



## **CAREERS EDUCATION, INFORMATION AND GUIDANCE POLICY (INCLUDING PROVIDER ACCESS POLICY STATEMENT)**

Version number	2.0	Date	Sept 2024
Approved by	Senior Leadership Team	Date	Sept 2024
Last reviewed on	Autumn 2024		
Next review due by	Autumn 2025		

Other relevant policies:

Curriculum policy

Transition policy

## Contents

1. Introduction .....	2
2. Legislation and guidance.....	2
3. Aims and Purpose .....	3
4. Careers Provision at Abbey School.....	3
5. Addressing the Needs of Pupils .....	4
6. Students with Special Educational Needs or Disabilities (SEND) .....	4
7. Careers Advisor and providing personal guidance .....	5
8. Key Stage 3 .....	6
9. Key Stage 4 .....	6
10. Sixth Form.....	6
11. Providing work experience .....	6
12. Work-Related Learning and Employment Pathways .....	7
12.1. Work-related Learning Topic Cycle at Key Stage 4.....	7
12.2. Employment Pathways available at Sixth Form.....	7
13. External Partners and Supporting Agencies .....	7
14. On-site Work-related Learning Opportunities .....	8
15. Provider's Access Policy Statement.....	8
16. Using Labour Market Information .....	8
17. Enabling encounters with further education (FE) and higher education (HE) .....	9
18. Management of Provider Access Requests.....	9
19. Opportunities for Access .....	9
20. Sharing Information .....	9
21. Premises and Facilities.....	9

## **I. 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

## **2. 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 2023. This states that all schools should provide independent careers guidance from Years 7 -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 2023: ‘Careers Guidance and access for education and training providers.’

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

### **3. 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.

### **4. 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 7 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 into 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 6<sup>th</sup> 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.
- Ensuring that the guidance that is provided promotes the best interests of pupils.

A Careers leader is appointed to ensure the leadership and coordination of a high-quality careers programme. The careers leader is Philippa Needham.

The appointed careers leader possesses the following skills:

- Leadership – they take responsibility for developing, running and reporting on the school careers programme.
- Management – they plan careers activities, manage the careers budget, and manage other staff involved in the delivery of careers guidance where necessary
- Coordination – a careful coordinator of staff from across the school
- Networking – a good networker who establishes and develops links with employers, education and training providers and careers organisations.

## **5. Addressing the Needs of Pupils**

'Benchmark 3: Addressing the needs of each pupil' as outlined in the DfE's 'Careers guidance and access for education and training providers'.

The school's careers programme aims to raise the aspirations of all pupils whilst being tailored to individual needs. The programme informs pupils of the range of opportunities available to them, encouraging them to aim higher and make choices relevant to what they feel they can achieve.

All forms of stereotyping will be prohibited in the careers advice and guidance that is provided, to ensure pupils of all genders, backgrounds and abilities can consider the widest possible range of careers.

The school tailors career activities and educational goals to the needs of each pupil, taking into account their prior knowledge and skills, the choices they may face, and any additional support they may need to overcome barriers to progression

## **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.

The school ensures that careers guidance is differentiated and based on high aspirations and a personalised approach. The SEND local offer is utilised; annual reviews for a pupil's EHC plan are informed by good careers guidance.

The careers leader works closely with the staff to support pupils with understanding different career pathways and how to develop the necessary skills, knowledge, experience and qualifications to succeed and fulfil their potential.

The school works with families of pupils to help them understand what options are available.

Information is gathered to find out individual pupils' aspirations. The results of these create careers guidance and experience that is tailored to pupils needs based on their own aspirations and abilities.




The school builds partnerships with businesses and other employers, employment services, and disability and other voluntary organisations. Pupils will be prepared for encounters with employers and provided with any special support that will allow them to benefit fully from the experience.

When arranging work experience for pupils, the school works with the employer to determine any additional support that will be needed during the work placement.

## **7. Careers Advisor and providing personal guidance**

There is an independent Careers Advisor (Hannah Fox) from Careers Connect, who works alongside the Head of 6th Form and Work-Related Learning and teachers. 'Benchmark 8: Personal guidance' as outlined in the DfE's 'Careers guidance and access for education and training providers'.

Careers advice is unbiased and maintains the best interests of individual pupils at all times. The school does not promote particular future options, career or progression routes as better or more favourable than others; however, pupils will be advised, where evidence supports it, whether a chosen option has the potential to lead to poor outcomes.

<p><b>8. Key Stage 3</b></p> 	<ul style="list-style-type: none"> <li>• Preparing for Adulthood (PFA)</li> <li>• Pupil pathways onto accredited and vocational courses are planned and prepared for in KS3</li> <li>• Community &amp; Enterprise projects</li> </ul>
<p><b>9. Key Stage 4</b></p> 	<ul style="list-style-type: none"> <li>• WRL curriculum built around broad range of vocational topics</li> <li>• Preparing for Adulthood (PFA)</li> <li>• Volunteering</li> <li>• 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</li> <li>• Visits to places of work linked to the vocational topics</li> <li>• Maths &amp; English taught in context of vocational topics to develop meaningful, functional, transferrable key skills</li> <li>• Mini-enterprise projects</li> <li>• WRL topics are accredited through ASDAN Transition Challenge</li> </ul>
<p><b>10. Sixth Form</b></p> 	<ul style="list-style-type: none"> <li>• Pupils pursue a different employment pathway each year</li> <li>• Each employment pathway covers three core units: <ul style="list-style-type: none"> <li>○ preparing for the workplace</li> <li>○ health &amp; safety</li> <li>○ me at work</li> </ul> </li> <li>• Maths &amp; English functional skills support employment pathways (Accreditation and Qualification options)</li> <li>• Employment pathway accredited through ASDAN Towards Independence</li> <li>• College taster days</li> <li>• Preparing for Adulthood (PFA)</li> <li>• Work experience (in-house and external)</li> </ul>

## 11. Providing work experience

'Benchmark 6: Experiences of workplaces' as outlined in the DfE's 'Careers guidance and access for education and training providers' Work experience is designed to meet the needs of individual pupils, with particular consideration for SEND pupils and those from disadvantaged backgrounds.

The school carefully matches the placement to each pupil's ability, needs and aspirations.

The school works with the employer to put in place additional support within the work placement for pupils with additional needs and help prepare the pupil for the work placement. 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.

## 12. Work-Related Learning and Employment Pathways

‘Benchmark 4: Linking curriculum learning to careers’ as outlined in the DfE’s ‘Careers guidance and access for education and training providers’

### 12.1. Work-related Learning Topic Cycle at Key Stage 4

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

### 12.2. Employment Pathways available at Sixth Form

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

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.

## 13. 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
- Dial Cafe
- Stanlaw Abbey Allotment
- Colleges (E.g Derwen College, Aspris College, Cheshire College Seashell Trust, David Lewis College)
- Chester Cathedral (retail, litter picking, catering)

‘Benchmark 5: Encounters with employers and employees’ as outlined in the DfE’s ‘Careers guidance and access for education and training providers.’ The school engages with local employers, businesses and professional networks.’

These encounters may include:

- SEND specific Careers events
- Work Experience opportunities
- Visits to employers within the local community.



- Careers talks and activities.
- Mini enterprise events.
- Planned trips into the community

## **14. 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.

### **Social Enterprise**

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

### **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.

## **15. 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.

## **16. Using Labour Market Information**

'Benchmark 2: Learning from career and labour market information' as outlined in the DfE's 'Careers guidance and access for education and training providers'.

The school will ensure pupils, and their parents, have access to high-quality information about future options and labour market opportunities where required. Pupils and their parents are referred to Hannah Fox (Abbey School Careers Advisor) to help them make best use of the information available.

The school will ensure pupils, and their parents understand the value of finding out about the labour market and support them in accessing this information.

The school will make use of local connections to provide pupils with appropriate experiences.

## **17. Enabling encounters with further education (FE) and higher education (HE)**

'Benchmark 7: Encounters with further and higher education' as outlined in the DfE's 'Careers guidance and access for education and training providers' The school will provide pupils and parents/carers with a range of information and opportunities to learn about the future options, to prevent last minute decision-making. The school will not present any future options more favourably, nor will it disproportionately promote its own sixth form over other options. The school will ensure that there are opportunities for providers to visit the school and speak to pupils in Years 8 to 14.

## **18. Management of Provider Access Requests**

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

Telephone: 01244 960000

Email: [p.needham@abbeyschool.com](mailto:p.needham@abbeyschool.com)

## **19. 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.

## **20. Sharing Information**

The school will provide the relevant information about all pupils to the LA support services including:

- Basic information, such as the pupil's name or address.
- Other information that the LA requires to support the pupil to participate in education or training to track their progress.

Pupils with SEND will have their data monitored by the LA up until the age of 25. LAs will be notified, as early as is possible, whenever a 16- or 17-year-old pupil leaves an education or training programme before completion.

## **21. 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 equipment available 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.