

# The Priory School



## Careers and Work Experience Policy

| Monitoring                                  | Frame of engagement                                                         | Date                           |
|---------------------------------------------|-----------------------------------------------------------------------------|--------------------------------|
| <b>Member of Staff Responsible</b>          | CKN                                                                         |                                |
| <b>Governor Accountability</b>              | Delegated to link governor                                                  |                                |
| <b>Consultation Parameters</b>              | Link Governor for Pupil Related Matters – Paul Holmes, staff, CEIAG advisor | February 2020                  |
| <b>Information</b>                          | Staff                                                                       |                                |
| <b>Date of latest version</b>               |                                                                             | February 2020                  |
| <b>Date for next review<br/>(and cycle)</b> |                                                                             | February 2021<br>Annual Review |
| <b>Uploaded to Website</b>                  |                                                                             |                                |

## **1. Introduction**

The Priory School provides high quality careers education, information, advice and guidance (CEIAG), to support all students. This is developed throughout a students' time at the school and is always supportive of their aspirations, strengths and skills. The focus of the support is aimed at enabling students to make informed decisions about their futures by providing them with a range of experiences and advice.

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

## **2. Aims and purpose**

- To prepare students for the transition to life beyond secondary school, including post-16, post-18 and beyond
- To support students in making informed decisions which are suitable and ambitious for them
- To provide students with opportunities to encounter a range of different experiences of further education and work
- To provide students with the skills to enable them to continue in education or employment
- To develop characteristics such as innovation, resilience, social skills, communication skills and leadership necessary for success in adult and working life
- To inspire and motivate students to develop their aspirations
- To ensure that all young people leave the school to enter employment, further education or employment
- To promote equality of opportunity, celebrate diversity, challenge stereotypes and ensure all students who require any assistance and guidance to reach their potential, receive it

## **3. Statutory requirements and recommendations**

Careers provision at The Priory School is compliant with the statutory guidance developed by the Department for Education in October 2018, which refers to Sections 42A, 42B and 45A of the Education Act 1997, Section 72 of the Education and Skills Act 2008 and Schedule 4 of the School Information Regulations 2008. Since January 2018, schools have had to follow new regulations relating to CEIAG and be compliant with the eight Gatsby benchmarks, set out below:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

All schools are required to provide independent careers guidance from years 8-13 (in the case of Priory School, 8-11) and ensure that this guidance is impartial, adapted to the needs of the student and include information on a range of pathways. In addition, the guidance states that all schools must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information to this is set out later in this document, under 'Provider Access'.

#### **4. Careers Provision at The Priory School**

CEIAG at The Priory School is led and managed by the Assistant Principal (AP) in charge of student welfare and the teacher in charge of CEIAG (the Careers Lead). The AP has a strategic oversight and meets regularly with the Careers Lead, who oversees the majority of the provision for students. The AP and Careers Lead liaise closely with an independent Careers Advisor, our Enterprise Advisor and the Local Authority Enterprise Coordinator. The team meet regularly to ensure CEIAG is compliant, students are able to access a wide range of experiences and impartial advice and the impact of CEIAG is constantly monitored to ensure high quality CEIAG is delivered at The Priory School.

The LIFE programme includes a range of different topics which help to prepare students for adult and working life, and to make informed choices about their futures. Part of the LIFE programme is specifically devoted to CEIAG, introducing students to different educational and career pathways and developing the skills necessary to be successful at interview. Assemblies and the tutor programme also support students in preparing for the world of work and adult life.

All students meet with an independent Careers Advisor during Key Stage 4, although all students are able to make an appointment if they wish to prior to this.

Parents / carers are made aware of, and actively encouraged to get involved in, the CEIAG provision at The Priory School through events and on-going communications to enable them to support students in the decisions they take post 16 and beyond.

The Careers Programme is published on the school website and details all opportunities provided to students, mapped against the Gatsby benchmarks.

#### **5. Work Experience at The Priory School**

Having the opportunity to spend time in a workplace is a valuable experience and all students in Year 10 go on a work experience placement for one week in the summer term. Students are encouraged to organise their own work experience placement although the school can offer support to students if required. Work Experience is coordinated by the Assistant Principal (Student Welfare) and a member of the admin team, who ensure that all placements meet the school's requirements. All students on placement are covered by the employers' insurances. The Priory School does not undertake separate checks on work placements and parents/carers are responsible for ensuring they provide placements with appropriate information about their child, such as medical needs. Forms are provided for parents/carers to complete with essential information.

Some students may be required to participate in further work experience as part of their GCSE course (such as nursery placements for GCSE Child Development), which will typically be arranged through the school. In such cases, parental permission will be sought and risk assessments carried out by the school to ensure appropriate checks and procedures are in place when children are working away from school.

#### **6. Provider Access**

Students in Years 8-11 are entitled to find out about technical qualifications and apprenticeship opportunities as part of a careers programme which provides information on the full range of education and training opportunities available at key transition points. As such, the school aims to provide students in years 8-11 with opportunities to hear from a range of local providers about the

opportunities they offer and to help them to understand how to make applications for the full range of academic and technical courses.

A provider wishing to request access should contact the Careers Lead through reception via telephone on 01743 284000 or email, [info@tpstrust.co.uk](mailto:info@tpstrust.co.uk)

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