



**APPLEFORD SCHOOL
CAREERS POLICY**

This Policy which applies to the whole school, including boarding is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

Monitoring and review: This Policy is subject to continuous monitoring, refinement and audit by Fiona Filkins (Headmistress) and Megan Allen, Head of Pastoral Care. The Managing Director will undertake a full annual review of this Policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the update/reviewed policy and it is made available to them in either a hard copy or electronically.

Signed:

Date Reviewed: September 2022

Dr Peter Gardner, Managing Director

Mrs. Fiona Filkins, Headmistress

Date of Next Review: September 2023

This Policy was last reviewed and agreed by the Proprietor of the School in September 2022 and will next be reviewed no later than September 2023 or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Statement of Intent

At Appleford School, we teach Careers as a whole-school approach to underpin students' development as people and because we believe that this also supports their learning capacity. We want our young people to have every opportunity to fulfil their future career aspirations.

Therefore, we believe it is of paramount importance for pupils to make informed choices about their next steps when they make choices at 16. To this end, our young people need to have a secure knowledge about their future education, training and employment opportunities together with high quality and impartial advice and guidance to support their progression beyond Appleford School. This Policy outlines what is provided to achieve this goal.

Preparing pupils for the world of work and helping with their employability is a key priority and the School is committed to providing a planned programme of careers education, information, advice and guidance for all pupils and students in Years 7-11. This will include personal guidance, careers focussed lessons in Spiritual, Moral, Social and Cultural Education (SMSCE), curriculum opportunities, work experience, visits to Colleges, talks by employers, apprenticeship providers, careers fairs, employability workshops and other career related events.

The Gatsby Benchmarks are a framework of 8 guidelines that define the best careers provision in schools and colleges. They form part of the new statutory guidance relating to careers education, issued by the DfE in 2018.

Personal Guidance

The School recognises the importance of careers education and work-related learning by including it in Tutor sessions and Study Skills lessons.

The School provides impartial and personalised information, advice and guidance, about the range of education and training options that are most likely to help our pupils and students achieve their ambitions. There is a focus on interviews within the course. The interviews are with a range of people and aim to give the students an insight into the experience and questions they may face in a college or job interview. Feedback is given in order to improve technique and, in turn, confidence.

Guidance meetings with Pastoral are provided for Year 11 pupils; with lunchtime drop-in sessions and appointments being available to all year groups. They are also provided for pupils if suggested that this would be helpful by tutors, Subject Leaders and the SENCO. Pupils can discuss choosing a career, apprenticeships, college courses, A-level choices, work experience and get help with applications, CVs and interviews. During tutor mentoring sessions, tutors also give advice regarding post 16 opportunities based on the pupil's interests, skills and abilities.

Transition reviews are completed by all Year 11s in the second half of the academic year to track and monitor their next steps. The review is used by SENCO to identify Year 11 pupils at risk of becoming Not in Education, Employment or Training (NEET) who then receive intensive targeted support from the Careers Advisor. If necessary, pupils at risk of NEET may be referred to Wiltshire's Integrated Youth Service.

Integrated Careers Education

Careers education forms an important part of the Key Stage 3 and 4 tutor programme. This is supplemented by additional career and employability related workshops and talks. Staff are also encouraged across the curriculum to explain the links between subject content and vocational learning whenever relevant.

Good quality careers resources are available to all pupils and students via the Pastoral/Careers office, poster and leaflet displays. This includes resources about apprenticeships, university courses, gap years and job profiles. The school has subscribed to careers websites named Careerpilot, Springpod and Morrisby, to help students decide on and research careers and the qualifications needed for them. The National Careers Service also has a dedicated phone line for free career advice: **0800 100900**.

As a school, we are registered with Morrisby, and can offer students the opportunity to access a Morrisby career profile assessment for a fee. Morrisby is an Online tool which can help guide pupils in their choices for possible careers and college courses. It aids the process of careers and educational choices by providing an objective statement of a student's underlying aptitudes and career preferences. This is based upon some innovative online assessments and questionnaires. Your child will receive all the necessary support to access these assessments which we are planning to deliver during next half term. Once the assessments are complete, students will have access to personally tailored suggestions, plus a wealth of careers related resources, to help their decision making.

The interactive nature of their website allows for on-going refinement of choices over time to ensure they remain relevant. The website also provides a lifetime of support for the student as they journey through their education into employment.

A personalised, downloadable report, which contains the results of all the assessments, is also accessible online using their personal login.

Opportunities for accredited work-related learning are provided through the BTEC vocational curriculum and include the Pearson Level 1 Introductory Vocational BTEC course. As part of this course, we cover a range of units including;

- Animal care
- Childcare

- Investigating crime scene evidence

All of these units allow the students to have a real life, hands on approach to learning. We have links to the local pre-school, horse riding centre and Police officers that allow the students to gain real experience and hear from individuals who are working in that area. Our lessons hold a variety of different activities but we aim to be as practical based as possible. Many lessons also include creating mind maps, posters and PowerPoints.

Additionally, alongside the Level 1 Introductory Vocational BTEC we have introduced an ASDAN Personal and Social Effectiveness Level 1 / Level 2 course. This course is designed to develop competencies in communication, collaboration and emotional intelligence for learners. There are several benefits to this course including;

- developing targeted skills, attributes and values as well as cumulatively developing learners' vocabulary stores, understanding and fluency
- giving learners regular opportunities to explore all elements of the curriculum and situate their learning in topics, activities and experiences that have meaning for them

This course contains a wide variety of flexible and engaging challenges, empowering young people to take control of their learning, discover themselves, and build respectful and inclusive relationships.

Experience of the workplace and Employer Encounters

The School endeavours to facilitate as many pupil-employer encounters as possible. With our vocational students welcoming visitors from the Police, Military, an archaeologist, local businesses and have volunteered in schools, elderly care homes and animal care centres.

Year 11 work experience includes mock interviews / the ability to build skills such as at our Annual Parents' Reception / volunteering and skills with Duke of Edinburgh Award / CV building / STEAM week / College interviews and support / Careers Research and Guidance / Enrichment programme. All Year 11 pupils partake in a work experience week after they have completed their GCSE examinations in the summer term.

The School also has good links with many other local employers, independent advice services and apprenticeship providers. All year 10 are visited within their study skills lessons to talk to them about post 16 options including 6th form/colleges/ apprenticeships. They have drop in sessions to talk about college applications and are assisted with their applications if needed by academic staff, therapists and houseparents.

Encounters with post-16 and Higher Education

Sparsholt College visits the School to speak to both year 10 and 11 as part of the Key Stage 4 SMSCE programme and provides information about opportunities in Sparsholt and Andover colleges for pupils interested in all courses, both academic and level 1-3 vocational courses and apprenticeships.

All pupils in Year 10 will also visit Andover and Sparsholt College for a guided tour. They may also visit Lackham and Salisbury colleges (part of Wiltshire college group). Pupils are encouraged to attend any open days/evenings at their local colleges if they do not live locally.