

# Hambleton & Richmondshire Pupil Referral Service



## Sunbeck PRS Careers Education Information, Advice and Guidance Policy

### Named personnel with designated responsibility for this policy:

Academic Year	Designated Senior Person	Nominated MC Member (if applicable)	Chair of Management Committee
2023/2024	S Drwiega		Tom Kelly

### Policy Review Dates:

Review Date	Changes Made	By Whom	Date Shared With Staff
27/06/2024	None	S Drwiega	

Date Ratified by Management Committee	Review Date
November 2024	July 2025 (Earlier if needed following review of Gatsby Benchmarks/CDI Framework)

Policy Source:	
North Yorkshire Council <input type="checkbox"/> The Key <input type="checkbox"/> Written by The Sunbeck Centre <input checked="" type="checkbox"/>	Veritau <input type="checkbox"/> Other (please state) <input type="checkbox"/> Click or tap here to enter text.

## 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 and L6 Careers Guidance and Development qualifications
- 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 (Y7–9)

Learning Outcome	Curriculum Activities	Discrete Activities
Developing yourself through careers, employability and enterprise education	<ul style="list-style-type: none"> <li>In English, speaking and listening tasks around who you are as an individual and what you like.</li> <li>In PE you will complete self-evaluation of your strengths and weaknesses. You will improve your fitness and skill levels through sport and discuss how this relates to wellbeing.</li> <li>In Catering you will undertake enterprise projects around your interests and strengths.</li> <li>In Art you will plan projects around your interests. You will evaluate your own work and target set to make improvements.</li> </ul>	<ul style="list-style-type: none"> <li>You can access Careers tutorial sessions whenever you would like them (1:1 or small group) – We explore your strengths, what you're good at and what you want to work towards.</li> <li>Target books – you will set targets for yourself.</li> <li>Induction – You will reflect on the reasons why you are coming to learn at the PRS and set personal goals.</li> </ul>
Learning about careers and the world of work	<ul style="list-style-type: none"> <li>In PSE, you will complete a Careers topic</li> <li>In Art you will complete an Artist Study learning about the motivation and lifestyle of artists.</li> <li>In Humanities, you will learn about the industrial revolution and how working lives of people have evolved over time.</li> <li>In Catering you will complete an enterprise project, exploring the jobs within the catering industry.</li> <li>In PE/Outdoor Ed you will look at professions in sport and women in sport.</li> </ul>	<ul style="list-style-type: none"> <li>Careers planning sessions are available to you.</li> <li>Careers tutorial sessions (1:1/small group) – Sessions exploring areas of industry</li> <li>Industry visits (at least 1 per term - customised to student interests) e.g. Wensleydale Creamery linked to Catering, LABMAN linked to Science/Maths</li> </ul>
Developing your career management and employability	<ul style="list-style-type: none"> <li>In PE you will complete sessions on 'tenacity', 'reliability' and 'responsibility'.</li> <li>In Maths you will learn about managing money and personal</li> </ul>	<ul style="list-style-type: none"> <li>Careers Action Planning</li> <li>You will work with our SENCO to prepare for transitions into new schools and settings.</li> <li>Careers tutorial sessions (1:1/small group) – Making Good Decisions</li> </ul>

budgets (Barclays Lifeskills/Functional Skills units)

- In Art you will learn about making choices – choosing media/artist study according to strengths and interests
- In Catering you will complete an enterprise project
- You will have the opportunity to be a part of the Student Council and Student Voice.

## Key Stage 4 (Y10-11)

Learning Outcome	Curriculum Activities	Discrete Activities
Developing yourself through careers, employability and enterprise education	<ul style="list-style-type: none"> <li>• In English you will complete personal target setting activities. You will plan your Speaking and Listening task around your strengths and interests. You will learn about self-promotion. In functional skills, reading and writing tasks will teach you the literacy and numeracy skills you will need to be employable.</li> <li>• In maths, you will monitor your own progress towards your next steps using Flight Paths</li> <li>• In PSE, you will be encouraged to recognise your level of learning and what is needed to progress. You will complete units titled Active Citizenship and Taking Responsibility; Investigation of a Community Project; Roles in Society related to Upholding the Law.</li> <li>• In Art you will complete a self-study and focus on responsibility. You will complete skill level appraisals and discuss your interests.</li> <li>• In Catering you will explore employability and career progression in the LI Hospitality and Tourism units.</li> </ul>	<ul style="list-style-type: none"> <li>• Careers planning sessions</li> <li>• Thrive™ reviews</li> <li>• Personal target setting</li> <li>• Tutorial conversations</li> <li>• 1:1 Careers tutorial sessions – Strengths and interests assessment and discussion</li> <li>• Careers activity evaluations</li> <li>• Work Experience diaries (Tutor supported)</li> <li>• Developing a Personal Progression Plan unit</li> <li>• Visits to employers, meeting employers and reviewing what you have discovered</li> <li>• Visit to National Apprenticeship Show</li> </ul>

- In PE you will complete skill level assessments. You will learn about the link between fitness and wellbeing. You will review and evaluate your fitness programmes and progress against these.

#### Learning about careers and the world of work

- In English you will take part in formal speaking and listening discussions. You will complete investigations through themed texts with an employability focus. You will plan responses to job applications. You will learn to recognise stereotyping and discrimination through literature.
  - In PSE you will study the roles and responsibilities in society.
  - In Catering you will learn about the different careers in the hospitality sector. Class discussions will challenge gender stereotypes in the industry.
  - In PE you will study professional settings in sport supported by Leisure Centre staff.
  - In Maths you will explore the role of maths in different careers (link to STEM).
- Careers planning sessions
  - Extended work experience placements (available to all KS4 students)
  - Visits from local Further Education/Apprenticeship providers
  - 1:1 Careers tutorial sessions – Shape Your Future sessions
  - Labour Market Information sent to parents
  - Careers Appointments offered to all students (parents can be invited too)
  - Industry visits (1 per term - customised to cohort) e.g. Wensleydale Creamery linked to Catering, LABMAN linked to Science/Maths

#### Developing your career management and employability

- In English you can study Functional Skills sessions focused on developing the skills associated with accessing further learning and support. You will learn to write a Covering Letter for a job application linked to our study of persuasive language.
  - In Maths you will learn about managing your personal finances and develop the skills needed to understand your future salary. You will discuss
- Careers planning sessions
  - Personalised college/FE/vocational/employer visits
  - Visit to the National Apprenticeship Show
  - You will be offered Thrive™ assessments and work which help you to explore personal development.
  - Induction sessions to the school will involve reflection on reasons you are attending the PRS and personal goal setting.
  - 1:1 Careers tutorial sessions – these are customised to you and your interests.

the applications of problem solving skills

- In PSE, you will cover employee rights and responsibilities and we will complete the 'Money Matters' unit all about budgeting your earnings.
  - In ICT you will learn online safety and safe working practices which will be transferable to your professional career.
  - In Catering you will complete practical sessions to evidence progress towards your professional qualification in Hospitality and Catering.
  - You will have the opportunity to be a part of the Student Council and Student Voice.
- Extended Work Experience placements & employer support