

# The Royal Liberty School

*"Where boys are ambitious, where boys succeed"*



## CAREERS EDUCATION POLICY

Reviewed: September 2017  
Reviewers: Lisa Isaacs (Learning Resource & Careers Officer)  
Next Review: September 2018

## The Royal Liberty School



### Policy for Careers Education and Guidance 2017

This policy compliments and should read in conjunction with Work Related Learning, SEND and equal opportunities policies. It also reflects the whole-school approach to teaching and learning and the principles of Every Child Matters.

#### Commitment

The Royal Liberty School and Governors have a commitment to maintain high quality CEIAG provision and do this by:

- Providing students with a planned programme, which will equip them to successfully progress on to their KS4 GCSE studies and post 16 education.
- Working in partnership with Prospects, BEP, Further & Higher Educational Colleges, Sixth Forms and Universities and engaging with various employers.
- Involving young people and their parents/carers in activities including Year 9 Options Evening, Year 10 Work Experience Evening and Year 11 College Transfer Evening. When appropriate parents are invited to attend Careers Interviews with students. Students have the opportunity to meet Work Related Learning & Learning Resource Manager to discuss their further education choices and queries. Parents are supplied with direct telephone/email contact for Work Related Learning & Learning Resource Manager.

#### Rationale

Effective Careers Education should contribute to the acquisition of the skills needed for future career success/flexibility and in doing so will also contribute towards the reinforcement and the development of the following core skills:

- Good reasoning skills to make informed decisions and opinions.
- Functional literacy skills necessary to read adverts and information, complete application forms, and to email/send letters.
- Functional numeracy skills necessary to understand the world of finance with reference to bank accounts, wage packet/slip, building societies and finance houses, rates and taxes.
- Good discussion skills to facilitate good interview techniques in later life. This is achieved by encouraging constructive discussion, of all types, in the classroom.
- Information retrieval skills through a variety of Media.
- The ability to take decisions, make choices, be adaptable and apply appropriate strategies in relation to opportunities available locally, nationally and elsewhere.

#### Entitlement

The Royal Liberty School is committed to adhering to the Quality in Careers Standard 2016 [http://www.thecdi.net/write/The\\_Guide\\_to\\_The\\_QiCS\\_JUNE\\_2016\\_update\\_approved\\_by\\_Board\\_21\\_6\\_16.pdf](http://www.thecdi.net/write/The_Guide_to_The_QiCS_JUNE_2016_update_approved_by_Board_21_6_16.pdf)

## **Aims and objectives**

**The school is committed to achieving and monitoring the Quality of standards for Information, Advice & Guidance through this we aim:**

1. To develop in students:

- An awareness of the available ranges of educational, vocational, leisure training and retraining opportunities.
- An awareness of the route and levels of entry into educational, vocational, training Apprenticeships and retraining opportunities.
- An awareness of (the impact of technological and economic changes on work and occupational patterns in a fast changing world and how this might affect future employment.
- The ability to manage transitions and change within and between education, training and occupations. To this end students should appreciate and understand the differences between school and work and the potential challenges of starting work.
- The ability to challenge those traditional attitudes that encourage stereotyping and prevent the promotion of equal opportunities.
- An appreciation and understanding of where, how and from whom Careers information can be obtained and the range of services offered by the support agencies.

2. To develop in students, parents and carers an awareness of the requirements and routes both academic and experimental, for certain careers and further education. This can lead to students setting targets and developing a purpose of their studies. Students are entitled to Careers Education, Information, Advice & Guidance (CEIAG) that is impartial and confidential.

3. To reinforce and develop positive attitudes and values in the students and thereby enhance their personal and social development, e.g.

- To recognise and appreciate individual values, priorities, strengths and weaknesses, interests and abilities in oneself and others.
- To raise awareness and understanding of ethnic and cultural differences.
- To appreciate the need for a critical evaluation of aims in life and the need to constantly evaluation of aims in life and the need to constantly evaluate progress.
- To appreciate the need for adequate safety precautions.
- To develop self-awareness, self confidence and the ability to work with others.

## **Delivery - Careers in the Curriculum**

Our programme is based on learning outcomes in the Framework for careers, employability and enterprise education 7-19 [http://www.thecdi.net/write/BP385-CDI\\_Framework-web.pdf](http://www.thecdi.net/write/BP385-CDI_Framework-web.pdf)

Our programme also reflects the statutory guidance for schools published in April 2017

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/608259/Career\\_s\\_guidance\\_and\\_inspiration\\_in\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/608259/Career_s_guidance_and_inspiration_in_schools.pdf) and the new national curriculum guidelines for

Citizenship programmes of study published in September 2013 and required from September 2014 <http://www.gov.uk/government/publications> Ref: DFE-00190-2013

## **Year 7**

### **See Curriculum Map/Form Tutor Activities Programme**

Also:

- Access to the Careers Resource Area and an introductory session on careers.

## **Year 8**

### **See Curriculum Map/Form Tutor Activities Programme**

Also:

- Options/Careers Fair
- G&T Kings Medical Activity Day (insight into careers in medicine)
- Cambridge University (Queens College) Visit
- London School of Economics Ace Day Visit
- Queen Mary University Taster Day Visit
- Group interviews with Prospects Careers Personal Adviser in Summer term

## **Year 9**

### **See Curriculum Map/Form Tutor Activities Programme**

Also:

- Cambridge University (Queens College) Visit
- London School of Economics Ace Day Visit
- University of Oxford (Wadham College) Visit
- Cambridge University (Emmanuel College) Visit
- STEM Taster Day at CEME Centre
- Individual interviews with Prospects Personal Careers Adviser for SEND and targeted students.
- Group interviews with Prospects Careers Personal Adviser in Summer term

## **Year 10**

### **See Curriculum Map**

Also:

- Use of the Careers Resource Area and help to find work experience placements
- Work Experience Parent & Student Evening
- Work experience interviews and advice regarding help available within the Careers Resource Area.
- Work Experience Brief/De-brief
- Havering College/Sixth Form Taster Day
- Barking College Construction & Sport Taster Day
- University of Oxford (Wadham College) Visit
- Havering Sixth Form Higher Education/Careers Event
- Queen Mary University Law & Mock Trial Taster Day
- Essex Chemistry at Work Visit
- Individual interviews with Prospects Personal Careers Adviser for SEND and targeted students in the Spring Term

## **Year 11**

### **See Curriculum Map**

Also:

- Individual Further Education Advisory Interviews with Prospects Personal Careers Adviser in the Autumn/Spring Term.
- Use of Careers Resource Area and help with course selections, course combinations, entry criteria's, college/sixth form applications and personal statements
- Year 11 College/Sixth Form Parent & Student Transfer Evening
- Presentations led by Heads of various sixth form/college educational establishments
- Raising Participation Age 'Moving on Event'
- Skills London Careers Exhibition (Excel Centre) visit
- Havering Sixth Form Twilight A level Taster sessions
- Havering Sixth Form Aim Higher Taster Day
- Targeted Intervention Interviews for highlighted students

## **Management & Staffing**

### **Management Structure**

Lisa Isaacs (Work Related Learning & Learning Resource Manager) has responsibility for Careers/Work Related Learning.

Kath Larner (Head of PSHEE) is line managed Anthony Henry (Assistant Head Teacher)

Lisa Isaacs and Kath Larner work in partnership to deliver the Careers curriculum.

### **Staffing**

Careers are delivered at Key Stage 3 & Key Stage 4 by the Cultural Studies teacher.

### **How learning will be assessed:**

- Promote the recording of achievement in work experience through diaries, work experience projects & certification.
- Quality of college application, personal statement
- Quality of CV
- Each unit of careers delivered in KS3 & KS4 will be assessed using book checks and learning walks.
- The Careers/Further Education guidance provided by Prospects will also be evaluated

### **The Careers Resource Area**

The Careers Resource Area is adjoined to the Learning Resource Centre. The Work Related Learning & Learning Resource Manager is located in this area and manages both areas. The area is an attractive place for browsing and seeking careers and further & higher education information. The room is welcoming and available daily before and after school and at break and lunchtime for year 10 students to make phone calls, email and write letters to employers for work experience. This is also used by year 11 students who wish to complete college/sixth form application forms, personal statements, CV's and letters and general research.

The areas are fully equipped with computers, laptops, Ipads, and a Microsoft tablet for students to use for producing their letters, applications to colleges/sixth forms and CV's and covering letters to apprenticeship providers and employers. They are also able to use the careers computer software Higher Ideas. There is a wide range of up to date college/sixth form & university prospectuses, careers literature, DVD's and computer software. The Work Related Learning & Learning Resource Manager is always on hand to guide and advise students.

There is an information board located outside the Careers Resource Area for year 10 & 11 students which provides students with up to date Information on work experience and college/sixth open events and deadline dates in which these need to be completed.

## **Partnerships**

The school have very strong links with BEP who carry out health & Safety visits for our work experience programme. The two Personal Advisers from Prospects work very closely with the Work Related Learning & Learning Resource Manager and together they negotiate the Partnership Agreement annually. The Work Related Learning & Learning Resource Manager organises the student careers interviews at the school. The PA provides copies of all Action Plans and Guidance Notes for the student to take home and a copy also remains on students file in the Careers Resource Area. These are also placed on the students SIMS record with their consent.

The Prospects Careers Personal Adviser (Natalie Phillips) and Prospects Intensive Personal Adviser (Dalvinder Kalsi) are both located in an office near the Careers Resource Area where they conduct their confidential interviews. Dalvinder interviews those students that have either been identified by the borough toolkit or highlighted by our school as being at risk of becoming NEET.

We have very strong links with Havering College of Further & Higher Education and Havering Sixth Form who attend our year 11 College Transfer Evening. We also have links with many other colleges and sixth forms who provide our students with presentations in school and regarding what they have on offer for our students.

Our aim is to raise the aspirations of all our students therefore we have excellent links and are able to offer taster days at various colleges, sixth forms and universities with a particular focus on the Russell Group Universities.

## **Careers Information**

Students are kept up to date with a variety of information on work experience, apprenticeships, further & higher education and career/job opportunities which are displayed in the Careers Resource. This is also put into registers and in the student daily/weekly bulletin.

Parents are kept informed with a whole range of information through our Parent Newsletter which goes out each half-term and in the Careers Area on our school website.

## **Careers Interviews**

All students in year 11 attend a careers interview with the Careers PA who is attached to the school. Year 11 parents are able to attend these meetings. Prospects is, increasingly, able to input more into year 8, 9 and 10, including group work and individual interviews for SEND/highlighted students. They work very closely with year 11 students during their transfer process. An annual partnership agreement is negotiated between the school and Prospects, identifying the contributions to the programme that each will make.

## **Transfer to Further Education**

Students are strongly encouraged to apply for as many colleges/sixth forms that they are interested in, they are also advised to apply for a place at either Havering Sixth Form or Havering College of Further & Higher Education as they are guaranteed a place there as they are a partner school student. Applications to Havering have to be made on-line directly to the college/sixth form. In addition to their careers interview with the Careers PA; each student receives guidance from Work Related Learning and Learning Resource Manager to enable them to make the appropriate choices. Parents and the colleges are involved at all stages of the process. Representative from Havering colleges also provide lunchtimes sessions to give advice to students relating to course choices, entry criterias and help with online applications.

## **Careers Fairs**

Students are informed of all careers events they are able to attend. The Royal Liberty School have a planned KS4 Option Choice/Careers Event for Tuesday 27<sup>th</sup> February 2018. This benefits year 8 students with their GCSE choices and students in years 9, 10 & 11 starting their preparation in applying for their further education, apprenticeship or employment with training.

## **Work Experience**

The school recognises that all students are entitled to experience the world of work at first hand. Students will participate in a one week work experience placement and they are encouraged to find this their self in an area that they are interested in. Students who do not manage to secure a placement are provided a placement by the school through BEP.

## **Work Experience De-brief**

In order to ensure that the students gain a maximum benefit from their work experience the school provide them with a de-briefing session. This enables students to discuss their experiences with each other and with adults and has proved to be an enriching experience for all concerned. Both the student and the employer will be required to complete a report about the placement.

## **Staff Development**

Head of Faculty for Humanities and other staff delivering Citizenship receive INSET on its delivery at the beginning of the year.

PHSEE meetings calendared at least once per half- term. Inset from both the head of faculty and careers co-ordinator is cascaded at this time.

Work Related Learning & Learning Resource Manager attends Careers Network Meetings to ensure that she is up to date with the latest changes and vital information.

## **Monitoring, Review and Evaluation**

Within the school meeting cycle the PSHEE faculty head and SLT line manager meet on a fortnightly basis.

The Work Related Learning & Learning Resource Manager and line manager meet once every half term.

PSHEE faculty head and the Work Related Learning & Learning Resource Manager meet once every half term.

The Careers Policy is reviewed once a year in September. Actions relevant to careers are then monitored, evaluated and reviewed through the meeting cycle outlined above.

The careers policy is reviewed following the faculty process.

- Meeting with all PSHEE staff, Head of PSHEE & STL Line Manager to ensure that lessons are running effectively and consider if there are any changes improvements to be made.
- WRL/Careers audit throughout all faculties in the school reviewed annually.
- Careers Policy is reviewed each year in September by Head of PSHEE and Work Related Learning & Learning Resource Manager.

**Policy updated: September 2017**

**Policy Review: September 2018**

**Reviewer: L. Isaacs**