

Forest Oak School



Careers Policy September 2023 -

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Working together
Releasing potential

Introduction

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 decisions and plan their careers, both in school and after they leave. In January 2023, The Department of Education updated The Careers guidance and access for education and training providers – Statutory guidance from governing bodies, school leavers and school staff. This legislation guidance refers to the Education Act 1997 and the Educational and Skills Act 2008.

The main points are;

- The aim is to make sure that all young people get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience.
- School should use the Gatsby Charitable Foundation's Benchmarks to develop and improve their provision.
- The Benchmarks define all the elements of an excellent careers programme. These are to be fully met by 2020.
- Co-ordinated support and an appropriately skilled and experienced leader in school are important to meet the Benchmarks.
- The Careers and Enterprise Company (CEC) will provide external support to schools.
- The Strategy sets out that every school needs a Careers leader who has the energy and commitment, and backing from their senior leadership team, to deliver the Careers programme across all eight Gatsby Benchmarks.

- Careers guidance will continue to be considered during Ofsted inspections. This is set out in the Ofsted's Common inspection Framework. A successful careers guidance programme will also be reflected in higher numbers of learners progressing to positive destinations.
- Provider access legislation requires all schools and academies to provide opportunities for a range of education and training providers to access all year 8 to 13 learners to inform them about approved technical education qualifications and apprenticeships.

Forest Oak School believe that CEIAG (Careers Education, Information, Advice and Guidance) is very important to our learners. We provide Careers education and independent, impartial careers guidance. This is the duty of the governing body of the school, the careers leader and the head teacher. Forest Oak School endorses the suggested objectives for careers education and guidance outlined in the Careers Development Institute (CDI) Careers and work-related learning framework and the programme of study for personal, social, health and economic education, personal wellbeing and financial capability.

Aims

The aim of CEIAG at Forest Oak School is to prepare the learners for the world of work and adult life through experiences of self-development, career exploration and career management;

Self-Development – ability to understand themselves and the influences on them.

Career Exploration – ability investigate opportunities in learning and work, including the current labour market.

Career Management – ability to make and adjust plans to manage change and transition.

Whilst at Forest Oak School our learners are taught the skills and attitudes required to enable them to become as independent as they can be and to prepare for adulthood. We aim for learners to have an enriched and stimulating curriculum to give them every opportunity to reach their full potential regardless of their gender, race, learning disability or physical disability.

Rationale and commitment to careers education, information, advice and guidance:

Careers Education, Information Advice and Guidance (CEIAG) makes a major contribution to preparing young people for the opportunities, responsibilities and experiences they will encounter at school, in further education and in working life. It aims to help all students make a successful transition to adulthood by:

- Supporting them to achieve their full potential
- Empowering them to plan and manage their own futures
- Providing comprehensive information on all options
- Raising aspirations
- To support inclusion by promoting equality, diversity, social mobility and challenge stereotypes
- Enabling young people to sustain employability and achieve personal and economic wellbeing throughout their lives
- Promote participation in learning

The school is committed to ensuring that the CEIAG advice students receives:

- information on a range of education or training options, including apprenticeship and other vocational pathways
- is impartial
- is in the best interests of the students
- meets the needs of the students

We are committed to ensure that the school continues to meet the requirements outlined in the Gatsby SEND (Special Educational Needs and Disabilities) Benchmarks.

These benchmarks are:

Benchmark 1: A Stable Careers Programme

Benchmark 2: Learning from Career and Labour Market Information

Benchmark 3: Addressing the Needs of Each Pupil

Benchmark 4: Linking Curriculum Learning to Careers

Benchmark 5: Encounters with Employers and Employees

Benchmark 6: Experiences of Workplaces

Benchmark 7: Encounters with Further and Higher Education

Benchmark 8: Personal Guidance

At Forest Oak School careers education, information, advice and guidance is at our forefront ensuring learners' leave with the right tools and values to help prepare them for adulthood. We support students to consider their future options, realise their potential and decide how their skills and experiences fit with opportunities in the job market. We prepare students for their preferred transitional pathway whether that is to continue with further education, employment, training or living independently and we use a person-centred approach in our delivery method. We are fully committed to our statutory and moral obligation to provide a holistic careers service to students identified in Year 8 onwards, highlighting the vocational and academic routes to their preferred careers path. Throughout Forest Oak our careers programme is known as Careers and Enterprise.

We ensure that students are inspired and motivated for the world of work, ensuring high achievable aspirations are considered for a range of careers available. Our Careers Strategy works in line with our PSHE policy.

We work closely with the local authority due to the vulnerable nature of our students who all have special education needs and disabilities with Education, Health and Care plans in place, ensuring that we know of all the services available to support students, to access these and share this knowledge amongst our community. We all share the presumption that for many of our young people with special educational needs and disabilities are capable of sustaining paid employment with the right preparation and support. We regularly celebrate and showcase and promote the achievements of our students who are volunteering or in paid employment at every opportunity.

Forest Oak is committed to providing a planned programme of careers education activities to all year groups, including the opportunity for all students to access impartial information and expert independent advice and careers guidance. Forest Oak is also committed to maximise the benefits for all students by adopting a whole school approach involving parents, carers, external IAG providers, employers and other local agencies, the wider community and FE and HE establishments.

The school will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD (Continuous Professional Development) training opportunities and commissioning of external sources
- Adequate staffing
- Student and staff access to information (electronic and hardcopy)
- Designated space for individual, group and research sessions

In compliance with 2023 Careers guidance and access for education and training providers, Forest Oak will:

- Ensure that students are aware of the full range of career opportunities available
- Learn from employers about valued workplace skills and have first-hand workplace experience.
- Offer an excellent programme of advice and guidance delivered by qualified advisers with support tailored to the individual
- Provide information needed to understand job and career opportunities available and how knowledge and skills can help towards particular career paths
- Publish details of career programmes for young people and parents

Curriculum

In Early Years, KS1 and KS2 learners learn about CEG through cross-curricular themes, for example.

Self-Development – Learning about themselves through PHSE.

Career Exploration – Exploring themes such as 'People who help us'.

Careers Management – Preparation for the next stage e.g., new work, class, teacher.

Careers education begins in year 7 and continues through into our Sixth Form. Some objectives from the National Framework are taught through PSHE lessons, through recording, review and planning activities and special events. Careers at Forest Oak

is taught through drop down curriculum days every half-term term using Talentino resources to aid our learners knowledge and understanding.

The personal adviser provides specialist careers guidance in Year 10 and in the year learners leave Forest Oak school. He is also available via emails and attends selected parent's evenings. Learners visit a range of post-16 and post-18 provisions and also have access to information about other routes such as supported internships and apprenticeships.

Careers information is available on the Careers display board and at the Oakwood Centre.

Where appropriate work experience is carried out within the local area, near to the pupil's home or within the school environment. This is in the form of a one-week block in Year 10 and through a weekly placement whilst in Year 11 and Sixth Form if appropriate. For some learners a group placement is arranged which is supported by Forest Oak staff.

The Careers programme includes Careers education lessons, Careers guidance activities, information and research activities (work- related learning (including work experience), action planning and recording achievement. Work experience preparation and follow-up take place in lessons and other appropriate parts of the curriculum. We have access to an annual Transitions event held at school to which parents, learners and representatives from further education institutes are invited.

In particular we intend our students to:

- Develop a broad understanding of the world of work and an ability to respond to changing opportunities as appropriate.
- Develop independent research skills so that they can make good use of information and guidance as appropriate.
- Develop and use their self-knowledge when thinking about and making choices as appropriate.
- Develop their understanding of employability skills and how to enhance these as individuals as appropriate.

- Develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition as appropriate.

Communication with External Stakeholders and Provider Access

- This policy and current CEIAG relevant information will be accessible on the school website
- Regular career notices and opportunities will be published via the website
- Those engaged with the school will be kept in touch with Forest Oak's Careers provision as and when appropriate including Work Experience providers and mentors.

Equal opportunities

We are keen to promote equal opportunities and try to use every opportunity to challenge stereotypes and to raise aspirations. Lessons about stereotypes in employment are taught and we monitor careers resources regularly to ensure that they encourage both boys and girls and students from minority ethnic groups to enter different careers. At special events such as the Careers Convention, we aim to give parents and students a view of young, successful career women and men. The destinations of our leavers are closely monitored and visiting speakers reflect a diversity of backgrounds.

Monitoring, evaluation and review:

The careers programme is monitored regularly and amended after an annual review. Students' opinions are actively sought as well as the views of different stakeholders. Relationship to other parts of the curriculum and other policies. Careers education is conducted in accordance with the school's equal opportunities policy, external visits policy and other relevant policies. The whole school remit of careers is recognised and the curriculum is developed alongside that of other areas so that careers education is an integral part of the whole school curriculum.

Management:

A member of the school's leadership team has direct responsibility for the leadership of Careers and works with the Sixth Form and Careers Lead.