

## Careers guidance and programme policy

For

**The Beckmead Trust**

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## **Introduction**

The Beckmead Trust is committed to providing the highest quality of Careers, Education, Information, Advice and Guidance (CEIAG) to their students. This is in accordance with the statutory requirement for schools and colleges to provide a broad and stable curriculum – ones which prepare students for the responsibilities, opportunities and experiences of life and transition into adulthood. Inherent in this preparation involves developing and preparing students for the labour market. To support them to achieve this, we have facilities in Trust schools that include state of the art workshops offering media, catering, bricklaying, carpentry, joinery, motor mechanics, multi-skills, painting and decorating. Our vocational departments create direct links into the world of work by replicating business type environments. Providing our students with vocational training is paramount to our school's curriculum and helps ensure that we can meet the varied needs of our diverse pupil group. In addition to this, we are currently in the process, with various organisations, of developing and providing supported internship opportunities for our learners.

Given the wide range of needs at the Beckmead Trust, the delivery of CEIAG is adapted and personalised to the individual learning abilities of different cohorts of students.

***\*In light of the current Coronavirus pandemic, many of our regular career events have been adapted in response to us following new safety measures.***

***An extended effort will be made by our careers department to engage students in other practical ways of enrichment. For example, students can gain a great deal of aspiration and support in making informed decisions***

**about their career pathway from virtual employers who can offer different viewpoints, insight and life experiences.**

**This virtual way of working will also include virtual fairs and work experience.**

All students are entitled to receive high quality and impartial CEIAG from Key Stage 3 to Post + 16.

Our central aim is meeting the eight Gatsby Benchmarks....

*A stable career's programme*

*Learning from career and labour market information*

*Addressing the needs of each pupil*

*Linking curriculum learning to careers*

*Encounters with employers and employees*

*Experiences of workplaces*

*Encounters with further and higher education*

*Personal guidance*

By following the Gatsby Benchmarks, secondary provisions can develop, improve, and measure their careers provision. Statutory guidance found within the Education Act (2012) are also found within the Gatsby Benchmarks along with information on what to do to meet the statutory duty.

Although the Gatsby Benchmarks are not a statutory framework, implementing them into a careers programme means that educational provisions can be confident that they are fulfilling their legal responsibilities and are delivering an excellent career related learning programme.

## **On-going Development and Review**

At the Beckmead Trust we aim to keep abreast with any new Government legislations and therefore we review our careers policy regularly to ensure that it remains effective and meaningful. As part of our on-going development in CEIAG the school has appointed a dedicated Careers Coordinator Lead who is currently undertaking specialist careers training at the Careers Development Institute. All relevant information and instruction they receive is imparted to staff teams across the provisions who work in KS3 to Post 16 to increase the development of a whole school approach towards CEIAG.

The Careers Coordinator Lead receives on-going support and training from the Careers and Enterprise Company (CEC) towards developing a robust careers programme. They use the CEC online Compass evaluation tool to measure the provisions careers programme against the national average and the Gatsby Benchmarks. The online digital careers dashboard provides scope to regularly monitor the effectiveness of the school's careers programme.

## **Brief Overview of Students Entitlement**

The Education Act (2012) states that schools are to provide independent career guidance to students and provide them with a range of technical education and apprenticeship opportunities. In accordance with this, we

commission a range of external advisors from organisations such as REED and Amazing Apprenticeships to provide students with independent careers advice. In addition, students who are looked after can receive specialist careers advice and guidance from a level 6 careers advisor commissioned by local authorities.

At Beckmead, we use a collaborative approach throughout our provisions to ensure that all students have a well-planned career related learning programme that promotes equality, diversity and challenges all forms of discrimination including class and economic backgrounds.

All Beckmead Trust students can access and explore "Fast Tomato" an online computer software package that informs their aspirations towards different working professions and career pathways.

Students have multiple opportunities to engage with employers and learn about the world of work through educational visits, enrichment activities and employer engagement assemblies.

Students in Key Stage 1 & 2 discover the world of work through PSHE lessons that focus on "Looking Forward". During these early stages, students begin to identify their skills, interests and learn about life in different communities and work settings. The students continue to develop their attention and social skills and partake in teamwork activities through Social Emotional Aspects of Learning (SEAL) sessions, which contribute to various aspects of work related learning in subsequent years.

Students in Key Stage 3 begin to explore different career and employment pathways through cross-curricular methods and PSHE lessons. At this stage, students gain greater awareness and experience of different aspects of the working world and opportunities within the wider community. Students consider their longer-term aspirations for work, ones in which they have expressed during their Education Health & Care Plan Reviews. This prepares the structure and planning for the next Key Stage.

Students in Key Stage 4 & 5 participate in technical training including, Catering, Mechanics, Painting and Decorating, Carpentry, Media and Bricklaying, which may be carried out on-site within our Vocational Departments, or off site with partner organisations, such as Harlow College. We focus on developing our student's personal financial capabilities and exploring their chosen pathways, CV's, applications and interview techniques. Students and parents are encouraged to visit alternative colleges and sixth form provisions. They attend career and guidance meetings with internal and external career advisors and participate in 1:1 group sessions. Students receive labour market information and advice from external sources, both in person and online. Students partake in either Citizenship or ASDAN lessons, which provides greater focus on developing their enterprise, communication, teamwork, decision-making and problem solving skills. Students within KS 4 & 5 have the opportunity to participate in external weekly or block work experience and participate in a range of mock interviews. All students review their aspirations and long term wishes through their Education Health & Care Plan Reviews. Students in Key Stage 5 visit universities, colleges, apprenticeship shows and attend exit route interviews.

### **Collaborations and Partnerships**

The Careers Strategy (2017) states that a coordinated approach from external stakeholders and school Leaders are key elements towards meeting the Gatsby Benchmarks. Therefore, we maintain a strong partnership with Project Search, Toucan Supported Employment, Local Authority Officers, Ask Apprenticeships, Post 16 Participation Teams, The Brit School, Savvy Theatre, Employment Pathways and numerous local businesses who provide our students opportunities and work experience.

### **Careers Programme of Study**

At the Beckmead Trust, we are committed to ensuring social mobility for our students regardless of their needs or background. According to National Statistics, only 7% of people in the UK with learning difficulties are in paid employment, therefore, careers-related learning is embedded into our curriculum to prepare pupils in their journey towards adulthood. From as early as KS1, pupils are encouraged to think about their strengths, different interests and future goals. Students benefit from enriching lessons about the world of work – ones that challenge discrimination and stereotypes and promotes equality and diversity. Staff at Beckmead take every opportunity to reinforce a positive attitude around future careers, aspirations and goals of the students. We believe that family involvement is crucial to the overall development of our students; therefore, we actively welcome parents and carers to partake in aspects of their child's career journey and always remain open to their views and ideas.

**In light of the current Covid-19 pandemic, many of our regular career activities have been adapted in response to us following safety and precautionary measures. Therefore, much of our enrichment and employer**

**engagements are now being held virtually.**

The impact of our careers programme is critical to ongoing development and success. Therefore, we carry out yearly career audits throughout all our schools to measure good practice and identify any gaps in careers-related learning.

Our central aim is to achieve meeting the Gatsby Benchmarks through a well-planned careers program for all students. We will be working to embed all eight Benchmarks throughout our Careers Programme by the end of 2020 in line with the Government's expectations. This will ensure our students enjoy high quality careers guidance and experiences.

### **The Gatsby Benchmarks**

*A stable career's programme*

*Learning from career and labour market information*

*Addressing the needs of each pupil*

*Linking curriculum learning to careers*

*Encounters with employers and employees*

*Experiences of workplaces*

*Encounters with further and higher education*

*Personal guidance*



## **All of our students are offered...**

Opportunities to develop their goals and aspirations.

Opportunities to learn about the world of work through lessons, workshops, trips and guest speakers.

Opportunities to gain knowledge of the choices available beyond Beckmead School.

Opportunities to gain an understanding of the range of different job sectors available through curriculum links.

Opportunities to build and develop employability and enterprise skills.

Opportunities to gain knowledge of important changes in the ways that people work.

Opportunities to investigate the possible impacts of diversity and stereotyping on life, learning and work.

## **KEY STAGE 1 & 2**

Key stage 1 & 2 pupils have opportunity to....

- Receive a comprehensive careers-related education via cross-curricular studies and topics.
- Participate in lessons that encourage them to think about their future career and help them identify their strengths, skills and interests.
- Learn outside the classroom through educational visits to different institutions and working environments.
- Participate in PSHE Learn 4 Life lessons that focus on 'Looking forward (Going for Goals)''.
- Develop skills such as teamwork, communication, decision making and problem solving.

- Take part in Social Emotional Aspects of Learning (SEAL) that concentrates upon setting high aspirations, enterprise skills and positive 'can do' focus
- Participate in workshops and lessons facilitated by professionals from the ambulance service, RSPCA, fire service and the police force.
- Participate in extracurricular after-school activities – e.g. Football Beyond Borders who emphasise the importance of studying as well as playing football. These activities particularly focus on pupils who have sports related goals and aspirations.

### **KEY STAGE 3**

Key stage 3 pupils have the opportunity to...

- Participate in lessons that encourage them to think about their future career options and help them to identify their strengths, weaknesses, skills and interests.
- Receive a comprehensive careers-related education via cross-curricular topics and studies.
- Take part in activities and events to develop independent learning and presentation skills – Enterprise Events.
- Participate in learning activities and events to develop employability skills such as teamwork, communication, decision making and problem solving.
- Take part in activities and competitions that develop enterprise skills
- Learn about managing and budgeting personal finances.

- Choose from vocational options such as Brick laying, Mechanics, Catering, multi-skills, Media & Film CTEC that have direct vocational links with industry and business

## **KEY STAGE 4**

Key Stage 4 students have the opportunity to...

- Attend careers guidance meetings with internal or external career's advisor (1:1 and group sessions)
- Receive labour market information and advice.
- Participate in Year 10 & 11 one-week block work experience
- Take part in weekly work experience to support their vocational studies.
- Take part in learning activities and events to develop skills in communication, teamwork, decision making and problem solving.
- Participate in fundraising activities to develop enterprise skills.
- Attend sessions in year 11 that detail post-16 options.
- Visit different working environments and colleges.
- Develop and refine their CVs
- Learn about recruitment and selection processes for further education and employment.
- Receive personal support from the Careers Coordinator, teaching staff and tutors in making important decisions about post-16 options
- Learn about managing personal finances and budgeting.
- Attend our Careers Fair to broaden their horizons to the wide variety of careers available to them.

## **POST 16 +**

Key Stage 5 students have the opportunity to...

- Visit universities and colleges
- Access online resources such as Amazing Apprenticeships and Government websites.
- Identify skills, strengths, weaknesses, interests and values and how these can impact upon chosen career paths
- Attend careers guidance interviews with an internal and independent career's advisor
- Participate in mock interviews and CV writing workshops
- Receive assistance and guidance on writing personal statements and applications
- Receive assistance and guidance on applying to colleges
- Participate in employability-focused enrichment activities
- Develop their personal financial capabilities and explore financial implications of post-18 decision making

Provided support and guidance to apply to post-18 pathways such as; apprenticeships, supported internships, employment and higher education

The lead for Careers at The Beckmead Trust is Gina Higgins - she is based at Beckmead College, Tennyson Road, London SE25 6XX - Tel 020 8289 4701

