

CAREER EDUCATION POLICY

Abbey School

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Other relevant policies:

Curriculum policy

Transition policy

Abbey School

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2. Introduction

Abbey School puts the needs of each pupil at the centre of all learning and social experiences and has a commitment to a high standard approach to Careers Education, Information and Guidance (CEIAG). Through CEIAG work, Abbey School utilises a nurturing approach, to raise aspirations, promote equality of opportunity, to ensure every student gains the confidence, self-belief, as well as the skills, knowledge and experience required to play an active role in the management of their own career progress and to prepare pupils for life beyond Abbey School. CEIAG is about more than “getting a job”. At Abbey School, we consider that a ‘career’ is having a planned pathway for life after school. Our aim is that students are able to gain the skills to make choices and enable them to partake in meaningful daily activity and experience progression.

The School’s careers programme embraces the eight Gatsby benchmarks of good Career Guidance:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
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

Throughout their time at Abbey School, all students take part in a range of activities to ensure that they are well informed and able to play an active part in determining their future pathways post-school. As with all areas of learning within the school, these activities are presented to pupils on an individual basis, in a timely fashion, that takes account of their abilities and needs.

As children move through the school their individual programmes are tracked to ensure that they are all taught key elements of the Work-Related Learning curriculum at an appropriate time in their education.

The school ensures that every young person has the opportunity to access a range of independent advice and guidance to help them to understand their choices when they reach first 16 and then 18 years of age



3. Legislation and guidance

The careers provision at Abbey School is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997. This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including apprenticeships
- be adapted to the needs of the pupil

In addition, the school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all schools must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.

The Government recommendations include:

- to ensure that young people have a better understanding about career choice, subsequent progression and its impact on their long-term earnings
- to assist young people in developing an understanding of the responsibilities and choices associated with parenthood
- to develop better, and more carefully planned opportunities for young women to meet professionals working in non-stereotypical roles, and to learn more about what such work entails
- to strengthen the knowledge and understanding of staff about the wide range of progression routes available so that girls and young women can make informed choices
- to consider how to link the contents of lessons and skills to be developed more frequently to career opportunities

National Minimum Standards Residential Special School – NMSRSS -

<https://www.gov.uk/government/publications/residential-special-schools-national-minimum-standards>

Social Care Common Inspection framework – SCCIF-

<https://www.gov.uk/government/publications/social-care-common-inspection-framework-sccif-boarding-schools-and-residential-special-schools>

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1077137/National_Minimum_Standards_for_residential_special_schools_-_in_force_from_5_September_2022.pdf



4. Aims and Purpose

Career Education at Abbey School aims to:

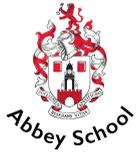
- Prepare pupils for the transition to life after Abbey School
- Support pupils in making informed decisions which are appropriate and ambitious for them.
- Provide pupils with well-rounded experiences.
- Teach pupils practical, job-related skills to increase their chances and potential for gaining paid employment in the future.
- Develop personal characteristics such as social skills, communication, independence and resilience.
- Develop pupils' self-management and social skills related to having a job (for example knowing what to do during a break, knowing who to ask for help, getting to work on time, making sure work clothing is clean and ready etc).
- Inspire and motivate pupils to develop themselves as individuals and live as independently as is possible.

This policy summarises the statutory guidance and recommendations and outlines the provision of careers education, work experience and provider access.

5. Careers Provision at Abbey School

In order to support students to achieve their aspirations, careers education at Abbey School consists of the following strands:

- Social Enterprise activities.
- Abbey School's Work-Related Learning (WRL) Curriculum - Careers and preparing for life after Abbey School is a fundamental aspect of our WRL curriculum. We offer a host of vocational 'taster' courses to support students to identify their skills, interests and talents.
- All pupils from Year 8 have access to advice and guidance from our Careers Connect advisor (Hannah Fox).
- Work-Related Learning opportunities offering meaningful vocational experience on site.
- Off-site Work Experience at local businesses and charities, including job coaching to support students to excel at these placements.
- Visitors in to school and offsite visits support pupils in developing their understanding of a range of different post 16 pathways.
- High quality support, including from external agencies, with job coaching and planning next steps once leaving school.
- Experiential work education for learners with needs which would make paid employment more challenging.
- A dedicated member of staff with responsibility for WRL at KS4 and 6th Form.
- High quality externally accredited curriculum linked to Careers and preparation for living.
- Regular communication with families and the Advisory Body with regards to careers provision and its impact.



6. Students with Special Educational Needs or Disabilities (SEND)

All pupils at Abbey School have an EHCP and therefore transition support from one key stage to another and onto careers forms part of the required action plan for a student with SEND.

7. Careers Advisor

There is an independent Careers Connect Careers Advisor (Hannah Fox), who works alongside the Head of 6th Form and Work-Related Learning and P16 teachers.

The Careers Advisor works with the Head of 6th Form and Work-Related Learning to develop a Careers Development Plan for the school.

<p>8. Key Stage 3</p> 	<ul style="list-style-type: none"> • Young People's Services (attendance at Annual Reviews) • Preparing for Adulthood (PFA) • Pupil pathways onto accredited and vocational courses are planned and prepared for in KS3 • Community & Enterprise projects • From Sept 2022, pupils in Year 9 will have the opportunity to take part in the Junior Award Scheme for Schools delivered by Edsential • 'Careers Week' including visitors / presentations / peer presentations
<p>9. Key Stage 4</p> 	<ul style="list-style-type: none"> • WRL curriculum built around broad range of vocational topics • Preparing for Adulthood (PFA) • Volunteering • Young People's Services (access to named person and attendance at Annual Reviews) • One-to-one meetings with families, the school Work-Related Learning Lead and Careers Connect Careers Advisor in Year 10 and Year 11 informs individual routes into Post 16 provision and appropriate and meaningful work experience opportunities • Regular visits to places of work linked to the vocational topics • Maths & English taught in context of vocational topics to develop meaningful, functional, transferrable key skills • Mini-enterprise projects • WRL topics are accredited through ASDAN Transition Challenge • From Sept 2022, Junior Award Scheme for Schools • 'Career's Week' including visitors / presentations / peer presentations
<p>10. Sixth Form</p>	<ul style="list-style-type: none"> • Pupils pursue a different employment pathway each year • Each employment pathway covers three core units: <ul style="list-style-type: none"> ○ preparing for the workplace ○ health & safety ○ me at work • Maths & English functional skills support employment pathways • Employment pathway accredited through ASDAN Towards Independence and Personal Progress • From Sept 2022, Junior Award Scheme for Schools • College taster days • Preparing for Adulthood (PFA) • Work experience (in-house and external) • CV preparation

The overall organisation of work experience is undertaken by the Head of 6th Form and Work-Related Learning Lead who liaises with the upper school team to ensure the most relevant and engaging opportunities are taken. Using a person-centred approach, the views of the pupil are actively sought using the pupil voice toolkit and families are informed and communicated with throughout the process. All pupils on placement are covered by the employers' insurance and places of work are risk assessed by the Work-Related Learning Lead.



11 Work-Related Learning and Employment Pathways

11.1. Work-related Learning Topic Cycle at Key Stage 4

	AUTUMN	SPRING	SUMMER
1	Catering	Office Skills	Horticulture
2	Hospitality	Retail	Environment & Conservation

11.2 Employment Pathways available at Sixth Form

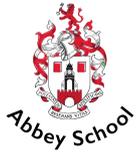
Pupils select one employment pathway per year. Each employment pathway consists of three modules: (i) preparing for the workplace (ii) health & safety (iii) me at work
Catering Assistant Horticulture Assistant Leisure Assistant Office Assistant Retail Assistant Practical Workshop Assistant

The overall organisation of work experience is undertaken by the school Work-Related Learning Leader who liaises with the Upper School team to ensure the most relevant and engaging opportunities are taken. Pupils are supported by staff to express their preferences and where students are not directly able to express their choices and preferences, staff use a variety of methods to assess students' preferences to support them in accessing the most suitable employment pathways based on their skills, preferences and interests. Families are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed. All pupils on placement are covered by the employers' insurance and places of work are risk assessed by the Work-Related Learning Leader.

11. External Partners and Supporting Agencies

In order to provide quality careers education, Abbey School works with a range of external agencies, businesses and charities.

- Careers Connect
- The Autism Hub
- Tesco Superstore in Chester
- Diverse Designs
- Northgate Arena
- Cups Coffee
- Local colleges (E.g Derwen College, Cheshire College)
- Chester Cathedral



12. On-site Work-related Learning Opportunities

The Abbey School Employment Pathway vision is to provide a meaningful Work Experience and Supported Internship pathway for pupils with Special Educational Needs and Disabilities (SEND) in Abbey School's Post-16 department.

Abbey School Snack Bar

A team of Post 16 pupils prepare and serve snacks to younger pupils or staff members. Pupils are also responsible for re-stocking, shopping, cleaning and tidying up after working in the snack bar.

Those working in the snack bar are allocated roles dependent on their abilities, needs and interests. The aim is to maximise independence at each role they have been allocated.

Social Enterprise

Post 16 pupils carry out a wide range of Social Enterprise activities, such as raising money for charities and for class trips.

Jobs around School

There are a range of other jobs around school which are carried out each week by Post 16 pupils,

Office Assistant skills – collecting and distributing deliveries, photocopying, storing mobile phones.

Catering Assistant skills – Assisting our Kitchen Manager with duties such as clearing and cleaning areas, sorting and displaying.

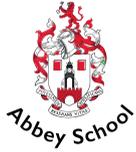
Horticulture Assistant skills – Assisting our site manager with duties such as clearing, brushing, raking, planting, weeding and watering.

Leisure Assistant Skills – Assisting our Head of PE with duties such as setting out and storing equipment, checking/cleaning equipment.

Retail and Practical Workshop Assistant Skills – Assisting with Abbey School Mini Enterprise projects.

13. Provider's Access Policy Statement

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.



14. Pupil Entitlement

All pupils in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses

15. Management of Provider Access Requests

A provider wishing to request access should contact Mrs Philippa Needham, Head of 6th Form and Work-Related Learning.

Telephone: 01244 960000

Email: p.needham@abbeyschool.com

16. Opportunities for Access

A number of events and opportunities, including annual and transition reviews, an annual transition event and activities within the school careers and transition programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

Please speak to our Head of Work-Related Learning if you would like more information about these.

17. Premises and Facilities

The school will make the dining hall, classrooms or meeting spaces available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Work-Related Learning Leader or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Work-Related Learning Leader. This will be made available to pupils and families as appropriate.