subject areas. Information on a wide range of universities, apprenticeships and careers can be accessed through a variety of tools.

Unifrog is incorporated into PSHE lessons and can also be accessed by students in their own time for researching options for further education and careers. Skills and activities can be recorded in student profiles to help with UCAS and other applications and aid CV writing. School careers activities and discussions with Careers Adviser are also recorded on the students' profiles. Students have access to Unifrog until they are 25. All students and staff members will have a username and password for Unifrog. Parents are also able to create an account for themselves to support their child.

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.

Reviewed July 2021