



Hardenhuish School Careers Education, Advice and Guidance Policy

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Administration Manager**



Hardenhuish School

Careers Education, Advice and Guidance Policy

1. INTRODUCTORY STATEMENT

At Hardenhuish School, we want our young people to have every opportunity to fulfil their future career aspirations. Therefore, we believe it is of paramount importance for pupils to make informed choices about their next steps when they make choices at 16 or after sixth form at 18. To this end, our young people need to have a secure knowledge about their future education, training and employment opportunities together with high quality and impartial advice and guidance to support their progression beyond Hardenhuish. This policy outlines what is provided to achieve this goal.

Preparing pupils for the world of work and helping with their employability is a key priority and the School is committed to providing a planned programme of careers education, information, advice and guidance for all pupils and students in Years 7-13. This will include personal guidance, careers focussed lessons in Spiritual, Moral, Social and Cultural Education (SMSCE), curriculum opportunities, work experience, visits to colleges and universities, talks by employers, apprenticeship providers and Universities, careers fairs, employability workshops and other career related events.

The Gatsby Benchmarks are a framework of 8 guidelines that define the best careers provision in schools and colleges. They form part of the new statutory guidance relating to careers education, issued by the DfE in 2018. Hardenhuish are part of the Swindon and Wiltshire Careers Hub which has been formed to enable schools to share best practise and ensure that we meet the benchmarks.

2. PERSONAL GUIDANCE

- The School recognises the importance of careers education and work-related learning as demonstrated in the appointment of a Careers and Transition Manager who is a qualified Level 6 Careers Adviser.
- The Careers and Transition Manager provides impartial and personalised information, advice and guidance, about the range of education and training options that are most likely to help our pupils and students achieve their ambitions.
- Guidance meetings with the Careers and Transition Manager are provided for Year 11 pupils; with lunchtime drop-in sessions and appointments being available to all year groups. They are also provided for pupils if suggested that this would be helpful by tutors, Learning Managers and the SENCO. Pupils can discuss choosing a career, apprenticeships, university or college courses, A-level choices, work experience and get help with applications, CVs and interviews. Pupils can ask their tutor to book them an appointment or go to the careers office in A centre or attend a lunchtime drop-in session. During tutor mentoring sessions, tutors also give advice regarding post 16/18 opportunities based on the pupil's interests, skills and abilities.
- Impartial guidance is also provided by external organisations including ASK apprenticeships and Careerpilot at key events held for both students and parents including the Year 11 Post-16 options evening and Year 12 parent's information evenings. The school is also part of the Wessex Inspiration Network (WIN) which aims to encourage young people from specific areas to consider applying to and progressing into higher education with careers focussed workshops delivered to Year 11 and 10 and targeted one to one guidance for some students. Regular signposting to impartial organisations including the National Careers Service takes place and the use of local labour market information provided by Wiltshire council through the Work Wiltshire website is encouraged.
- A destinations survey is completed by all Year 11 and 13 in the second half of the academic year to track and monitor their next steps. The survey is used to identify Year 11 pupils at risk of becoming Not in Education,

Employment or Training (NEET) who then receive intensive targeted support from the Careers and Transition Manager. If necessary, pupils at risk of NEET may be referred to Wiltshire's Integrated Youth Service.

3. INTEGRATED CAREERS EDUCATION

- Careers education forms an important part of the Key Stage 3 and 4 SMSCE programme and the Successful Lives tutor led programme. This is supplemented by additional career and employability related workshops and talks at lunchtime, after school and on cross-curricular days. Staff are also encouraged across the curriculum to explain the links between subject content and vocational learning whenever relevant.
- Opportunities for accredited work-related learning are provided through the curriculum and include the WJEC certificate in Hospitality and Catering and the Cambridge National Awards in Information Technology and Health and Social Care. Some pupils may also have the opportunity for offsite vocational learning at local providers, including Wiltshire College.
- Good quality careers resources are available to all pupils and students via the school website, library, careers office in A centre, sixth form study room, poster and leaflet displays. This includes resources about apprenticeships, university courses, gap years and job profiles. The school promotes careers websites including Careerpilot and Work Wiltshire, available on the School's computer network 'SharePoint', to help pupils and students decide on and research careers and the qualifications needed for them. The National Careers Service also has a dedicated phone line for free career advice: 0800 100900.
- As a school, we are registered with Morrisby, and can offer students the opportunity to access a Morrisby career profile assessment for a reduced price. Further information about this can be provided by contacting the Schools' Careers and Transition Manager.

4. EXPERIENCE OF THE WORKPLACE AND EMPLOYER ENCOUNTERS

- The School endeavours to facilitate as many pupil-employer encounters as possible. As such, the School is part of the Careers and Enterprise Company Network and works closely with our Enterprise Adviser from Siemens.
- The School also has good links with many other local employers, independent advice services and apprenticeship providers. Regular lunchtime and after school careers talks and employability workshops are arranged, available to all year groups and delivered by a variety of employers and providers. Mock interviews are also held with the help of employers for Year 12 and 13.

The School believes that all pupils should have first-hand experiences of the workplace to help their exploration of career opportunities and expand their networks. Therefore, all pupils are given the opportunity to do one week of work experience towards the end of Year 10 and again in Year 12. Pupils taking the Vocational Studies course also have one day a week work experience in Year 11. Other opportunities for visits to local employers and work places are made available for groups of pupils through curriculum areas where possible.

- The annual Hardenhuish Careers Fair provides the opportunity for all pupils and students to engage with approximately 40 employers, education and apprenticeship providers and receive impartial and independent careers information, advice and guidance.
- Year 12 and 13 can also visit the National Apprenticeship Show, with over 60 employers and providers showcasing opportunities. Curriculum areas regularly arrange talks from employers and take pupils on visits to careers events such as the Big Bang careers fair trip for Year 8 and the Festival of Engineering.

5. ENCOUNTERS WITH POST-16 AND HIGHER EDUCATION

- The school has strong links with universities, further education and apprenticeship providers. We also work closely with the Wessex Inspiration Network (WIN) to ensure that all our pupils are well informed and encouraged to progress into higher education.
- The Hardenhuish Sixth Form Open Evening is organised in December for pupils considering progressing to Hardenhuish Sixth Form. Year 11 pupils also receive a presentation from the Director of Sixth Form as part of the SMSCE programme. Pupils who apply to the Sixth Form have an information and guidance interview with a member of the Sixth Form Team and are accepted on the basis that they achieve the entry requirements which are published in the Sixth Form prospectus. Changes to A-level choices can be made in consultation with the Sixth Form Team.

- Wiltshire and Bath Colleges visit the school as part of the Key Stage 4 SMSCE programme and provides information about opportunities in Chippenham, Lackham and Trowbridge for pupils interested in level 1-3 vocational courses and apprenticeships. All pupils in Year 10 will also visit Bath University or Wiltshire College for a taster day. Other guest speakers visit to provide information and guidance to those Year 11 pupils considering apprenticeships.
- Information about applying to higher education through the Universities and Colleges Admissions Service (UCAS) is provided through a series of sessions delivered by the Sixth Form Team to Year 12 and Year 13 during sixth form core time. Further one to one advice and support, for example in writing a personal statement for UCAS, is provided to students by the sixth form tutors and the Careers and Transition Manager.
- Other events in the sixth form include trips to the UCAS Convention and Reading University, talks by universities and other external speakers about student life, student finance and studying abroad.

6. SUMMARY OF KEY SCHOOL CAREERS EVENTS

- The range and timing of careers events is subject to change from one year to the next, but the table below gives an indication of the types of activities which have been run in recent years.

All Years	SMSCE lessons Successful Lives Tutor Programme Hardenhuish Careers Fair Employer Careers Talks Employability Workshops Careers Adviser One to One Appointments Weekly Lunchtime Careers and Work Experience Drop-ins
Year 8	The Big Bang Careers Fair Trip
Year 9	Options Evening Higher Education Workshop
Year 10	Work Experience Higher Education and Careers Presentations University and College Visits
Year 11	Apprenticeships and College Presentations Interview Skills Workshop Post-16 Options Evening Sixth Form Open Evening Higher Education Workshop
Year 12 and 13	Work Experience Mock Interviews Apprenticeship Talk and Workshop Apprenticeship Show Trip UCAS Convention Trip University Visit and Talks Personal Statement Workshop CV Workshop

- The School is always looking for volunteers with different careers and backgrounds to help with our careers related events. Potential volunteers or offers of support should contact the Careers and Transition Manager by phoning or e-mailing the School.