

Title	Careers, Information, Advice & Education Policy
Year	2018/2019
Author	Dan Rosser
Governor Link	Andre Gonzalez De Savage
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Introduction

1. Wootton Park School has high quality careers education, information advice and guidance, to support our high achieving and ambitious learners. This is developed throughout a learner's time at the school and is always supportive of their aspirations, strengths and skills. The focus of the support is aimed at destinations associated with an inclusive and academic school.

Aims and purpose

- ✓ Prepare learners for the transition to life beyond school (higher education, apprenticeships and the world of work)
- ✓ Support learners in making informed decisions which are suitable and ambitious for them
- ✓ Provide learners with well-rounded experiences
- ✓ Develop characteristics e.g. social skills, communication, innovation, resilience and leadership which support high achieving learners in the curriculum and in their careers
- ✓ Inspire and motivate learners to develop their aspirations

2. This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

Statutory requirements and recommendations

3. The careers provision at Wootton Park School is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.

4. This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- ✓ be impartial
- ✓ include information on a range of pathways, including university options or apprenticeships
- ✓ be adapted to the needs of the learner

5. In addition, the school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all academies must give education and training providers the opportunity to talk to learners about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.

Careers Provision at Wootton Park School

6. All learners have access to the following:

- ✓ Extra-curricular clubs and trips to support learners in developing their understanding of a range of different subjects. A list of extra-curricular clubs and trips is available on the school website.
- ✓ WPS Talks on a range of careers that inspire and motivate all. These are offered to all learners in the school and include higher-level apprenticeships.
- ✓ All learners will access a web based careers support service called Fast Tomato which includes opportunities to communicate and receive impartial advice from a careers advisor
- ✓ All learners have access to the careers newsletter, careers section on the schools website and careers and university section in the LRC. External opportunities are advertised to learners.

7. Learners with Special Educational Needs or Disabilities (SEND):

- ✓ Transition from one key stage to another and onto careers is part of the action plan for a learner with SEND.
- ✓ Personalised support from the SENDCO, careers advisor and external bodies is used where appropriate.

8. Learners in receipt of Pupil Premium funding

- ✓ Personalised support will be given to these learners and they will receive an extra careers appointment in Year 10.

9. Careers Advisor

At Wootton Park School, there will be an independent Careers Advisor from September 2019, who works alongside the Assistant Principal with responsibility for careers. The Careers Advisor will work with the AP to develop the Careers Development Plan for the school. This is in line with the Gatsby Good Careers Guidance and the LEP guidance.

10. Key Stage 3

The options programme for Year 9 is designed to support them in their GCSE choices. The pastoral curriculum in Year 7-9 covers economic wellbeing, active citizenship and develops enterprise and entrepreneurship. A particular example of this is through mini-enterprise in Year 9. Learners in Year 9 will have the opportunity to take part in the Bronze Duke of Edinburgh Award.

11. Key Stage 4

- ✓ One-to-one careers discussions with the school Careers Advisor in Year 10 informs individual Careers Plans that each learner, their tutor and their Head of Year use.
- ✓ All learners in Year 10 participate in community outreach where they support numeracy and literacy at local primary schools.
- ✓ A number of learners every year will take part in the Duke of Edinburgh Award. The majority of these learners participate in the Bronze Award.
- ✓ Extra-curricular clubs and trips support learners in developing their understanding of a range of subjects. Learners are giving advice and guidance about what to participate in e.g. the National Citizenship Service 'The Challenge'.
- ✓ Learners in Year 11 undertake Work Experience. This involves work experience preparation and CV writing workshops.
- ✓ The options programme for Year 11 supports their A Level choices.
- ✓ The pastoral curriculum in Year 10-11 covers economic wellbeing, active citizenship and charity fundraising.

12. Key Stage 5 (From Sept 2022)

There will be a range of support for university applicants through:

- ✓ A Higher Education lesson, as part of the curriculum. This is run once a week for Year 12
- ✓ Learners in the Sixth Form are encouraged to visit university open days, masterclasses, taster courses and summer schools at a variety of universities, to develop their application profile.
- ✓ The Extended Project Qualification (EPQ) helps develop invaluable research and independent learning skills, which are central to higher education.
- ✓ There is a dedicated team to support learners with the UCAS process. Each learner will have support tailored to their application from a subject advisor, their form tutor and the Sixth Form team.
- ✓ Interview preparation, practice and workshops are led by departments and the Sixth Form team.
- ✓ There is preparation for and support with aptitude and pre-admissions test.
- ✓ The pastoral curriculum for Years 12-13 includes lessons on life at university, including on finances.
- ✓ Charity fundraising and enterprise activities are encouraged e.g. the Young Enterprise competition, charitable house activities led by School Officers and RAG Week that develop learners entrepreneurial skills.
- ✓ Sixth Form learners are encouraged to undertake volunteering and work experience to support their university applications. A range of opportunities are advertised throughout the academic year, as appropriate to specific learners.
- ✓ A number of learners every year will take part in the Duke of Edinburgh Award. At Sixth Form, this will usually mean Gold or Silver.

13. Development of Careers

Wootton Park will set up links with the Local Enterprise Network to both develop an effective careers plan for the future as well as allow for the sharing of expertise with other schools. In doing so Wootton Park School will be assigned an Enterprise advisor allowing the creation of effective links with local employers.

Work Experience Provision at Wootton Park School

14. The aim of work experience is to provide an opportunity for all learners to learn in the work place; an experience that cannot be replicated in school.

15. All learners are offered the opportunity of two weeks' work experience in the July of Year 11, once they have finished their GCSEs. This is not a compulsory part of the curriculum, but is hoped to be undertaken by the majority of learners.

16. The overall organisation of work experience is undertaken by the Work Experience Co-ordinator (WEC), who liaises with the Assistant Principal.

17. The learners are encouraged to arrange their own work experience. The WEC advertises work experience opportunities to the learners, who submit a CV and letter of application to apply. The school has links with many large businesses and organisations e.g. Epsom Hospital.

18. Parents are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.

19. The WEC checks that the placement meets with the schools requirements, the learners will be treated fairly and they will undertake meaningful work.

20. All learners on placement are covered by the employers' insurance and places of work are risk assessed by the WEC.

Provider Access

This statement sets out the school's arrangements for managing the access of Providers to learners at the school for the purposes of giving them information about the Provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Learner Entitlement

Learners in Year 8-13 are entitled:

- ✓ To find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- ✓ To hear from a range of local Providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussion and taster events;
- ✓ To understand how to make applications for the full range of academic and technical courses.

Management of Provider Access Requests

A Provider wishing to request access should contact the Careers Service at Wootton Park School through the Main School Office on 01604 931139 or via the following email address careers@woottonparkschool.org.uk

Opportunities for Access

A number of events, integrated into the school careers programme, will offer Providers an opportunity to come into school to speak with learners and/or their parents.

Year Group	Autumn term	Spring term	Summer term
Year 7	Opportunities shared/Provider talks in Assemblies	Life skills – assembly and tutor group opportunities	
Year 8	Opportunities shared/Provider talks in Assemblies	Life skills – assembly and tutor group opportunities	
Year 9	KS4 Options Evening Options process	Life skills – assembly and tutor group opportunities	
Year 10	Opportunities shared/Provider talks in Assemblies	Life skills – assembly and tutor group opportunities	
Year 11	Sixth Form Options process Sixth Form options fair	Opportunities shared/Provider talks in Assemblies Work experience preparation	WPS Talk
Year 12	Higher Education lessons	Opportunities shared/Provider talks in Assemblies Higher Education lessons	WPS Talk Higher Education lessons
Year 13	UCAS Support	Opportunities shared/Provider talks in Assemblies	WPS Talk