



Careers Policy

Oakwood Community School

Background:

At Oakwood Community School we feel that careers education, information, advice and guidance helps make 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

Our Careers policy aims to enable young people so that they can access employment, volunteering or further education. It is designed at supporting them to achieve economic and personal wellbeing for the rest of their lives.

The Careers programme at Oakwood Community School follows the principals of the Gatsby benchmarks which sets out a framework of good practice:

- A stable and embedded programme of careers education and guidance
- Good quality information about future study options, jobs and the labour market
- Opportunities for advice and support tailored to young people's needs
- Subject teaching linked to careers
- Several opportunities to learn from employers and employees
- Experiences of workplaces
- Opportunities to hear from representatives of FE, HE and apprenticeship providers
- Personal guidance from a professionally qualified careers adviser, at the right time

Purpose:

Oakwood Community School is committed to career, employability and enterprise learning and development and fulfils their statutory obligations by providing best practice careers service to all students. The careers programme reflects the overall vision of Oakwood Community School whilst maintaining impartiality. This policy supports and is underpinned by other key school policies including: PSHE, Curriculum and SEND policies.



Commitment to CEIAG:

Oakwood Community School 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. Oakwood Community School 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.

Oakwood Community School will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD 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 the 2017 government careers strategy, Oakwood Community School 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
- Give a range of providers of technical education and apprenticeships the opportunity to access all pupils
- Publish details of career programmes for young people and parents
- Ensure students have at least 1 meaningful encounter with employers per year
- 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 in the school termly news letter
- Information on open days, careers and skills is given out to students, parents and on the website
- Those engaged with the school will be kept in touch of Oakwood Community School Careers provision as and when appropriate including Work Experience providers and business volunteers.



Management of provider access requests:

Our provision includes various opportunities for students to access a range of events. These are integrated into Oakwood Community School careers programme and curriculum as well as hosting or attending one off events that provide such opportunities. The integrated events are usually delivered internally, with contribution from external providers where necessary. The one off events, such as a school open evening or Careers Day are promoted with our students and key information is shared with parents. Where appropriate we will arrange visits, during the School day, for a select group of students to attend. We aim to provide access which is inclusive and appropriate to all our students SEND needs.

The School employs a level 6 qualified, independent and impartial careers adviser who works with Key Stage 3, Key Stage 4 and Post 16 students to ensure they are able to make an informed choice about their next steps. The adviser will see all of our Year 10 and 11 cohort at least twice, but where necessary repeat appointments are made. Our careers advisor also provides intensive careers advice and works with students who have been identified as potential NEET (Not in Education, Employment or Training). The adviser will inform students about the opportunities that other providers have, and when needed, additional support is provided to complete application forms together for those selected college or apprenticeship placements. Our Family School Link Worker also provides additional support to parents and families throughout this transition process.

Procedure of access requests:

A provider wishing to request access should contact Siobhan Long via the School contact details. Local providers are invited to key relevant events that are held at Oakwood Community School. When holding a Key Stage 4 parents evening we would, for example, invite traineeship & apprenticeship providers, colleges or other relevant groups such as local volunteering groups. We encourage other providers who are interested in coming into the School to contact Siobhan Long to identify the most suitable opportunity. Oakwood Community School policy on safeguarding sets out the School's approach to allowing providers into the School as visitors to talk to our students. At all times we ensure that there are no issues of safeguarding and that our students are always completely safe whilst meeting or speaking to external providers.

Resources for access requests:

Once visits have been agreed, Oakwood Community School will provide appropriate facilities to facilitate the visit, along with any equipment requested by the provider, where it is available. Sessions can be held in different venues according to the number of students and the requirements of the provider. Visits can be in the sports hall for up to 50 students, or sometimes in the classroom with a smaller group. We also have the facility to deliver safe personalised sessions.

We are happy to work with providers to provide any resources we can that make their visit possible and we are happy to accommodate those that need to bring extra equipment into the School in order to showcase what they do. Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception for the attention of Siobhan Long. Oakwood Community School will place the literature in the Classrooms so it is available to students during the course of the school day or directly after the school day.

Management, Monitoring and Evaluation:

The Head teacher along with the Careers Lead have strategic responsibility for CEIAG, and oversight with access to administration support. This is supported by the Careers Adviser. The careers provision and strategy is further supported by a link governor. To ensure that the careers provision remains effective and fully meets the needs of all students, this team and the school's external IAG provider will conduct an annual review of CEIAG, taking account of destination outcome data and feedback from a range of stakeholders. Any updates based on its outcome will be published on the school website.

Key Destinations Data is to be abstracted by the Careers Lead, once destinations data is published. Analysis to be completed with actions taken to address issues during the year.

Training and Development

To maintain and continuously develop CEIAG provision at the Oakwood Community School SLT will ensure the continual professional training and development of relevant staff and link governors.

These will include:

- **Careers Lead/adviser:** The professional development plan of this individual will include attendance at external careers event(s) and/or skills training programs each year.
- **Teaching staff:** All staff will receive an annual presentation on their role as tutors in providing Careers IAG and on other relevant issues and/or areas of good practice e.g. encouraging departments to make links between their subjects and employability skills and related careers.
- **Link Board Member:** Will attend at least one external careers event or training program each year and provide feedback.



CEIAG Provision within the school curriculum:

At Oakwood Community School there is a planned programme of learning experiences within the PSHE curriculum as part of year 7-11 students' entitlement to CEIAG. The programme of activities is delivered during tutor time, year group assemblies and through to the drop down days.

Activities range from careers lessons through to drop down days and preparation for adulthood. These enable young people to:

- Develop themselves through career and work-related education – Self Development
- Learn about careers and the world of work – Career Exploration
- Develop career management and employability skills – Career Management

Oakwood Community School will secure additional access to face to face external specialist careers guidance. Oakwood Community School will be using Hannah Gill from Above and Beyond Careers Ltd for their careers advice and guidance service.

Policy Approvals and Review:

This policy will be updated annually following the annual review and in discussion with staff, external partners and key priorities for action are identified and reported on.

This policy links with the Careers Programme.