



# **The Complete Works Policies**

## **Careers Provision Policy**

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**Ratified by: Adam Dalton - Headteacher - January 2021**

**Date of next review - January 2023**



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This policy is used in conjunction with other related policies including:

- SEND Policy
- PSHE Policy
- Curriculum Policy



## **Rationale**

At The Complete Works, the careers education programme provides students with the opportunity to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It promotes equality of opportunity, celebrates diversity and challenges stereotypes. It is designed to meet the Gatsby benchmarks and conforms to statutory requirements.

The Complete Works is committed to providing all students in Years 7-13 with a careers programme which is embedded into the curriculum and includes a variety of creative activities. The programme has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance 2018.

### The Gatsby Benchmarks

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

## **Aim**

We aim to support students to make realistic and informed decisions about their future, by raising aspirations and providing information and guidance.

## **Objectives**

To ensure that students:

- develop the skills and attitudes necessary for success in adult and working life
- are aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+
- are equipped with transferable skills to manage transitions and make informed decisions
- use effectively the resources available so they can make informed and appropriate choices throughout their school journey



- where possible, experience the world of work and develop transferable skills
- wherever possible leave the school to enter employment, further education or training
- experience a culture of high aspirations, equality of opportunity, in which diversity is celebrated and stereotypes are challenged
- receive extra assistance and guidance to reach their potential, where this is necessary

### **Roles and Responsibilities**

- The Careers Leader has overall responsibility for Career Education, Information, Advice and Guidance (CEIAG) provision across the whole school
- Curriculum and Pathways Officers (CPO's) are responsible for liaising with local authorities, colleges and parents
- Subject Leads are key in driving CEIAG into all aspects of the curriculum
- Teachers have a responsibility to incorporate CEIAG links into their teaching wherever possible - example links are provided on the schemes of work
- Special Educational Needs Coordinator (SENCo) is responsible for holding annual reviews
- Creative Engagement Coordinator's work alongside the CPO's to identify student's who would benefit from group/vocational lessons and organise extra-curricular, creative activities for students to get involved with.

Students from New Regents, Tower Hamlets and Southwark Virtual School have access to an independent careers advisor in KS4.

### **Student Entitlement**

At The Complete Works, the careers curriculum is delivered in three ways:

- 1) providing career learning as a subject in its own right (PSHE)
- 2) incorporating career learning within other subjects
- 3) organising career learning through co-curricular activities (i.e. creative activities).

Careers provision is mapped against the Gatsby benchmarks. The current careers programme is delivered through a combination of methods, including explicit lessons provided within the taught PSHE and Employability programme in KS3 and KS4, which is predominantly taught on a 1:1 basis.



At KS3, this involves topics such as managing transitions, social action and the world of work.

PSHE topics at KS4 include: preparing for adult life and Work Experience.

At KS4, students also have the opportunity to complete a series of Employability CPD courses in conjunction with BeReady. Upon completion of each course, students receive an accredited certificate. Courses include: Communication, Assertiveness, Leadership and Teamwork and Job Hunting.

Students are invited to attend a 1:1 careers information, advice and guidance meeting with their Curriculum and Pathways officer (CPO). The CPOs use the resources available on Career Pilot to guide these meetings. This might include: careers quizzes and using labour market information to support student's decision making.

Students are invited to attend school-organised career fairs in the Autumn Term. This is an opportunity to discuss the different courses and routes into FE.

Teachers are also provided with resources to map careers to their subjects, to raise aspirations and promote opportunities.

### **Careers and SEND provision**

Every pupil with SEND follows the same programme of careers as their peers, with adaptation and support from the SEND team where appropriate

Students with EHCPs also have the opportunity to discuss their Post 16 options within their Annual Reviews. The school and Local Authority work with the student to support them in finding appropriate placements and to make the transition successful.

### **Careers Lead details**

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