

Hambleton & Richmondshire Pupil Referral Service



Sunbeck PRS

**Careers Education Information,
Advice and Guidance Policy**

Ratified: July 22

Review Date: July 23

1.0 Introduction

This policy is built on the vision and values that all students must be provided with impartial Careers Education, Information, Advice and Guidance (CEIAG) to support them through this transitional placement. The young person will have every opportunity to pursue their chosen learning pathways and work placement.

Our Sunbeck Centre aim is to ensure all learners are empowered to make self-determined choices about learning and work opportunities, based on a programme designed around meeting the Gatsby Benchmarks. We are committed to do this by providing each young person with:

- Confidence in his/her own abilities
- A positive outlook on their own future
- Opportunities to participate and enjoy being involved in their learning
- Opportunities to make informed decisions and identify relevant future goals
- Frequent chances to work with others
- A safe and secure environment
- Empowerment to be the best that they can be in everything that they do
- Access to CEIAG that is impartial, inclusive, accessible and in a variety of formats
- Staff that have been trained and developed to deliver appropriate CEIAG

2.0 Aims

For young people to:

- Have opportunities to discuss their learning and career options at any point in their learning process and be supported with this.
- Understand themselves and the influences on them, be able to assess themselves and set realistic targets.
- Understand and investigate opportunities in learning and work and identifying future goals.
- Make action plans to develop skills and review these on a regular basis.

These should be achieved through:

- A planned programme of careers education (Appendix 1)
- Access to a range of information resources
- Access to information and advice about all post-16 pathways according the stipulations of The Baker Clause
- Access to impartial advice and guidance
- Opportunities for vocational learning and/or workplace experiences

3.0 Partnership

Each young person has access to impartial advice from the Careers and Guidance Manager to help them plan, look at how to overcome any difficulties and achieve their goals. Beyond this, The Sunbeck Centre will:

- Work closely with parents/carers in a variety of ways including:
 - Regular phone calls and regular review meetings
 - News, information and opportunities shared on the website and on school social media
 - Response to ad-hoc requests for advice and information, including appointments in school.
- Working with partner agencies and organisations to support student transition:
 - Post-16 learning providers (e.g. Darlington College, Middlesbrough College, Harrogate College)
 - Local employers
 - NYBEP
 - The Careers Enterprise Company

4.0 Equal Opportunities

We are committed to promoting equal opportunities and seek to challenge stereotypes and ensure that our students achieve their full potential.

5.0 Commitment

The School Management Committee and Senior Leadership Team are committed to CEIAG. This is outlined below:

- Careers Leader – Sophie Drwiega who has responsibility for CEIAG. She is a Level 3 trained IAG practitioner and trained teacher who has completed L6 Careers Leader training
- A planned careers programme as part of the compulsory curriculum
- Continuous Professional Development for all staff – identifying training needs to ensure knowledge and skills are up-to-date.
- Careers Education is provided from Year 7 upwards and is very much tailored and personalised to the needs of the individual student.

6.0 Monitoring and Evaluation

The CEIAG policy is developed by the Careers Leader in consultation with the Senior Leadership Team and is reviewed and evaluated to ensure that it fits with the aims and objectives of the School Improvement Plan. We also have an ongoing SEF (self-evaluation form) as a tool to monitor and ensure best practice. Destination data enables us to monitor the progression of our students and the impact of the CEIAG provision. Ongoing feedback and evaluations from students contribute to the review of career programmes and that they meet the needs of students.

APPENDIX 1 – The Sunbeck Centre Careers Programme Outline

Key Stage 3	
Developing yourself through careers, employability and enterprise education	<p>Curriculum</p> <ul style="list-style-type: none"> English - Speaking and listening tasks around who they are as an individual and what they like PE – Self-evaluation – strengths and weaknesses. Raising fitness and skill levels and how this relates to wellbeing. Catering – Enterprise project around student interests and strengths Art – Planning projects around interests. Evaluating own work and target setting to make improvements. <p>Discrete</p> <ul style="list-style-type: none"> Careers Action Plan Careers tutorial sessions (1:1/small group) – What Are My Strengths? Card activity. Target books – student target setting for themselves – supported by tutors. Induction – reflection on reasons they are attending the PRS. Goal setting.
Learning about careers and the world of work	<p>Curriculum</p> <ul style="list-style-type: none"> PSE – Careers topic Art – Artists study – the motivation and lifestyle of artists. Art- Exploring the uniqueness of people Humanities – Industrial revolution and how working lives of people have evolved Catering – Enterprise project – jobs within the catering industry PE/Outdoor Ed – professions in sport/women in sport <p>Discrete</p> <ul style="list-style-type: none"> Careers Action Plan Careers tutorial sessions (1:1/small group) – Session exploring areas of industry Industry visits (1 per term - customised to cohort) e.g. Wensleydale Creamery linked to Catering
Developing your career management and employability	<p>Curriculum</p> <ul style="list-style-type: none"> PE – Sessions on ‘tenacity’, ‘reliability’ and ‘responsibility’. Maths – Managing money and personal budgets (Barclays Lifeskills/Functional Skills units) Art – Making choices – choosing media/artist study Catering – Enterprise project <p>Discrete</p> <ul style="list-style-type: none"> Careers Action Plan SENCO Work – preparing students for transitions Careers tutorial sessions (1:1/small group) – Making Good Decisions

Key Stage 4	
Developing yourself through careers, employability and enterprise education	<p>Curriculum</p> <ul style="list-style-type: none"> English – Personal target setting/Speaking and Listening/Self-promotion. Functional skills reading and writing tasks. Maths – Flight paths PSE – Recognition of level of learning and what is needed to progress. Active Citizenship and Taking Responsibility. Investigation of a Community Project. Roles in Society related to upholding the law. Art – Self-study and focus on responsibility. Skill level appraisals. Discussions of interest. Catering – Introduction to Hospitality Unit 8. PE – Skill level assessments. Focus on fitness and wellbeing link. Social activity. Self-review of fitness programme and progress. <p>Discrete</p> <ul style="list-style-type: none"> Careers Action Plan Thrive™ reviews Personal target setting Tutorial conversations 1:1 Careers tutorial sessions – Strengths and interests assessment and discussion

	<ul style="list-style-type: none"> • Careers activity evaluations • Work Experience diaries (Tutor supported) • (Child In Need meeting reviews)
Learning about careers and the world of work	<p>Curriculum</p> <ul style="list-style-type: none"> • English – Formal S&L discussions. Investigations through themed texts with an employability focus. Planned responses to job applications. Recognising stereotyping and discrimination through literature. • PSE – Roles and responsibilities in society • Catering – Introduction to Hospitality Unit 7 & 8. Hospitality Guild website study. Class discussions challenging gender stereotypes in the industry. Health & Safety compulsory unit. • PE – Study of professional settings in sport – Leisure Centre staff support. Module on women in sport. • Maths – The role of maths in different careers (link to STEM) <p>Discrete</p> <ul style="list-style-type: none"> • Careers Action Plan • Extended work experience placements (offered to ALL students) • Visits from local FE providers highlighting areas of need (All Y10/Y11) • 1:1 Careers tutorial sessions – Shape Your Future sessions • LMI information sent to parents • Parent and student Careers Appointments
Developing your career management and employability	<p>Curriculum</p> <ul style="list-style-type: none"> • English – Functional Skills sessions – accessing further learning and support. Reading and writing assessments. Writing a Cover Letter – linked to persuasive language. • Maths – Functional Skills – managing your personal finances/understanding salary. Applications of problem solving skills • PSE – Employee rights and responsibilities. Money Matters unit. • ICT – Online safety and safe working practices • Catering – completion of practical sessions to evidence progress towards professional qualification. Investigations of progression through Unit 8. • Community Venture – employment and volunteering opportunities. • Student Council and Student Voice <p>Discrete</p> <ul style="list-style-type: none"> • Careers Action Plan • Personalised college/FE/vocational visits • Visit to the National Apprenticeship Show • Thrive™ assessments and work – tracking and re-setting conversations • Induction – reflection on reasons they are attending the PRS. Goal setting. • 1:1 Careers tutorial sessions (Customised to the individual) • Extended Work Experience placements & employer support