

Careers Education and Guidance Policy

Nov 2022

Aim

To provide bespoke career guidance so that all pupils transition in an informed manner towards career paths best suited to their interests, aspirations and abilities.

Gatsby benchmarks

The Gatsby benchmarks are a set of 8 Ofsted approved criteria schools use as a framework for improving careers provision. In conjunction with the online Compass auditing tool, we use the benchmarks to establish our current strengths and areas for improvement every 6 months.

Benchmarks – 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

Progress against Gatsby Benchmarks

Benchmark	January 2019	Sept 2019	Sept 2022	National picture
1. A stable careers programme	20	94	100	4/6
2. Learning from career and labour market information	20	100	100	30/32
3. Addressing the needs of each pupil	72	90	100	9/13
4. Linking curriculum learning to careers	50	100	50	13/26
5. Encounters with employers and employees	75	100	75	37/38
6. Experiences of workplaces	25	82	25	37/39
7. Encounters with further and higher education	75	87	65	8/13
8. Personal guidance	25	100	100	46/49

Responsibility

- The Deputy Headteacher has strategic lead with responsibility for overseeing careers. The Career's programme is managed by the Enrichment Coordinator. Together with the enrichment Coordinator, additional staff have responsibility for Science, Technology, Engineering and Mathematics (STEAM) development and attend regular meetings organised by the Local Authority STEAM Hub. All staff are responsible for developing and monitoring the whole school Careers Education and Guidance Policy (CEG).

Introduction

RFHCS is committed to providing a planned Careers Education and Guidance (CEG) programme for both in patient, day patient and outpatient pupils.

CEG is central to Royal Free School's overall aim of raising achievement for all pupils.

All young people need a planned programme of activities to help them make decisions and plan their future careers, both in school and after they leave. The 2011 Education Act places a duty on the school to give all pupils in Years 7-11 access to careers education and impartial information, advice and guidance. All pupils gain guidance and exposure to a variety of career paths from invited professional speakers from within and outside the hospital, visits to career shows, CV writing, training on interview techniques, engagement within the local authority STEAM Hub, external careers and apprenticeship advisors from the DfE and as part of collective time leading up to windows for college applications. Pupils follow a curriculum that enables informed decisions regarding careers to be made and post 16 options considered, including the completion of a psychometric, career-matching test. Sixth form and college open days are advertised and all vulnerable pupils are accompanied to attend interviews. Opportunities for incorporating a careers focus into all subjects is encouraged, and discussion is very much focused on moving forward and the next provision. The school continues to extend its database of local industry to provide greater opportunities for work experience and is a member of the LA STEAM Hub.

CEG at RFHCS aims to help pupils develop a positive self-image, increase self-confidence and raise personal aspirations. The school strives to provide appropriate guidance, up to date information and a range of opportunities to support pupil's development at key points throughout their education. The CEG programme aims to prepare pupils for the ever changing opportunities, responsibilities and experiences of adult life and equips them with the life skills to manage the choices, changes and transitions ahead of them.

This policy was developed and will be reviewed annually through discussions between all stakeholders. It is underpinned by the school's policies for Teaching and Learning; Assessment, Recording and Reporting; PSHE and Citizenship; Equalities; Health and Safety and our SEND local offer.

Pupils Needs

The CEG programme is designed to meet the needs of all pupils at RFHCS. The programme ensures progression through activities that are appropriate to pupils' stages of career learning, planning and development. The CEG programme plays a key role in reducing the number of pupils who come through the school and are at risk of becoming NEET, particularly those who are most vulnerable or at risk on entry in addition to children already missing education (CME).

RFHCS will also make use of the SEND local offer published by the local authority. Where pupils have EHC plans, their annual reviews must, from year 9 at the latest, include a focus on adulthood, including employment. We will ensure these reviews are informed by good careers guidance.

Entitlement

Pupils have access to careers education and guidance that is impartial and confidential. The programme aims to promote equality of opportunity for all pupils. This service is currently provided by The Education Development Trust as well as The National Citizenship Service.

Young people are clear about the requirement to stay in education or training until 18 and what it means for them. In particular, young people are not required to stay in school. They can choose how to participate which might be through:

- full time study in a school, college or training provider;
- an apprenticeship, traineeship or supported internship;
- full time work or volunteering (20 hours or more) combined with part time accredited study.

Management

Careers education and guidance is managed jointly by the Deputy Headteacher and Enrichment Coordinator.

Staffing

All teaching staff are expected to contribute to the CEG programme through their roles as tutors and subject teachers. Other non-teaching staff such as Teaching Assistants and visiting speakers. The CEG programme is planned, monitored and evaluated by the Enrichment Coordinator in consultation with the Deputy Headteacher. It is also time-lined on the school's Assessment, Monitoring and Evaluation Schedule.

Curriculum

Careers education is delivered by tutors teaching across the curriculum and by teachers and external providers in planned events and workshops such as the The National Careers Fair and National Apprenticeship Fair at Excel. Pupils are introduced to careers options and opportunities through a variety of enrichment activities such as;

- Visits to creative organisations like Barbican Centre and House of Illustration
- STEAM providers such as The Crick Institute, Wellcome Foundation and UCL.
- Arts providers like WAC Arts College
- Waitrose Cooking School
- Visiting guest speakers
- Hospital based opportunities around medicine and other opportunities ranging from Catering to Pharmacy.
- Volunteering opportunities in a local special school
- The NCS Challenge (for 16/17 year olds)
- Visits to National Career Fairs

We provide direct specialist careers guidance to each individual pupil and groups via the Education Development Trust. We have employed a Careers Advisor who will visit the school on five full days in the first term to interview pupils on a 1:1 basis and, based on their findings, then offer impartial advice on

career paths and training/college opportunities. Careers and college information is available in an identified area of the school and hosted on the school's VLE and Website.

The school offers Life Skills teaching and accreditation such as Personal Finance, Managing Data and Employability Skills. The school also places a focus on soft skills such as: thinking and reasoning; self-management of thinking processes; teamwork and the school's core values of contribution, cooperation and consideration. All day patients qualify for the school's outdoor activities challenge week.

Resources

Funding for CEG is provided partly through capitation and the pupil premium budget.

Apprenticeships

The school is registered with the Department of Education's Apprenticeship Scheme and receives regular visits from specialist trainers to provide bespoke guidance to all pupils. ASK (Apprenticeships Support and Knowledge) will hold 3 workshops over the course of the academic year offering further advice and support with apprenticeship applications.

Monitoring, Review and Evaluation

Delivery of the careers programme is monitored as part of the whole school monitoring and evaluation process. The CEG programme is reviewed annually by the Enrichment Coordinator and Deputy Headteacher.

Date updated: Nov 2022

Date of next review: Nov 2024

Date approved by the Governing Body: 10/11/22