

<b>Policy Name: Careers</b>	
Last updated:	October 2020
Date of next review:	October 2021
Member of staff responsible for the policy:	Aileen Clough
Dissemination of the policy:	Management Committee, staff, website

### Aims

Gloucestershire Hospital Education Service (GHES) aims to raise aspirations, challenge stereotypes and encourage pupils to consider a wide range of careers. Through careers education and guidance it is hoped that pupils will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs, interests and abilities.

The careers programme aims to:

- encourage pupils to be ambitious, broaden their horizons and explore their own career aspirations throughout their time with GHES
- ensure the readiness of pupils to take their next steps in their learning or career.

GHES aims to meet all the Gatsby Benchmarks (Appendix 1) through our careers programme. The objectives are to:

- develop a broad understanding of the world of work and an ability to respond to changing opportunities
- develop independent research skills so that they can make good use of information and guidance
- develop and use their self-knowledge when thinking about and making choices
- develop the skills needed to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition
- facilitating meaningful encounters with employers
- supporting positive Post-16 transitions
- encouraging participation in continued learning, including further and higher education and apprenticeships
- supporting inclusion, challenging stereotyping and promoting equality of opportunity
- develop strategies for raising achievement.

We recognise that the process of making career decisions is a lengthy one and as a PRU we are unlikely to be with a pupil for their entire careers journey. Some pupils will only be with us for a very short time and some with us for much longer. As most pupils are dual-registered, working in partnership with the pupils' home-schools is critical. However, whilst pupils are with GHES we will take overall responsibility for ensuring that their careers journeys are individually tailored to their particular needs; whatever point or stage they are in that journey. Our aim is to provide at least the same opportunities that each pupil would have had in their own home-school. Due to additional medical needs, we will often go beyond what the

home-school may have offered to ensure that no pupil is disadvantaged in any way due to medical needs which have arisen. There will always be an element of any careers input being bespoke and individualised at GHES due to the nature of our provision. We see this as a strength.

## Commitments

The Management Committee and staff are committed to:

- the provision of resources and advice to enable students to understand and develop career choices and to ensure that careers education is seen as part of the overall curriculum and learning framework for all years
- encouraging pupils to achieve and to be ambitious
- involving pupils, parents and carers in the further development of careers work
- working with Prospects and other external agencies, where appropriate, so that no pupil is disadvantaged in gaining access to education, training or work
- providing careers advice and Post-16 support based on the Gatsby Benchmarks and where appropriate in partnership with schools.

## Provision

Careers includes both education and guidance. Careers education helps our pupils develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work. Through guidance pupils are able to use their knowledge and skills to make the decisions about learning and work that are right for them. Progress in pupils' self development and understanding of careers is regularly monitored.

Careers education forms an integral part of the curriculum in the GHES PSHE/Wellbeing curriculum ( Personal, Social, Health Education (PSHE), Spiritual, Cultural, Social and Cultural (SMSC), Sex and Relationships Education (SRE) and Careers combined – please refer to the PSHE/Wellbeing statement).

The three main areas of careers learning, identified in the National Framework, form themes throughout careers work from years 7-11. They are:

<b>Self Development</b>	<i>understand themselves and the influences on them</i>
<b>Career Management</b>	<i>make and adjust plans, to manage change and transition</i>
<b>Career Exploration</b>	<i>Investigate opportunities in learning and work</i>

For primary pupils the aims are still the same at an age appropriate level.

Our careers programme for 2020/21 is as follows:

<b>Key stage 3</b>	All long-term pupils from year 8 onwards will have a Fast Tomato (Morrisby Careers) log-in.
	Pupils will use Fast Tomato (Morrisby Careers) before choosing options for KS4
	Pupils are supported by their link and where appropriate the careers leader (A.C.) to research which subjects are essential for their possible career path.
	There are specific careers focussed links in the curriculum subjects
	From year 9 onwards pupils will be offered a yearly careers focussed session with the careers leader
<b>Key stage 4</b>	All long-term pupils will have a Fast Tomato (Morrisby Careers) log-in.
	Pupils will use Fast Tomato (Morrisby Careers) before choosing Post-16 options.
	All Key Stage 4 students will be supported to explore the full range of careers paths and Post 16 options available to them, both academic and vocational.

	We place an emphasis on breaking down barriers, helping pupils to explore alternative paths to their chosen career.
	All Key Stage 4 pupils will work through the 'Step' booklet with their link tutor.
	All Key Stage 4 pupils will have at least one careers interview with a qualified Independent Careers Advisor
	There are specific careers focussed links in the curriculum subjects
	Where possible pupils will be supported to find work based experiences. These may work place visits or work experience (when permitted). We are also developing virtual links with people working in a range of careers.
	All pupils will be supported to write a CV, which can then be reviewed where time permits
	In year 11 provide opportunities to develop interview techniques including practice interviews.
	We make known to our students and their parents/ carers the Post-16 open evenings and events of Gloucestershire schools and colleges and apprenticeship fairs.
	We support year 11's with their applications for their Post-16 options and where appropriate their link tutor supports visits and interviews
	We refer year 11 pupils where appropriate to outside agencies such as: Prospects, Forwards Employment, The Gem Project, bridge Training etc...

In addition we provide/organise:

- Visitors speaking on specific career choices and opportunities (GRH classroom and Cheltenham Outpatient classroom). e.g. NHS careers day in the GRH Schoolroom for primary and secondary pupils
- A comprehensive GHES careers website through our VLE which provides access to a wealth of material which is critical for pupils who may be unable to attend careers conventions due to medical needs
- Work experience (if and when appropriate)
- Transition workshops for pupils preparing to move on from GHES (particularly Year 11s) to improve resilience, organisation and confidence. A Gloucestershire County Council youth ambassador and former pupil is involved in the delivery of this transition workshop
- Newsletters (and website information) informing pupils and parents about careers conventions and open evenings across the county
- All Key Stage 4 students will have at least one meeting with a qualified Independent Careers Advisor (IAG). This will usually be provided by the home school. In some cases this is not possible, in which case GHES will contract a qualified advisor to work with the pupil. GHES believes in the importance of contracting an independent careers advisor. Careers guidance interviews can be arranged in either of the GHES bases (GRH classroom or the Cheltenham outpatient classroom/offices) or in pupils' homes. We encourage parents to be included in these 1:1 careers guidance sessions.

GHES Access Policy Statement sets out the school's arrangements for managing access of education and training providers to students for the purpose of giving them information about their offer. This can be found in Appendix 2 and on GHES website.

### **Monitoring, evaluation and review**

The careers programme is monitored and reviewed on an annual basis by the careers leader at GHES. Focus groups and surveys take place during the year with parents, pupils and training providers to identify outcomes for students, to identify ways of keeping the programme manageable and bespoke, and to identify improvements.

### **Relationship to other parts of the curriculum and other policies**

Careers education is conducted in accordance with the School's Equality policy and other relevant policies. The whole school remit of careers is recognised and careers education is an integral part of the whole school curriculum. We aim to make links with careers through teaching in all subjects.

### **Management**

The overall management of Careers Education and Guidance is with the Head of Service. A member of the management committee has designated responsibilities for overseeing careers provision and a designated careers leader in the teaching staff. A member of the administrative staff manages logistics for arranging careers interviews with an IAG.

### **Resources**

- GHES careers website for pupils which is an extensive careers library including a library of videos and podcasts of real people talking about their careers and jobs
- GHES careers website for pupils has links to external resources for careers of videos and podcasts of real people talking about their careers and jobs
- Careers Advisor – 1:1 careers advice and guidance sessions which can be booked at any time of the year. Multiple sessions can be arranged if required
- Referrals to the YST (Youth Support Team), Forwards Education, Prospects and other local providers are made if intensive support and work is required in relation to CIEAG for a young person
- We subscribe to Morrisby Careers which we use to support all our KS3 and 4 pupils with their individual careers journey
- Key stage 3 and 4 work with their Link Tutors on the 'Step-up' materials.
- Cheltenham Festival links e.g. The Science Festival –STEM careers
- Past students are a valuable resource with careers work. We are also grateful for the support from local and national industries and organisations and higher education institutions as well as other schools
- Gloucestershire Local Enterprise Partnership (GLEP) provides us with ongoing support.

**This policy should be read in conjunction with the following GHES policies:**

Equality

PSHE/Wellbeing Statement

Curriculum Statement

## **Appendix 1**

### **The eight Gatsby benchmarks of Good Career Guidance**

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

<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>



# Provider access policy statement

## Gloucestershire Hospital Education Service

<b>Approved by:</b>	GHES Management Committee	<b>Date:</b> October 2020
<b>Last reviewed on:</b>	Policy created October 2020	
<b>Next review due by:</b>	October 2021	

## Contents

<a href="#">1. Aims</a> .....	2
<a href="#">2. Statutory requirements</a> .....	2
<a href="#">3. Student entitlement</a> .....	2
<a href="#">4. Management of provider access requests</a> .....	2
<a href="#">5. Links to other policies</a> .....	4
<a href="#">6. Monitoring arrangements</a> .....	4

### 1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

### 2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students. This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our school complies with these requirements.

### 3. Student entitlement

All students in years 8 to 11 at Gloucestershire Hospital Education Service are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Understand how to make applications for the full range of academic and technical courses

### 4. Management of provider access requests

#### 4.1 Procedure

A provider wishing to request access should contact Aileen Clough, (Careers Leader).

Telephone: 01242 532363

Email: [ailen\\_clough@gloucestershire.gov.uk](mailto:ailen_clough@gloucestershire.gov.uk)

#### 4.2 Opportunities for access

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

	Autumn term	Spring term	Summer term
Key stage 3		Key Stage 4 options event	
Key stage 4	Employability skills Work experience preparation sessions	Networking event with providers and employers Work place experience	Work place experience Employability skills
	Post-16 evening	Post-16 taster sessions Support with apprenticeship applications	Post-16 taster sessions Support with apprenticeship applications Employability skills

Please speak to our Careers Leader to identify the most suitable opportunity for you.

#### 4.3 Granting and refusing access

Access to our pupils will be granted where it can be agreed that the provider matches the needs of our pupils and that we can accommodate your request in terms of scheduling and space.

#### 4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

#### 4.5 Premises and facilities

- We work with pupils in small groups,(the maximum group size is around 8 ). We have rooms that have interactive whiteboards.
- If you require use of the interactive whiteboard, please request in advance. We will need to ensure that your equipment/ software is compatible
- Please request use of the whiteboard via email to our administrator [karen.harris@gloucestershire.gov.uk](mailto:karen.harris@gloucestershire.gov.uk) at least 72 hours prior to your visit, so that we ensure that this is available for your use.

- You are welcome to leave small numbers of prospectuses and similar publications for our pupils (please remember our student numbers are small compared to mainstream schools).

## **5. Links to other policies**

Please refer to our:

- Safeguarding/child protection
- Careers
- Curriculum Statement
- PSHE/Wellbeing Statement
- Equality

## **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by Aileen Clough

This policy will be reviewed by Aileen Clough annually.

At every review, the policy will be approved by The Management Committee Careers Manager, Jo Vincent and The Headteacher, Beth Warren.