



Curriculum Policy-IPC11

Careers Education and Guidance Policy

Langley Park School for Boys

Last updated November 2019





A. Responsibility of:

Assistant Headteacher with responsibility for Careers Guidance
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B. Aims

1. To meet the statutory obligation to provide careers education, information and guidance programme to pupils at KS3 and KS4, in line with the Gatsby Benchmarks.
2. To provide pupils with a structured programme of careers education that provides up to date information about careers, the labour market, employability skills and future pathways.
3. To provide pupils with personalised guidance to enable them to make informed decisions regarding future options at KS3, KS4 and KS5.
4. To promote the personal, social, moral and educational development of the individual in preparation for the world of work.

C. Objectives

To deliver effective careers provision in line with the Gatsby Benchmarks:

1. Providing a stable careers programme
2. Enabling students to learn from career and labour market information
3. Addressing the needs of each pupil with careers guidance and support
4. Linking curriculum learning to careers
5. Providing pupils with encounters with employers and employees
6. Ensuring that pupils have experience of the workplace in each Key Stage
7. Ensuring that pupils have encounters with further and higher education
8. Providing personal guidance regarding future pathways

D. Guidelines

1. To contribute to pupils' awareness of strengths, weaknesses, skills, attitudes and values.
2. To develop skills, abilities and qualities enabling individuals to increase their employability potential in the community.
3. To learn to make rational and well-informed decisions about careers, education and training routes.
4. To ensure that pupils gain experience of the workplace and understand the skills required to be successful.

E. Implementation



1. Structured PSCE programme including careers guidance and support on future pathways for all Key Stages.
2. Annual careers assemblies for all year groups to outline future pathways and support available.
3. Annual Careers Week events in March, including careers guidance in lessons outlining pathways linked to different subject areas, assemblies and tutor time activities on employability skills. Teachers share their prior experience of the workplace with students.
4. Year 7 Careers work in tutor time, including presentations from pupils about different jobs.
5. Year 8 World of Work Day enables all students to spend a day in the workplace of a family member or friend, in order to develop employability skills and understanding of a workplace.
6. Year 8 BBC School Report Day enables students to gain experience of the world of journalism.
7. Year 9 Options Assembly delivered by Heads of Department to outline subjects and curriculum at GCSE.
8. Year 9 tutors given additional training on pathways for students and key issues such as EBacc provision.
9. Careers Advisor available for appointments at all Parents' Evenings from Year 9 onwards.
10. Year 10 students with SEN, entitled to Pupil Premium and those unlikely to progress into the Sixth Form are invited to one-to-one Careers Interviews. Parents / carers invited to attend and action plans written which are shared with all parties.
11. Year 11 Work Experience recommended for all students in summer holiday following GCSE examinations. Work Experience assembly outlines the benefits of the programme for future study and employment prospects.
12. Year 11 students unlikely to progress into the Sixth Form attend the Post-16 Options Event in the Performance Hall, meeting a range of employers in different sectors.
13. Year 11 assemblies and Sixth Form Open Evening outline Sixth Form application process, courses available and key information including on 'facilitating subjects' and requirements for top university courses.
14. All Year 11 students have a one-to-one Careers Interview with an independent Careers Advisor, with priority given to those students with SEN or eligible for Pupil Premium, and those unlikely to progress into the Sixth Form. Parents are invited and action plans written.
15. All Year 11 students complete a structured programme of careers guidance through the Step Up resources.
16. Year 12 Work Experience programme for all students to further develop employability skills and knowledge of different pathways.
17. All Year 12 and 13 students have entitlement to a one-to-one Careers Interview with an independent Careers Advisor, with priority given to those students with SEN or eligible for Pupil Premium, and those unlikely to progress onto university.
18. Year 12 CORGI (Cambridge, Oxford and Russell Group Initiative) provides additional support and guidance for most able students, including visits from representatives from Oxford and Cambridge Universities, workshops on higher order skills, visits to Oxford or Cambridge University, information about the Extended Project and one-to-one support for application and interview process from a subject specialist.
19. All Year 12 students attend the UCAS Convention in London each year, accompanied by Sixth Form staff members.



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20. Year 12 and 13 students invited to attend the Skills London national event each year, accompanied by a member of staff.
 21. Sixth Form weekly bulletin includes regular information about employability skills and opportunities arising with HE providers and employers.
 22. Year 12 students take part in the King's College University K+ programme to raise aspiration and provide opportunities to those from disadvantaged backgrounds.
 23. 16-19 Fund used to provide funding to enable disadvantaged students to attend university Open Days and workshops.
 24. Sixth Form Assemblies on the UCAS process and alternative pathways, including Higher Apprenticeships and study abroad,
 25. Sixth Form Careers Mailing Lists include regular information about apprenticeships and other opportunities.
 26. Sixth Form students take part in the Bromley-led Careers Workshop, meeting a range of employers and taking part in mock interviews.
 27. Med-Prep group provides support for students seeking a career in this sector, including regular meetings, workshops, visiting speakers, mock interviews and a full day of guidance and advice on the application process.
 28. UCAS Advisor employed from September to January to provide additional support to students with their applications.
 29. UCAS Day and UCAS Evening run by independent speakers to guide parents and students through the application process, including student finance information.
 30. Designated member of staff responsible for Post-16 Pathways.

F. Evaluation

1. Action Plans completed by Careers Advisor following one-to-one Careers Meetings.
2. Whole-school questionnaires with questions regarding careers provision.
3. Focus groups meet Careers lead to feed back on their experience of careers provision.
4. Year 8 World of Work evaluation paperwork.