



# FARNEY CLOSE SCHOOL

## Careers Policy

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## **Introduction**

Farney Close provides a relevant and engaging careers curriculum which meets the differing needs and requirements of our young people. This is developed throughout their time at the school and is always supportive of their abilities, strengths and skills.

### **Why do we need a Careers policy?**

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make informed decisions and it is the responsibility of the school to advise and guide them while making these choices.

### **The aims and purpose are to:**

- Prepare young people for the transition to life after Farney Close
- Support young people in making informed decisions which are appropriate for them
- Provide young people with well-rounded experiences
- Develop personal characteristics such as social skills, communication, independence and resilience
- Inspire and motivate young people to develop themselves as individuals and live as independently as is possible
- To embed employability skills into all stages of Farney Closes curriculum, in order to equip its young people for their work environments beyond formal education.

This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

### **What are the Statutory requirements and recommendations?**

The careers provision at Farney Close is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.

This states that all schools should provide independent careers guidance from Years 8 to Year 13 and that this guidance should:

- be impartial
- include information on a range of pathways, including apprenticeships
- be adapted to the needs of the young person

In addition, the school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all schools must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.

### **What Careers Provision is offer at Farney Close**

All young people have access to the following:

- Farney Close Learning for Life curriculum - Careers and preparing for life after Farney Close is a fundamental aspect of our 24-hour curriculum

- Visitors in to school and offsite visits support young people in developing their understanding of a range of different post 16 pathways.
- All young people from Year 9 have access to advice and guidance from our external career adviser as well as support situated in school
- All young people in Year 10 access a meeting with our external career advisor and school careers leader to explore future pathways

### **What are the young people entitlement to?**

All young people in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to 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;
- to understand how to make applications for the full range of academic and technical courses.

### **Are there opportunities for access to career opportunities?**

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to young people.

Visits to colleges open day and enterprise events also take each year.

### **How is Careers Education taught?**

Careers education is taught through the PSHE curriculum in years 9, 10 & 11. It does however have a special focus in yrs 10 & 11 with one lesson per week designated to Humanities and Work Skills as a standalone subject. In these lessons, young people will look at what opportunities are available to them once they leave school. They will also have an interview with the school's external careers advisor who works closely with the internal career's coordinator and the subject teacher, to determine any areas of interest for future study or work. The individual is then supported in researching the relevant opportunities that might be available in their chosen field.

### **What is included in Careers Education?**

The main focus of the learning will take place in careers lessons; there is individual guidance by the subject teacher, the careers coordinator and the school's external careers advisor. All of this work is accessed through normal teaching methods which include differentiated lessons as well as individual research by the young people involved. Greater detail relating to subject content can be found in the programmes of study and on the curriculum map. Work related learning through work experience will also supplement the classroom activities and provide a large bank of resources for the individual. There is pre-work experience preparation as well as post work experience analysis and evaluation. The work experience programme for our young people is quite comprehensive with one week in year 10 and one day per week in year 11. There is also cross curricular work done wherever the opportunity arises.

*Please note that for the academic year 2020 to 2021 work experience has been suspended for year 11s. This is to provide them with more time in the classroom following some absence from education due to COVID-19.*

**What guidance does the school follow?**

To support us with our work Farney Close follows the Gatsby Benchmark framework of 8 guidelines that define the best careers provision in secondary schools:

Gatsby Benchmark 1 - A stable careers programme

Gatsby Benchmark 2 - Learning from labour market information

Gatsby Benchmark 3 - Addressing the needs of every young person

Gatsby Benchmark 4 - Linking curriculum learning to careers

Gatsby Benchmark 5 - Encounters with employers and employees

Gatsby Benchmark 6 - Experiences of workplaces

Gatsby Benchmark 7 - Encounters with further and higher education

Gatsby Benchmark 8 - Personal guidance

For further detail please see <https://www.careersandenterprise.co.uk/schools-colleges/gatsby-benchmarks>

**What sort of support will be available?**

Support levels within the classroom are comprehensive. Every young person is given the opportunity to be withdrawn from the lesson to have individual support for college/ job applications and phone calls and where necessary support is offered for the interviews themselves. Consultation with parents is regular and staged. The school's external careers advisor holds individual careers interviews which helps identify a path to moving forward and contributes to the individual's annual review paperwork. In this way the Local Authority is kept informed throughout the whole process.

**How is the programme monitored and evaluated?**

The careers programme itself will be subject to the normal procedures for monitoring, review and evaluation that are in place throughout the curriculum. These are identified in the school's monitoring and evaluation policy. This is because Careers is taught through PSHE, predominantly in years 10 and 11, and as such will be monitored as part of the curriculum in the usual ways. On top of this the careers advisor is guided by the Investor in Careers programme and their quality standards which help identify improvements and any need for change.

**What further measures are taken?**

Throughout their time at Farney Close all young people are supported in developing employability skills.

Employability Skills can be defined as the transferable skills needed by an individual to make them 'employable'. Along with good technical understanding and subject knowledge, employers often outline a set of skills that they want from an employee.

These skills are what they believe will equip the employee to carry out their role to the best of their ability.

We recognise that skills that employers will want to see include:

- Communication and interpersonal skills
- Problem solving skills
- Use of initiative and being self-motivated
- Working under pressure and to deadlines
- Organisational skills
- Team Working
- Ability to learn and adapt
- Numeracy
- Valuing diversity and difference
- Negotiation skills

Our 24-hour curriculum works with young people to embed these skills into their everyday life including their working environment.

### **How is the programme staffed and managed?**

Careers is taught by the PSHE department and supported by a consistent classroom assistant who is responsible for Careers and Work Experience. The school's external careers advisor provides support in the form of attendance and conducting of career interviews as well as providing advice in the young person's EHCP reviews. The Vice Principal oversees Careers development throughout the school.

### **How is staff development managed?**

Staff development in this area of the curriculum has been very comprehensive. Considerable support and guidance has been accessible through the Investors in Careers programme. Staff have also been well supported and informed through Local Authority conferences, comprehensive in-service courses and access to Local Authority advisors. In an effort to keep up with an ever-changing programme that incorporates more and more of the ECM agenda training has been extensive.

### **How often is the policy reviewed?**

The Careers policy has been written and incorporated into the school's practice, policy and procedure manual and as such will be reviewed bi-annually in line with other documentation.

### **What is the overall objective?**

The careers programme is designed to meet the needs of the young people at Farney Close. It is differentiated to ensure progression through activities that are appropriate to the individual's stages of career learning, planning and development. The objective is that every young person, on leaving Farney Close, will be able to access either employment or a college place in an appropriate environment and thereby maximise their true potential.