

BISHOP WORDSWORTH'S SCHOOL

CAREERS EDUCATION AND GUIDANCE POLICY

Definitions:

1. *'Parent(s)' includes guardian(s) or any person who has parental responsibility for the pupil or who has care of them.*
2. *'Is to', 'are to' and 'must' are obligatory. 'Should' is not obligatory but is best practice and is to be adhered to unless non-compliance can be justified.*

INTRODUCTION

1. Bishop Wordsworth's School (the School) is committed to providing a planned Careers programme for all pupils in years 7-13 that is impartial and confidential, designed to develop high aspirations and to encourage them to consider a broad and ambitious range of career options. The programme is delivered through the PHSE Programme in years 7-11 and through the Enrichment programme, assemblies and seminars in years 12 and 13.
2. The School has implemented all statutory requirements relating to careers guidance, currently the Statutory Guidance (October 2018), Access Arrangements for Providers (Jan 2018) and other relevant information from the Department for Education (DfE) and Ofsted. The School complies with the Gatsby Benchmarks and is working towards full implementation as appropriate. See Link below.
3. The School Careers' Leader is assisted by the Careers Coordinator. The School engages an independent Careers Adviser to deliver impartial personal guidance (Benchmark 8).

OBJECTIVES

4. The Careers Programme is to be centred round the Gatsby Benchmarks with particular recognition of Benchmark 3: Addressing the Needs of Each Pupil. The programme is personalised to ensure progression through activities that are appropriate to pupils' stages of career learning, planning and development and is subject to regular review and evaluation.
5. Careers delivery at the School is to meet professional standards of practice and be person-centred, impartial and confidential. Delivery is to be integrated into pupils' experience of the whole curriculum (Benchmark 4). The Programme is to aim to inspire, challenge stereotyping and promote equality and diversity.
6. There is to be engagement with employers throughout the School's delivery of the Careers Programme thus encouraging pupils to learn about the world of work and the development of relevant skills.

YEAR 11 AND 13 DESTINATIONS

7. The majority of pupils at the Year 11 and 13 transition points choose to remain in education. All options of provision for Further and Higher education including Technical, Apprenticeships and relevant qualifications are to be actively and thoroughly explored in an impartial manner.

IMPLEMENTATION

8. The Careers Programme is to be led and directed by the Careers Leader assisted by the Careers Coordinator. Pupils are to be made aware of relevant opportunities and resources available to them both online and in the Careers Library.

9. **Careers Advisor.** The School is to contract an independent careers professional who holds a Level 7 qualification and who is a Registered Professional with the Careers Development Institute. Guidance interviews are to be conducted and the Careers Programme for the Sixth Form devised and delivered in accordance with national guidance. The Adviser is required to:

- a. Present a range of talks to, and events for, pupils and parents.
- b. Liaise with the Higher Education Providers (HEPs) and local and national employers.
- c. Liaise with training providers.
- d. Attend relevant parents' evenings and offer staff training throughout the year.

10. **World of Work.** Structured work experience is focussed in Year 12. The School should also work closely with employers and other organisations to inspire pupils about the world of work and provide awareness of the range of learning and career opportunities that are available. The School does not accept any liability for pupils whilst on work experience placements and cannot be responsible for vetting a workplace for appropriate Health & Safety working practices.

MONITORING AND REVIEW

11. The implementation of this Policy is to be monitored yearly within School by the Careers Co-ordinator, the Head of Sixth Form, the Careers Leader and the Link Governor.

EVALUATION

12. This Policy will be evaluated annually by the Governing Body.

13. This Policy was adopted by Governors on 23 May 1995 and thereafter reviewed, amended and re-adopted by Governors on (dates in brackets indicate no change): 21.5.96, 18.2.97, 13.10.98, 12.10.99, 10.10.00, 9.10.01, 21.11.01, 8.10.02, 18.11.03, (23.11.04), 04.10.05, 05.12.06, 04.12.07. The Policy was extensively rewritten and readopted on 14.07.09. It was subsequently reviewed on: 04.02.10, (10.02.11), 20.03.12, 11.06.13, 11.06.14, 24.06.15, 22.06.16, 21.06.17, 22.06.18, 14.10.18, 27.06.19

Annexes

- A. The Careers Programme.
- B. Policy Statement on Provider Access.

Link

[Careers guidance and access for education and training providers October 2018](#)

**ANNEX A TO
CAREERS EDUCATION AND GUIDANCE POLICY**

CAREERS PROGRAMME

The programme is to be under continuous review with reference to the implementation of the Gatsby Benchmarks.

LOWER SCHOOL

1. The Careers programme is delivered through the tutorial programme. Topics covered include:

- Self-exploration - identifying personal skills and weaknesses
- Study skills - time management, homework, presentation of work
- Personal organisation and planning
- Challenging stereotyping
- Opportunities outside school - leisure, extra-curricular activities
- The world of work and Labour Market Information
- Recognising achievement
- The nation's finances
- Understanding industry and the Government

2. Additionally:

- a. All pupils are offered access to the independent careers adviser..
- b. Year 7 pupils are introduced to careers education information advice and guidance provision within the school and to assessing personal skills.
- c. Year 8 pupils are introduced to the world of work, identifying different careers and hearing from a range of employers during assemblies. They also attend a performance on Option choices post 16. This theatre production portrays the challenges of decision making, stereotyping, developing confidence; raises aspirations and outlines the two options open post 16 i.e. education (with examples of the variety of qualifications available) and training (principally provided by Apprenticeships).

MIDDLE SCHOOL

3. In Year 9 one-to-one guidance interviews are offered to pupils to raise aspirations and identify skills and abilities. Year pupils are also introduced to the Careers Library and are encouraged to research their career interests and options for provision at KS4 and beyond.

4. In Years 10 and 11 Careers education is delivered through timetabled lessons which form part of a carousel cycle. All pupils attend the What Next? Future Choices event to explore their options in full.

5. All Year 11 pupils are interviewed by the independent Careers Adviser.

YEAR 10

6. During the careers lessons the following areas are covered:

- Career routes and planning
- Assessing personal skills
- Decision making and motivation
- Post 16 options and qualifications

Using LMI
Interview techniques
Careers research - using online resources and eCLIPs.

YEAR 11

7. During the careers lessons the following areas are covered:

Career routes and planning
Introduction to Higher Education
Careers research using Higher Ideas (an interactive software package)
Decision making
Job Applications
Producing a CV
Letters of application
Interview technique
Personal Statements.

SIXTH FORM

8. Advice and counselling is ongoing throughout the two years (years 12 & 13), by mentors, the Sixth Form Office and the Careers Adviser. Interactive careers software for researching Higher Education is available for pupils on the School's computer network

9. All pupils in years 12 and 13 are offered individual impartial guidance interviews with the independent Careers Adviser and are also able to access guidance and advice via informal 'drop-in' sessions.

10. Work experience and/or shadowing is in Year 12 with time allocated during the Summer Term with an accompanying programme of support enabling students to make the most of this experience. Pupils are advised if work experience is essential for an application for a course or a position.

11. The Careers Programme is delivered through the enrichment and mentor programmes on the process of career planning and management, post 18 options, applications and interviews. Despite most pupils applying to university thorough, impartial advice and guidance on employment and training opportunities such as apprenticeships is communicated.

12. There are opportunities to make visits to universities and colleges and attend courses and workshops e.g. Medlink and Headstart,

13. The School arranges Higher Education and Careers Conventions on site where pupils have the opportunity to discuss entry requirements, course availability etc directly with university representatives and to learn about Apprenticeships and other opportunities in and preparation for the world of work. Other events (one specialising in STEM subjects) are arranged with local and national employers.

14. The School hosts visiting speakers on a range of topics relevant to future progression and employment.

**ANNEX B TO
CAREERS EDUCATION AND GUIDANCE POLICY**

POLICY STATEMENT ON PROVIDER ACCESS

INTRODUCTION

1. This Policy Statement sets out the School's arrangements for managing the access of providers to pupils at the School for the purpose of giving them information about the provider's education or training offer. This Statement complies with the School's legal obligations under Section 42B of the Education Act 1997.
2. **Pupil Entitlement.** All pupils in years 8-13 are entitled to:
 - a. Find out about technical education qualifications and apprenticeships opportunities as part of a careers programme which provides information on the full range of education and training options available at each transition point.
 - b. Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, through options events, assemblies and group discussions and taster events.
 - c. Understand how to make applications for the full range of academic and technical courses.

PROCEDURE

3. Pupils receive a comprehensive careers programme from Years 8-13 which conveys information about all options available to them at the appropriate time, including apprenticeships and technical education and how to submit an application. Pupils are entitled to hear from the range of local providers and are encouraged to attend open events.
4. A provider wishing to request access should contact Mrs Sally Armstrong - Telephone: 01722 333851 Email: careers@bws.wilts.sch.uk
5. To arrange for suitable facilities (e.g. Sports Hall, Drama Studio, Classrooms) and equipment (e.g. Laptop, Projector, Screen, Speakers) to be made available. Copies of all local provider prospectuses are held in our Library and Careers Office for pupils to access. Additionally, electronic copies of post-16 option providers' prospectuses locally are distributed to all Year 11 pupils together with information about open days. Relevant institutions and providers should updated information about this Mrs Susie Stoneham by email (sls@bws.wilts.sch.uk).

OPPORTUNITIES FOR ACCESS

6. A number of events, integrated into the School careers programme, will offer providers an opportunity to come into School to speak to pupils and/or their parents e.g.:
 - The Higher Education and Careers Conference
 - Year 9 Careers Event.