



## WESTBOURNE ACADEMY

# CAREERS & WORK RELATED LEARNING POLICY

### **Introduction**

At Westbourne Academy we aim to create well rounded individuals that have the confidence and self-awareness to make informed choices about their future options.

### **Implications (Student/Parents/Staff/Governors)**

In 2011 the Education Bill removed the statutory duty on schools in England to provide careers education for students in Year 7-11. From September 2012 the statutory duty to supply independent and impartial careers guidance for students in Year 9 to Year 11 rests with the academy. As a result, reviews have been undertaken of the provisions that currently exist and how these meet the ACEG framework for Key Stage 3 and 4, alongside the introduction of more work related activities that are undertaken within the Academy.

### **Aims**

We will ensure that all students are given the opportunity to explore the progression pathways available to them. They will gain insight into different education, training and career options. We shall fully prepare them for future opportunities, by honing their interview and CV writing techniques. During their time with Westbourne Academy students will take part in a number of careers and work related learning activities. Delivery of this will be through students demonstrating an understanding of the Aspects of Learning which form the Westbourne Careers Strategy.

- Self-Awareness
- Exploring careers and career development
- Investigating work and working life
- Preparing for employability
- Identifying choices and opportunities
- Planning and deciding
- Handling applications and selection

### **1. Commitment**

Westbourne Academy is committed to providing a bespoke programme of careers education, information and guidance for students in all years. In Key Stage 3, students are encouraged to

explore different careers and occupations using a variety of methods including attending site visits and using an online program designed to give impartial careers guidance and information. In Key Stage 4, students will be expected to demonstrate efficient and practical career planning skills along with an associated understanding of post-16 options that are available to them locally and nationwide. They will take part in progression interviews, workshops and external events which are designed to assist with raising aspirations, and managing expectations.

At Westbourne Academy, we are dedicated in meeting this commitment. We have a specific team of designated careers staff driving the academy forward.

- Kevin Roche – Assistant Principal I/C Careers, Curriculum & Progression and SLT Link
- Lil Atkinson – In Academy Careers Advisor
- Sarah Pawlewski – Independent Careers Advisor
- Joy Settle – SEND Co-ordinator
- Maria Graziani – EAL Co-ordinator
- Vincent Sparrow – Link Governor for Careers, Curriculum and Progression
- Assistant/Head of House
- Vertical Tutors
- External agencies and businesses where appropriate

## **2. Resources**

Our commitment to the delivery of quality information advice and guidance is established using on the site Careers hub with integrated careers library and meeting area, access to KUDOS, National Careers Service and other online resources accessed via the Academy website or independently.

From September 2015 every student in Key Stage 4 will receive a Careers and Progression Portfolio to assist with the continual professional development in this area as they up-skill in the 7 key aspects of learning which are integral to the Westbourne Careers Strategy.

## **3. Activities**

We actively promote careers information and events via the main academy website, social media, and designated display boards positioned throughout the academy. Specific invitations and information is also relayed through Head of House Assemblies. Events which occur annually include:-

**The Westbourne Annual Careers Fair** - Open to all students, designed to support interaction, exploration and engagement with local and national employers and post-16 service and information providers.

**Progression Interviews** - One to one sessions for students in Key Stage 3 & 4. For students in Key Stage 4, the interview is used to provide a platform upon which career planning and managing expectations are based. Linked closely with student attainment and post-16 option choices.

**Enrichment Programs** - Open to students who meet externally funded provider eligibility. These range from 12 week courses in character and team building skills to internal and external mentoring programmes for one or two academic years.

**Higher Educational Site Visit** - Students who meet eligibility criteria and for whom the experience would provide motivation and inspiration.

**Regional and National Events** - Students will be encouraged to take part when appropriate in both regional and national events to help with the understanding of the skills and experiences which will be required in the world of work.

**Transition Evening** - Open to students in Key Stage 4 and parents or carers. The main aim of the event is to help determine the most appropriate post-16 option choices.

**Employer Talks** - Open to all students in Key stage 4 by student selection and invitation, to provide up to date and relevant overview of industry and sector specific information and advice.

#### **4. Equal Opportunities**

Every student is treated equally and can expect to receive information that is up to date and relevant. They will be treated with respect by visitors to the academy involved in the Careers and Work Related Learning programme. All staff and mentors with one to one access to students are required to have an up to date Disclosure and Barring Service check completed.

Priority is given to those students who are identified as being most vulnerable. All students that attend the academy are tracked through our central careers register. This register not only records activities completed but identifies those at risk of becoming NEET (Not in Employment, Education or Training). These students along with pupil premium are fast-tracked to receive one to one support from our dedicated Independent Careers Advisor. Our EAL students are closely tracked by the EAL co-ordinator to ensure the most appropriate post 16 opportunities are identified in conjunction with our academy based Careers Advisor.

#### **5. Outcomes for Students**

By the end of Key Stage 3, students will be able to identify their own strengths and weaknesses and show an awareness of the range of careers and progression routes available to them so that they choose appropriate options to study at Key Stage 4.

By the end of Key Stage 4, students should be able to demonstrate full and practical understanding of the Aspects of Learning which form part of the Westbourne Careers Strategy. Student should be able to:

- Describe themselves and their strengths and preferences.
- Describe the different ways of looking at the careers that an individual may choose and how they might develop that role.
- Identify different types of work and also why people's satisfaction with their working life varies.
- Readily identify the qualities and skills needed for employability and provide evidence for those they have demonstrated both in and out of school.
- Sufficiently research and understand the routes into higher education, apprenticeships, traineeships, employment and volunteering.
- Competently negotiate and make considered plans and decisions to ensure that they meet the qualifications, skills and experience required to accomplish their goals.

- Understand the importance and demonstrate the ability to present themselves in a post-16 selection process including understanding the importance of application forms and transferring data.

## **6. Referral/Monitoring and Review Process**

At Key Stage 4, pupil premium students are referred as a matter of course for specific one to one careers advice delivered by our Independent Careers Advisor.

We have established a four tiered hierarchical system that allows us to identify and refer suitable students to the designated intervention appropriate based on their level of need.

- Level 1: These students will be responsive to guidance from a member of Teaching Staff/Vertical Tutors or Assistant/Heads of House.
- Level 2: These students have had concerns raised with regards to their performance review and the choices they have made. They are referred to the Internal Careers Advisor.
- Level 3: These students, despite intervention from the Internal Careers Advisor are still identified as potential NEET. These students are referred to our Independent Careers Advisor.
- Level 4: These students require more in-depth and sustained support from the Suffolk County Council's Early Help Team.

The central careers register is also used to identify specific areas of need. From this the Careers Team decides on any remedial measures necessary and this is linked to the academy policies on Data Protection and Recording and Sharing Information.

Students will have access to their Careers and Work Related information and will be required not only to keep their Career and Progression Portfolio up-to date, but have their evidence verified regularly by a variety of methods.

## **7. Evaluation**

In Year 11, progression data is collected and collated during the autumn term to form the destination data in accordance with Suffolk County Council's, Intended Destination Survey and September Guarantee. This highlights the post-16 option choices of students and consequently those students who will benefit from additional support in the lead up to Year 12. As part of the Westbourne Academy Career and Progression Portfolio, students are required to complete a personal evaluation at the end of Key Stage 3 and 4. They are also required to evaluate activities that they have completed along with the completion of a work experience diary (if undertaken).

## **8. Our Partners**

We are very proud to be able to provide our students with an engaging array of employer engagement activities and have been supported in this endeavour by a growing group of local businesses and post-16 providers. Speakers from a range of establishments regularly attend specifically arranged events and assemblies. Students have access through drop-in sessions to the full range of post-16 providers in the area, including those who provide apprenticeships.

Westbourne Academy is part of the SWISS partnership of schools and regularly works with Suffolk Connect Education Business in support of STEM and Work and Careers related activities as well as a number of charitable organisations.

## **9. Governing body**

Each member of the local governing body is linked to a member of the academy's SLT. There is a designated member of the local governing who is linked to the Assistant Principal in charge of careers.

## **10. Definitions**

**CAREERS** – To encompass, Information, Advice, Guidance delivered by numerous internal and external staff and facilitators. This may take place in groups, one to one.

**NEET** – Not in Education, Employment or Training.

**PUPIL PREMIUM** – Students who are eligible for additional Government Funding.

**SLT** – Senior Leadership Team

**STEM** – Science, Technology, Engineering and Maths

**WORK RELATED LEARNING** – The opportunities and experiences that students have to develop their knowledge and understanding of employability and enterprise skills.

Policy written June 2015.