



**CAREERS, EMPLOYABILITY AND ENTERPRISE POLICY**

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Governors' Committee	Curriculum
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Date of next review	Summer 2019
Notes	

## Careers, Employability and Enterprise Policy

### Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14 – 19 pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

Hertswood Academy believes that Careers and Work Related Education (CWRE) and Information, Advice and Guidance (IAG) are essential:

- To prepare young people for the opportunities, responsibilities and experiences of life.
- To support and inspire young people to achieve their full potential, raising their aspirations.
- To empower young people to plan and manage their own futures.
- To provide comprehensive information on all options which assist career choices.
- To promote equality, diversity, social mobility and challenge stereotypes.
- To support young people to sustain employability and achieve personal and economic wellbeing throughout their lives.

### Commitment and Vision

Hertswood Academy is committed to:

- Providing a planned programme of careers education, and information, advice and guidance (IAG) for all pupils and students in years 8-13 in partnership with professional careers advisers employed by the local authority (YC Hertfordshire). In line with the Careers guidance and inspiration in schools, April 2017, this secures independent, impartial careers guidance for students, to inspire and motivate them to achieve their full potential by including information on the full range of education and training options, including apprenticeships and vocational pathways.
- Achieving a range of outcomes for young people including the careers and work-related learning outcomes as well as practical outcomes such as positive destinations, successful transitions and the on-going development of employability skills.
- Recognising our statutory duty as set out in The Careers guidance and inspiration in schools, April 2017 by
  - Providing impartial careers guidance through YC Hertfordshire
  - Providing information on a range of pathways which include apprenticeships and other vocational pathways
  - Providing guidance that will promote the best interests of the students
- The Careers guidance and inspiration in schools, April 2017, calls for *“a range of activities that inspire young people”*. We are dedicated to broadening our students’ horizons through guest speakers and work experience from the world of work, developing links with the local community and industry as well as internal and external Mentors.

Hertswood Academy is committed to gaining the Investors in Careers award with support from the Governing body.

This policy supports and is underpinned by key school policies including those for Teaching and Learning, Citizenship, Equal Opportunities and Diversity and Health and Safety.

This policy was developed by a Senior teacher and the Head of Careers using the statutory guidance Careers guidance and inspiration in schools, April 2017 in conjunction with the CDI framework and Gatsby benchmarks. It has been based on the Best Practice for Policy Statements as advised by Hertfordshire County Council. It was developed after wide consultation and was discussed by the governors' curriculum committee before being formally adopted.

## **Management**

Careers and Work Related Education and Information, Advice and Guidance are the responsibility of the school's link Senior Teacher and Head of Careers. There is also a newly appointed Link Governor.

The Senior Teacher will:

- Ensure that the careers policy is integrated into the rest of the curriculum and implemented in accordance with the vision above
- Organise the provision/delivery of INSET
- Organise and coordinate the provision of CEIAG for each year group
- Liaison with subject leaders to establish how their subject contributes to CWRE & IAG including contributing to students' and parents' knowledge and understanding of the opportunities opened up by the subject

The Head of Careers will:

- Lead the strategy and vision for CEIAG
- Lead staff below in the review of the policy
- Organise and coordinate the provision of CEIAG for each year group
- Liaise with outside bodies concerned with careers education
- Ensure the provision of suitable up to date resource materials
- Develop school-based materials
- Ensure student entitlements
- Evaluate the programmes
- Analyse the destinations of students

YC Hertfordshire will:

- Make appointments for all students who want individual careers advice in key year groups
- Log all meetings and provide Action Plans for students
- Provide training for key groups of staff as required
- Attend careers related events at the school as appropriate
- Develop, run and support careers events in school

Heads of Learning and Head of Sixth will:

- Ensure information about CEIAG reaches the intended students, and, where necessary or appropriate, communicate with parent/carers about CEIAG events/opportunities.
- The 6<sup>th</sup> Form team will organise days with careers focus as appropriate, support progression to apprenticeships/jobs and run UCAS.
- Monitor their tutor teams in tracking student progress and destinations
- Work with external agencies to identify vulnerable students and potential NEETS

All teaching staff will:

- Deliver aspects of the CEIAG programmes as requested
- Support events when necessary
- Include careers-related elements in their schemes of work where appropriate

The IT support will:

- Support careers software packages
- Update the school website

The Governing Body and Governor with responsibility for careers will ensure that:

- Sufficient resources are allocated to the programme
- The effectiveness of careers advice is evaluated and the outcomes reflected in future plans
- Monitor that provision conforms to legal and Ofsted requirements

Careers information is available in the Learning Resource Centre (LRC) which is maintained by the school librarian and staff.

### **Curriculum Provision**

The CDI Framework for Careers, Employability and Enterprise can be adapted to suit an individual school and the needs of the students. It is constructed round three main areas of career and work-related learning which are:

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

To meet the learning outcomes of the framework and the Gatsby benchmarks, the school's programme enables students to learn from careers and labour market information, links curriculum learning to careers and includes a graduated programme of activities from Year 8 through to Year 13;

- Year 8 complete Careers questionnaire, attend Option Choices assemblies and Choices evening
- All year groups have a Scheme of learning within which is dedicated to careers guidance.
- Year 10 have YC Hertfordshire meetings, 1 week of Work Experience including reflection. Individual Assessment is provided for alternative provision.
- Year 11 have YC Hertfordshire meetings, attend Option Choices assemblies and Choices evening.
- Kudos is used to assist students in Career choices.
- 6<sup>th</sup> Form attend University and College days as well as both long and short term Work Experience. As good practice which is referred to in the Careers guidance and inspiration in schools, April 2017 these placements are "*high quality work experience that properly reflects individuals' studies and strengths*". Skills workshops are followed by interview practice. Careers Fairs, Speed dates with employers. Employer guest speakers. Apprenticeship guest speakers and workshops. The 16-19 Bursary is used to break down barriers to learning.

Learning will be assessed, accredited and recorded using student evaluation and action plans.

### **Personal Provision**

All students at Hertswood Academy are entitled to individual access to information, advice and guidance including independent, impartial guidance.

### **Resources**

Funding is allocated in the school's annual budget to be spent on careers resources and the YC Hertfordshire contract which includes work experience.

### **Staff Development and CPD**

The Careers department keeps up-to-date consistent communication with the YC Hertfordshire team, attends regular networking meeting and any relevant CPD opportunities that arise. Staff training needs are identified as part of the careers review process. YC Hertfordshire also provides support and CPD opportunities which are on offer to other members of staff as appropriate.

### **Monitoring, Review and Evaluation**

As suggested in the Careers guidance and inspiration in schools, April 2017, the Head of Careers monitors, reviews and evaluates the programme in conjunction with key members of SLT, the associated governor and the pastoral support teams. This is carried out on a termly basis. Implementation of this policy will be reviewed formally, annually, at a Governing Body meeting.

Methods of evaluation used are surveys, student voice, regular staff meetings, parental feedback and meetings with employers.

Through working towards the Investor in Careers Award, Hertswood Academy is consistently reviewing and evaluating the programme.

The destination and NEET data are key performance indicators used to monitor, review and evaluate the Careers education and guidance programme available at Hertswood Academy.

### **Partnerships/Service Level Agreements:**

The Head of Careers networks with other schools in the locality at the YC Hertfordshire Networking meetings to share knowledge and expertise. This process ensures that the most appropriate partnerships and service level agreements are secured. The current contract with YC Hertfordshire is reviewed on an annual basis.

### **Business Links:**

Links with businesses have been secured through work experience, guest speakers, and employer workshops. Other contacts are being developed and nurtured through networking at careers events, local employers, and staff contacts. Careers Events are planned into the calendar.

### **Engaging Parents/Carers:**

Parents often provide excellent work experience placements for students and are aware of the value of this programme. Updates are provided in Hertsbeat. There are opportunities for parents to meet senior members of staff through the option processes as well as external providers.



**Approval and Review**

Policy to be review annually

Key Stakeholders involved

- Head of Careers
- SLT member
- Link Governor

This policy is a requirement in order to meet objectives within the school improvement plan for Hertswood Academy.

Policy Approved By:

**Head Teacher/Deputy Head Teacher.....**

**Date effective from**

**Review Date**

**Review Leader**