

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 student or who has care of them.*
2. *'Is to', 'are to' and 'must' are obligatory. 'Should' is not obligatory but is good 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 students 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 and assemblies 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 Careers Guidance and Access for Education and Training Providers (September 2022) 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 engages a Careers Adviser to deliver impartial personal guidance (Benchmark 8).

OBJECTIVES

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

YEAR 11 AND 13 DESTINATIONS

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

IMPLEMENTATION

8. The Careers Programme is led and directed by the Careers Leader. Students are to be made aware of relevant opportunities and resources available to them.

9. **Careers Adviser.** The School employs a 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, students 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.
- e. Liaise with school staff and provide relevant CPD where required.

10. **World of Work.** Structured work experience is focussed in Year 12. The School also works closely with employers and other organisations to inspire students 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 students whilst on work experience placements and cannot be responsible for vetting a workplace for appropriate Health & Safety working practices.

CHANGES IN LEGISLATION

11. If, during the currency of this Policy, any statute or statutory instrument is enacted that adds to, modifies or is in conflict with any provisions of the Policy, then the Policy will be deemed to include any such statutory provision to the extent necessary to make the Policy compliant with that provision.

MONITORING AND EVALUATION

12. This Policy is to be evaluated biennially by the Governing Body. Its implementation is to be monitored within School by the Deputy Head (Academic), the Careers Leader and the Link Governor. The most recent 3 years' review history is below:

25 th June 2020	Minor updates
16 th April 2021	Minor updates
27 th June 2023	Minor updates

Annexes

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

Link

[Careers guidance and access for education and training providers September 2022](#)

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 students are offered one-to-one guidance interviews with the School's careers adviser.
- b. Year 7 students are introduced to careers education information advice and guidance provision within the school, and to assessing personal skills and hearing from a range of employers during assemblies
- c. Year 8 students are further introduced to the world of work, identifying different careers and hearing from a range of employers during assemblies. Students will receive two encounters with providers of technical education or apprenticeships.

MIDDLE SCHOOL

3. In Year 9 one-to-one guidance interviews are offered to students to raise aspirations and identify skills and abilities to support choosing options for GCSE. Year 9 students are also introduced to relevant resources 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 students attend the Apprenticeship event offered by the Salisbury Chamber of Commerce. Students will receive at least one encounter with providers of technical education or apprenticeships.

5. Year 11 students attend a post-16 options event with parents where local post-16 education, including Technical Level and Apprenticeship providers are in attendance. Students are actively encouraged to arrange an interview with the 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

Career exploration - 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
- Introduction to Apprenticeships
- Careers research
- Decision making
- Letters of application
- Interview techniques
- Personal Statements.

SIXTH FORM

8. Advice and counselling is ongoing throughout the two years 12 & 13, by mentors, the Sixth Form Office and the Careers Adviser.

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

10. Work experience and/or shadowing is offered 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. Students 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, all post 18 options, applications and interviews. Despite most students applying to university, thorough, impartial advice and guidance on employment and training opportunities such as apprenticeships and technical education 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 a Higher Education and Careers event on site where students 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 addressing Apprenticeships, Technical education and STEM careers are arranged with local and national employers.

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

POLICY STATEMENT ON PROVIDER ACCESS

INTRODUCTION

1. This Policy Statement sets out the School's arrangements for managing the access of providers to students 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. **Student Entitlement.** All students in years 8-13 are entitled to:
 - a. Find out about technical education qualifications and apprenticeship 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. Students receive a comprehensive careers programme from Years 7-13 which conveys information about all options available to them at the appropriate time, including apprenticeships and technical education and how to submit an application. Students 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: saa@bishopwordsworths.org.uk, who can arrange for suitable facilities (e.g. Sports Hall, Drama Studio, Classrooms) and equipment (e.g. laptop, projector, screen, loudspeakers) to be made available.
5. Copies of all local provider prospectuses are held in our Careers Office and made available online for students to access. Additionally, electronic copies of post-16 option providers' prospectuses locally are distributed to all Year 11 students together with information about open days. Relevant institutions and providers should contact sixth@bishopwordsworths.org.uk to provide updated information.

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 students and/or their parents e.g.:

The Higher Education and Careers Conference.

Year 11 Post-16 options event

Year 9 Careers Event.