

Maidstone Grammar School

Careers and Work Related Learning Policy

Executive Summary

This policy is designed to provide a coherent overview of Maidstone Grammar School's provision of Careers Education, Information, Advice and Guidance (CEIAG) and Work Related Learning (WRL) opportunities. It provides a framework that ensures that the school offers an appropriate range of activities, experiences and support to help students choose 14-19 pathways that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

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Introduction

Rationale for CEIAG and WRL

Careers education and work related learning is essential to the preparation of young people for transition to adulthood, equipping them with the knowledge, skills and attributes needed to enter and thrive in the working world. Young people are increasingly concerned with the role of education in occupational success. They want to see the relevance of education to their future lives, and they want assurance that what they are learning is developing their employability. Careers education and work-related learning provides the connection between learning and earning, which is a strong motivator for many.

A young person's career is their pathway through learning and work, and school is their first career step. All young people need a planned programme of activities to help them find the right course, training or employment from 14 to 19. Effective programmes of careers education and work related learning supplemented by personalised information, advice and guidance provide young people with a structured introduction to the world of work which opens their eyes to new opportunities and raises their ambitions about what they can achieve in their future lives.

Careers education and work related learning helps young people to develop the confidence, knowledge and skills that they need to make informed choices and plans that enable them to progress smoothly into further learning and work. Many of the skills that are essential for both higher education and future employment can be developed through these activities. Well thought-through decisions about learning and work, informed by effective programmes of careers and work-related learning can increase participation in learning and, in turn, raise attainment and support further progression.

Commitment

- Maidstone Grammar School recognises that it has a statutory duty to provide independent and impartial careers advice and guidance for all Year 8-13 pupils and to provide opportunities to a range of providers to access pupils to inform them about technical education qualifications or apprenticeships (*see separate Provider Access Policy*)
 - *Education Act (2011)*
 - *Careers Guidance and Inspiration in Schools (DfE Statutory Guidance: April 2017)*
 - *Careers Strategy: Making the most of everyone's skills and Talents (DfE: December 2017)*
 - *Careers Guidance and Access for Education and Training Providers (DfE Statutory Guidance: January 2018)*
- Maidstone Grammar School is committed to providing a planned programme of impartial careers education and information, advice and guidance (CEIAG) for all students in Years 7-13 and to achieve all eight of the Gatsby Charitable Foundation's Benchmarks by 2020, as recommended in the Government's Careers Strategy (Dec. 2017)
- Maidstone Grammar School endeavours to follow best practice guidance from
 - *Careers Guidance and Inspiration in Schools (DfE Statutory Guidance: April 2017)*
 - *Careers Guidance and Access for Education and Training Providers (DfE Statutory Guidance: January 2018)*
 - *Good Career Guidance: Reaching the Gatsby Benchmarks (The Gatsby Charitable Foundation: 2018)*
 - *Careers in the Curriculum: What Works? (The Careers and Enterprise Company 2018)*
 - *CDI Framework for Careers, Employability and Enterprise Education 7-19 (March 2018)*

Maidstone Grammar School has held *Investor in Careers*, a nationally recognised quality award for CEIAG, since 2012, and will be re-assessed against the new *Quality in Careers Standard* award in 2018.

Development

This policy is reviewed on a three year basis in discussion with teaching and teaching support staff, students, parents, governors, advisory staff and other relevant external partners.

Links with other policies

The policy for Careers and Work Related Learning supports and is itself underpinned by a range of key school policies especially those for Teaching, Learning and Assessment, PSHCE, Equal Opportunities, AEN and Gifted and Talented.

Aims and Objectives

Our CEIAG and Work Related Learning programme reflects the three main aims and intended learning outcomes of the *CDI Framework for Careers, Employability and Enterprise Education 7-19 (March 2018)*

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

Our programme was evaluated in May 2018, using the Compass Evaluation Tool, and currently meets most aspects of the following Gatsby Benchmarks, with plans in place to fully meet all eight benchmarks by 2020:

1. **A stable careers programme:** Every school should have an embedded programme of careers education and guidance
2. **Learning from career and labour market information:** Every pupil, and their parents, should have access to good quality information about future study options and labour market opportunities
3. **Addressing the needs of each pupil:** Every pupil, and their parents, should have access to personalised guidance to ensure they know all the career paths open to them.
4. **Linking curriculum learning to careers:** All teachers should link curriculum learning with careers.
5. **Encounters with employers and employees:** All pupils should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace.
6. **Experiences of workplaces:** All pupils should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience.
7. **Encounters with further and higher education:** All pupils should understand the full range of learning opportunities that are available to them.
8. **Personal Guidance:** Every student should have opportunities for guidance interviews with a professionally qualified careers adviser.

Our careers and work-related learning programme is designed to meet the needs of students at this school. Currently the majority of students will continue into the school 6th Form to study 'A' levels and then onto Higher Education, with an increasing proportion interested in higher and degree apprenticeships.

The careers and work-related learning programme recognises, however, that this is not necessarily the preferred or most appropriate route for all. The programme is differentiated and personalised through activities that are appropriate to students' stages of career learning, planning and development, enabling students to make reasoned and appropriate choices at the end of Key Stages 3, 4 and 5.

Our Careers and Work-Related Learning Programme must:

- Link effectively with PSHCE and the National Curriculum in order to maximise student learning. (All subject areas of the curriculum will help plan and deliver these experiences)
- Provide totally impartial and up to date information through close working with CXC, employers, training and apprenticeship providers and FE and HE institutions
- Challenge stereotyping and encourage students to widen their career ideas
- Reflect the true nature of today's and tomorrow's world of work,

Entitlement

All students have an equal entitlement to high quality CEIAG and WRL that provides them with an understanding of the world of work, helps them to explore career options and supports them in making decisions on the opportunities open to them.

Students are entitled to CEIAG which meets professional standards of practice and which is delivered by trained staff and which is person-centred, impartial and confidential.

Activities will be embedded in the curriculum and based on a partnership with students and their parents/carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Implementation

Management

- A member of the Senior Management Team (Deputy Head) has overall responsibility for careers and work-related learning within the school.
- There is a Link Governor for Careers and Work-Related Learning.
- The role of Careers Leader is undertaken by the Careers and Enterprise Manager, who plans and coordinates the careers and work-related learning programme and is responsible to the Deputy Head. A job description is available to explain this role.

Staffing

- All staff contribute to CEIAG and WRL through their roles as tutors and subject teachers.
- Specialist sessions are delivered by the Careers and Enterprise Manager, members of the Senior Management Team and the PSHCE team and are supported by CXK Advisers and other external agencies.
- The careers and work-related learning programme is planned, monitored and evaluated by the Careers and Enterprise Manager in consultation with the Deputy Head and Head of PSHCE.
- Careers information is available in the school Careers Library which is maintained by the school librarian.
- Administration support is provided for arranging CXK interviews, sending letters etc.
- A dedicated member of the front office staff has responsibility for the administration of work experience
- Personal guidance is provided by the Careers and Enterprise Manager and CXK Advisers

Curriculum Provision - CEIAG and WRL programme

The range of activities the school is currently using in order to help meet its objectives includes:

- Timetabled careers and WRL/Enterprise education lessons in Years 7-11 (delivered through the PSHCE programme and off-timetable/focus days)
- Careers education activities delivered through extended tutorial periods.
- Career guidance activities (e.g. small group and individual interviews with the Careers and Enterprise Manager, available for students in all year groups)
- A programme of individual careers guidance interviews with the Careers and Enterprise Manager for all Year 11 and 12 students.
- A programme of small group Careers Guidance interviews with CXK Advisers for all Year 10 students.
- Career Mentoring (through the Old Maidstonian Society) for Year 11, 12 &13 students.
- Careers education and work-related learning delivered through curriculum subjects
- Information and research activities (using the school careers library, careers software and websites accessed from the school curriculum network and information on our VLE.
- Compulsory work experience placements in Year 10 and 12 (minimum of one week)

- Specialist talks and presentations from visiting speakers (e.g. universities, employers, volunteer groups and other relevant organisations.) via lunchtime lectures, assembly talks, careers fairs, careers presentation evenings and through departmental activities.
- Annual University Fair in September, open to Year 10-13 students and parents.
- Visits and trips to external events (e.g. departmental trips, Oxford & Cambridge Student Conference, Harvard Model UN, University Open Days, 6th Form Apprenticeship Fair)
- Morrisby Profile Psychometric Testing offered to all Year 10 students.
- Business links (through curriculum subjects and Enterprise activities)
- School clubs and activities (e.g. Young Enterprise, Interact, Amnesty International)
- Careers notice boards and displays in prominent areas around the school, either relating to subject disciplines (e.g. Careers using Mathematics) or containing more general information on Careers, Further & Higher Education, Gap Year, Volunteering, Employment Opportunities etc.
- Curriculum evenings and other interactions with parents (to keep parents informed about the key events and processes in school)
- Other focused events, (e.g. Year 12 Focus Days, Year 7 BAE Education Roadshow) provided at different times of the year.

Partnerships

The careers and work-related learning programme is greatly enhanced through links with a number of partners who help us make the students' learning relevant and up to date, including colleges and universities, training and apprenticeship education providers, employers, voluntary organisations etc. An annual Partnership Agreement is negotiated between the school and CXK which identifies the contributions to the programme that each will make; the Old Maidstonian Society undertakes Career Mentoring with our Year 11 and 6th Form students.

We are continually expanding and improve our involvement with other organisations, including employers, local colleges and higher education institutions. This involvement includes the provision of work experience placements, delivering careers and enterprise sessions in school, visiting speakers and projects linked to particular subjects.

Collaboration

We work collaboratively with CXK and local schools and colleges via the Kent and Maidstone CEIAG Networks, attending regular meetings and events organised by the groups to share good practice and keep updated with local and national developments.

Parents/carers are vital to students' understanding of career choices and the decisions they make. We provide all parents/carers with up-to-date information on choices at the key transition stages, and also notify them about the careers and work-related learning provision in school. Parents have access to information via Curriculum and Options Evenings, Academic Interview Days and also sent home (mainly via the *Parent Mail* system) Parents are also encouraged to contact the Careers and Enterprise Manager to discuss individual issues. The Careers section of the school website and VLE offers more information to students and parents regarding the careers and work-related learning provision in school.

Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the area of careers and work-related learning. The Careers and Enterprise Manager is responsible for the effective deployment of resources for CEIAG and WRL.

Resources for students include:

- The Careers Library, situated within the main library and easily accessible to students and staff. Materials are audited and updated annually.
- Careers software and websites, including Fast Tomato, Kudos and Higher Ideas can be accessed via the school curriculum network. All students are shown how to use the relevant software and websites as part of the careers and work-related learning programme.
- The Careers and Enterprise Manager's office is used for one to one interviews with students and parents/carers. Students and parents can make contact via email at any time, and see the Careers Manager on Wednesdays and Thursdays in school.

Development

The school provides a number of opportunities for staff to undertake relevant and appropriate professional development to support the teaching of careers and work-related learning: the Link Governor for Careers holds the *Advanced Certificate in Careers Education*; the Careers and Enterprise Manager holds the *Post-Graduate Diploma in Careers Guidance (DCG)* and is a Careers Development Institute (CDI) Level 6 Registered Professional Careers Adviser.

Staff training needs, in respect of CEIAG, are identified in through the Performance Management process. Staff who will be delivering careers and work-related learning sessions to students are fully briefed prior to delivery (e.g. PSICHE tutor briefings, Kent Choices 4U briefings)

The Careers and Enterprise Manager attends the *Kent CEIAG Briefings* and *Maidstone CEIAG* meetings on a regular basis, plus other relevant local and national training opportunities, particularly those offered by Higher Education institutions, in order to keep up-to-date with career and education issues and effectively support students in their decision making.

Monitoring, review and evaluation

Evaluation of different aspects of careers and work-related learning is undertaken regularly:

A Careers Department Self-Evaluation (SEF) is completed annually.

All activities that form the careers and work-related programme are evaluated and information is used to inform planning for the next year. A mixture of evaluation methods are used, including informal observation and questioning in addition to evaluation forms and questionnaires completed by students after sessions. Evaluation focuses on how effective the event/activity has been in helping students achieve the intended learning outcomes of the session. Staff evaluation is gathered through discussion and feedback after sessions.

Evaluation of the Careers Advice in school formed part of the 2018 Kirkland Rowell Survey, which was completed by students, parents and staff.

The Careers and Enterprise Manager and Deputy Head meet on a monthly basis to discuss progress and report evaluation findings to the Senior Management Team.

The Partnership Agreement with CXK is reviewed annually with the Deputy Head, Careers and Enterprise Manager and CXK Local Manager.

Approvals

Signatures: Headmaster and Chair of Governors

Date of approval by Governors

Date of next review: 2021