



Careers Guidance and Policy

Written and reviewed by	Stacey Shephard	Date	09/10/2023
Headteacher review	Kate Stevens	Date	15 01 24
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Next Review	June 2025		

Oakwood Community school is committed to providing a planned programme of careers education for all students in year groups 7 – 13, as well as providing information, advice, and guidance.

We aim to inspire students, and provide real-life contact with employers and professionals, so that when students are required to make important post-16 decisions, they understand where different choices could take them.

We will ensure that each student leaves Oakwood Community school having made an informed choice regarding their post-16 education.

We will provide individualised, timely and proactive guidance which recognises each student's strengths, weaknesses, and aspirations.

We will ensure that all students possess the skills and knowledge to enable them to thoroughly consider the pros and cons of each option and the potential consequences of their choices. All decisions will be supported by objective evidence.

The careers programme includes careers education sessions, careers guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities. Other events and activities are planned and organised separately throughout the year.

We have strong links with local post-16 providers and other alternative provisions.

Aims

Oakwood Community School's Careers policy has the following aims:

- enable students to make informed choices for the next stage of their education
- contribute to strategies for raising achievement, especially by increasing motivation
- support inclusion, challenge stereotyping and promote equality of opportunity
- encourage participation in continued learning including higher and further education
- develop enterprise and employment skills
- reduce drop-out rates and 'course-switching' in education and training
- contribute to the economic prosperity of individuals and communities
- meet the needs of all our students through appropriate differentiation
- focus students on their future aspirations
- provide parents/carers with relevant information regarding post-16 education to enable them to assist their child in making informed choices

Through Careers education and guidance our students will:

- Develop a positive self-image in relation to future learning and work-related roles, based on an accurate assessment of abilities and aptitudes.
- Acquire a sound understanding of the range of opportunities available through learning and work, and of career progression pathways.
- Develop skills to form and implement effective decisions and a reflective approach to learning from experience.

To do this we will:

- Work in partnership with local employers and other education and training providers like schools, colleges, universities, and apprenticeship providers.
- Use the 8 Gatsby benchmarks to ensure our provision meets the required standards
- Stress the importance of academic achievement in Functional Skills, iGCSE's and other qualifications offered.
- Promote equality of opportunity for all students.
- Provide opportunities for students to develop entrepreneurial skills.
- Support all students to make informed choices.

The Careers Education and guidance framework at Oakwood Community school consists of five elements which together provide a coherent and progressive programme for all students.

1. Discovery
2. Exploring.
3. Focusing.
4. Planning
5. Decide and Apply.

The statutory requirement to deliver independent careers guidance from Year 8 to Year 13 is fulfilled through the following:

Careers Education

Careers education is delivered through a variety of means including assemblies, PSHE sessions, 'drop-down' days, and standalone opportunities throughout years 7-13. Careers education includes opportunities for our students to engage with employers from a range of industries. The careers education materials are updated to include changes around careers in society.

Work related learning.

Work related learning is part of the careers education programme and is taught throughout key stage 4. Our ambition is for all students to take part in at least 1 weeks' worth of work experience and volunteering, subject to their readiness and ability to take part.

Careers information

Students will have access to various careers related books, leaflets and websites including, Skills Builder and Start during Careers Education. Oakwood Community school celebrates National Careers Week with various activities and employers.

Advice and guidance

The statutory duty to provide independent and impartial careers advice and guidance is fulfilled. Each Year 10, 11, 12 and 13 students have a careers interview annually with a Level 6 Careers Adviser, so in total a student will have at least 2 individual appointments during their time at Oakwood Community school.

Year 7's, 8's & 9's will have careers input in small group sessions and in their PSHE lessons.

Each young person can receive individualised one-to-one guidance about their choice of post 16 options from our school Careers Leader, who works very closely with key stage 4. Staff do not show any favouritism or bias towards a particular institution/provision.

Action planning

All students discuss their careers plan during each careers interview. Notes are recorded by our school Careers Lead and are shared with the student. These notes will be accessible to others providing permission is gained from the student concerned.

Management and co-ordination

The CEIAG programme is co-ordinated by the Careers Leader working with the Curriculum Lead/Assistant Headteacher. The Careers Lead is responsible for:

- Producing and updating the Careers policy.
- Liaising with Above and Beyond Careers – contracted careers company.
- Organising careers related trips and activity days.
- Work experience.
- Promoting CEIAG within and outside school.
- Providing guidance to tutors and relevant staff on how to deliver post-16 advice.
- Sharing information with staff effectively to ensure appropriate advice is given to students.
- Producing and updating the careers education framework.
- Liaising with tutors and other staff delivering the careers education elements of PSHE.

Overview of CEIAG

In Year 7 and 8, the focus is on students knowing themselves well. Jobs and careers are introduced, and students begin thinking about the vast number of careers and jobs available. Students start to look at their achievements and align these with possible careers pathways. The content then focuses on linking plans and dreams to reality. The connection between school education and future aspirations is made. We also link jobs to money and look at the cost of living.

In Year 9, the focus is self-assessment and career pathways. We organise trips, visits, and speakers to give students ideas about the real world of work.

In Year 10, the focus is the world of work, being responsible and preparation for work experience. We also look outside school for inspiration. On return from work experience students evaluate their understanding and begin to consolidate or rethink their ideas about work and career pathways.

In Year 11+, the focus is post-16 options and the application process. Students are now focused on the reality of applying further education, traineeships, and apprenticeships. They write personal statements, application forms and prepare for interviews.

The 8 Gatsby Benchmarks of Good Career Guidance

The 8 Gatsby benchmarks have been adopted by the government for schools to use as a framework for improving their careers provision. More information can be found at <http://www.gatsby.org.uk/education/focus-areas/good-career-guidance>.

The 8 Gatsby benchmarks are:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

The school will continually evaluate its careers provision against the Gatsby benchmarks using the Compass tool (Careers and Enterprise Company) to assist in further developing the existing provision.

Gatsby Benchmarks	National figures 2021	Oakwood Community school October 2023
A stable careers programme	43%	35%
Learning from careers and labour market information	66%	60%
Addressing the needs of each student	38%	81%
Linking curriculum learning to careers	60%	56%
Encounters with employers and employees	56%	100%

Experiences of workplaces	36%	25%
Encounters with higher education	33%	79%
Personal guidance	65%	100%