



## Learning Opportunities

### Careers Education and Guidance Policy Statement

**Careers Lead: Kevin Dunk**

This policy aims to set out our school's provision of impartial and informed careers guidance for our students. This includes the ways in which students, parents / carers, teachers and employers can access information about our careers programme. We believe that high-quality careers guidance is important for our students' futures.

Learning Opportunities is committed to providing careers education, information, advice and guidance to all students through the curriculum and a broad range of organised activities.

#### **Student entitlement**

All students are entitled to be fully involved in an effective CEIAG programme. The careers programme emphasises student participation with a focus on self-awareness and self-development, learning about careers and the world of work and developing employability skills. It is presented in an impartial manner and is differentiated to suit the individual requirement of students. This will include:

- the opportunity to relate what they learn in lessons to real life experiences.
- access to one-to-one guidance with a trained, impartial careers adviser who together will complete a careers action plan

#### **Aims & Objectives**

##### **Our CEIAG programme aims to:**

- encourage students to be ambitious throughout their life at school
- develop students' awareness of the variety of education, training and careers opportunities available to them
- enable students to make informed decisions about their future career pathways
- ensure students' readiness to take their next step in their learning or career.

##### **Our CEIAG programme objectives are to:**

- promote a culture of high aspirations and equality of opportunity
- help students to understand the changing world of work
- facilitate meaningful encounters with employers
- support positive post-16 transitions
- help students to develop the skills, attitudes and qualities to make a successful transition into the world of work
- support inclusion, challenging stereotyping and promoting equality of opportunity
- help students link their curriculum to career pathways

## **Provider Access Statement**

This policy statement sets out the school's arrangements for managing the access of providers to students 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.

All students 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.

## **Roles & Responsibilities**

### **Careers lead**

Our careers lead is Kevin Dunk, and he can be contacted by phoning 01304 381906 or emailing [kevingd@learningopps.org](mailto:kevingd@learningopps.org) Our careers lead is a member of the Leadership team (LT) and will:

- Take responsibility for developing, running and reporting on the school's career programme
- Plan and manage careers activities in conjunction with the PSHE teachers
- In conjunction with the Head of School for the Quality of Education, will support teachers to build careers education and guidance into subjects across the curriculum
- Establish and develop links with employers, education and training providers, and careers organisations
- Make sure that, for CiC, their personal education plan can help inform careers advice
- Review our school's policy statement at least annually, in agreement with the proprietor

### **Our careers programme**

Learning Opportunities has an embedded careers programme that aims to inform and encourage students to consider their career options and take steps to understand their choices and pathways. We provide statutory independent careers guidance to pupils from year 7 onwards.

Our programme has been developed to meet the expectations outlined in the Gatsby Benchmarks:

1. A stable careers programme with a careers leader
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. Experience of workplaces

7. Encounters with further and higher education

8. Personal guidance - Our programme does not show bias towards any particular career path, and promotes a full range of technical and academic options for students.

It is structured in a way that builds upon previous years, and the overarching aim is divided between the Key Stages so that students are encouraged to think appropriately about their future.

Our careers programme is delivered through a number of methods, including:

- Guest speakers
- Workplace visits
- Events e.g. Career fair
- College link courses
- Lessons including PSHE & RHSE

### **Key Stage 3**

Our Key Stage 3 careers programme will support students in their planning for adulthood. This includes:

- Guest speakers
- Developing work related skills embedded within our curriculum such as self-presentation skills and time management
- PSHE and RHSE curriculum
- Life Skills
- Educational offsite visits into the community

### **Key Stage 4**

Our Key Stage 4 careers programme aims to help students research and understand their choices and routes into education and training, as well as prepare for adulthood. This includes the opportunities listed above as well as the following:

- College, career and alternative provision events
- Mock interviews
- Personal development through class and school responsibilities
- Work experience opportunities
- Travel training

### **Work Experience**

Learning Opportunities is committed to ensuring that high quality block or extended work experience placements are found for our students.

To understand the world of work we provide bespoke work-related learning opportunities personalised to the aspirations and talents of the student and where they have the opportunity to try out real roles or elements of them within a work environment.

Placements are well planned and structured, taking account of the needs of the individual student and the level of supervision that will be required.

Our programme ensures that both students and employers are well supported and makes sure understanding and expectations of the placement are acknowledged and agreed.

### **Management of provider access requests**

#### **Procedure**

A provider wishing to request access should contact Kevin Dunk, Head of School.

Telephone: 01304 381906

Email: [kevind@learningopps.org](mailto:kevind@learningopps.org)

Please speak to our Careers Lead to identify the most suitable opportunity for you.

#### **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms 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 Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school for access by all students and use at student meetings.

#### **Opportunities for access**

Providers are welcome to visit the school at any time, however, a number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. These are highlighted in green in the table below.

### **Careers Guidance By Year Group**

Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Daily contact with form tutors.					
Target setting lessons each year.					
Visit to Kent Choices 4U live – March					
Access to online resources					
Learning Opportunities Open Evening, Parental Forums and EHCP reviews					
Weekly Assemblies					
Enterprise activities contributing to school events.			Entrepreneurial activities through PSHE lessons.		
			College links courses		
				College visits and support to apply	
		Transition planning at EHCP reviews		College/provider representatives invited to EHCP reviews	
		PSHE lessons			
			Work experience		
			1:1 careers meeting with CXK advisor ( <a href="https://www.cxk.org/">https://www.cxk.org/</a> )		

### **Intended outcomes:**

1. All students will be aware of the full range of opportunities available to them when they leave school.
2. All students will be inspired and motivated to apply for appropriate post-16 education or training opportunities.
3. All students will be supported to apply for a range of post-16 opportunities.
4. All students leaving Learning Opportunities will know their post-16 destination before they leave the school at the end of year 11.

### **These outcomes will be achieved by:**

1. Students being well informed about what choices are available for them.
2. Students having access to a range of activities including employer talks, workplace visits careers fairs and online resources.
3. All students will have access to appropriate work experience placements.
4. Students will have access to college experiences to prepare them for transition.
5. Representatives from local colleges will be invited to EHCP reviews during year 11.
6. For CiC/LAC, the school will work with social services to ensure care planning supports educational planning.

### **We will ensure that the independent careers guidance provided:**

- is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;
- includes information on the range of education or training options, including apprenticeships and technical education routes;
- is guidance that the person giving it considers will promote the best interests of the students to whom it is given.

### **Parent / Carer Involvement**

The school will provide parents/carers with information to support students' career planning and decision making.

Where necessary any CEIAG programme updates are provided to parents / carers and their feedback and input is encouraged.

### **Assessing the Impact**

Our career programme is designed so students can give feedback, and their progress measured as they move through the Key Stages. We measure and assess the impact of the programme's initiatives by:

- student feedback on their experience of the careers programme and work-related opportunities
- staff feedback on careers lessons, careers fairs, careers talks etc.

- Reviewing EHCP outcomes and Provision Plan targets
- Feedback from external visitors
- Feedback and evaluation from employers
- student destination details

A summary of our school's careers programme is published on our school website [www.learningopps.org](http://www.learningopps.org) , including details of how students and parents / carers can access information about the careers programme. Additional information can be requested by contacting the Careers Lead.