

# **WARGRAVE HOUSE SCHOOL & SIXTH FORM**

## **THE AUTISM SPECIALISTS**

### **Careers & Employability Policy**

March 2023



Wargrave House School & Sixth Form  
449 Wargrave Road  
Newton-Le-Willows  
Merseyside  
WA12 8RS

01925 224 899

Website: [www.wargravehouse.com](http://www.wargravehouse.com)

Email: [enquiries@wargravehouse.com](mailto:enquiries@wargravehouse.com)

<b>Reviewer:</b>	Careers Lead
<b>Co-Reviewer:</b>	Deputy Head Teacher
<b>Updated:</b>	March 2023
<b>Next Review:</b>	March 2024
<b>Committee:</b>	Governing Body
<b>Approved by the full Governing Body/Board of Trustees:</b>	

**This policy should be read in conjunction with the following policies:**

1.	Access Provider Policy
2.	Safeguarding Policy
3.	Diversity and Equality Policy
4.	Assessment, Recording and Reporting Policy
5.	Work Experience and Trainees policy

**Change History Record**

<b>Current Version</b>	<b>Previous Version</b>	<b>Summary of changes made</b>	<b>Section Heading &amp; Page Number</b>
(date)	(date)	Description of changes	Page changed

**Contents**

Introduction.....	4
Purpose .....	4
Aim (s) .....	4
Roles and Responsibilities.....	5
Policy .....	5
Statutory requirements and recommendations.....	5
Procedure .....	6
Careers & Employability Programme.....	7
All students.....	7
Key Stage 3 .....	7
Key Stage 4 .....	7
Independent Careers & Employability Service .....	8
Partnerships .....	9
Links with the Local Authority .....	9
Policy Impact.....	9
References and Further Resources.....	10

## Introduction

Wargrave House School & Sixth Form provides a relevant and engaging careers curriculum which meets the differing needs and requirements of our students. This is developed throughout a student's time at the school and sixth form and is always supportive of their abilities, strengths and skills.

## Purpose

The purpose of this policy is to describe how Wargrave House School & Sixth Form provides a relevant and engaging careers and employability curriculum which meets the differing needs and requirements of our students.

This policy summarises the statutory guidance and recommendations. It also outlines the provision of employability education, work experience and provider access (this is dealt with in fully in the Provider Access Policy).

## Aim (s)

- To prepare students for the transition to life after Wargrave House School & Sixth Form
- To support students in making informed decisions which are appropriate for them
- To provide students with well-rounded experiences
- To develop personal characteristics such as social skills, communication, independence, flexibility and resilience
- To inspire and motivate students to develop themselves as individuals and live as independently as is possible
- To ensure that students develop the skills and attitudes necessary for success in adult and working life
- To make students aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+
- To equip students with the necessary decision-making skills to manage those same transitions
- To develop in students an awareness of the wide variety of education, training and careers opportunities locally, nationally and internationally
- To encourage students to make good use of the paper-based, virtual and staff resources available to them, in order that they can make informed and appropriate choices throughout their learning journey
- To foster links between the school, local businesses and further/higher education establishments.
- To ensure there is an opportunity for a range of education and training providers to access registered students during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships (the Baker Clause, 2nd January 2018, Provider Access Legislation 2023).

Invitations are issued to all local education & training providers inviting them annually to appropriate events run by the school/college. If the provider cannot attend, then they are welcomed to deliver information in the form of leaflets to be handed out by an alternative body. This is recorded and monitored on school systems.

- Requests for access will be directed to the Careers Leader and appropriate times agreed, where all students will be able to access the provider. In most cases this will be a whole year group assembly
- To enable students to experience the world of work and develop transferable skills, for example; independence; resilience; personal learning and thinking skills
- To ensure that wherever possible, all young people leave the school to enter employment, further education or training
- To maintain a culture of high aspirations
- To promote equality of opportunity, embrace diversity, challenge stereotypes and ensure all students who require any extra assistance and guidance to reach their potential, such as SEND students or students eligible for additional funding.

## **Roles and Responsibilities**

The Head Teacher, Deputy Head and the Careers Leader are responsible for the delivery of the Careers and Employability Programme and any medium-term planning using the curriculum framework. This is distributed to year groups for the pre-planning meetings. The Careers Leader also provides a list of resources that are available in school/college.

Teachers in Key Stage 4 and 5 are responsible for agreeing the order in which activities will take place. This should be recorded on the termly overview chart.

The Governor for Careers and Employability is responsible for meeting quarterly with the Careers Leader, for discussing strengths and areas for development, and for reporting these to the governing body.

## **Policy**

### **Statutory requirements and recommendations**

The careers provision at Wargrave House School & Sixth Form 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 student

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 a separate document, under Provider Access.

From September 2013, The Education Act of 2011 placed schools under a duty to ensure that all registered pupils in Years 8-13 have access to independent, accurate and impartial information advice and guidance. Schools are free to make arrangements for careers guidance which best suit the needs of their students, engaging where appropriate with independent providers.

Wargrave House School & Sixth Form has developed its own arrangements for providing impartial careers advice and guidance may continue to do so as long as it is ensured that students have access to a source of guidance which is independent and external to the school. This may include website or telephone helpline access and/or face to face support from a specialist provider where needed. MS Teams will also play a significant role in this careers advice.

Schools and colleges are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships (updated Provider Access Legislation 2023).

At each point where we deal with students leaving the school and college, we strive to ensure that they are purposefully provisioned in terms of advice and guidance. This includes information and support regarding apprenticeships, employment/internships or re-commencement of study with another provider.

## Procedure

Wargrave House School & Sixth Form is committed to providing all students in Years 7-13 with a programme of employability and related activities. The details of the programme will be published on the school website and can be viewed by students, parents and carers as well as employers, partners and education/careers providers.

The programme is guided by the Gatsby Benchmarks for ensuring best practice. In addition, to ensure Wargrave House School & Sixth Form is delivering the best possible careers guidance we are currently working towards the Quality in Careers Standard. This is in accordance with the Government's recommendation that "all schools should work towards a quality award for careers education, information, advice and guidance as an effective means of carrying out a self-review and evaluation of the school's programme." And as advocated by the Department for Education in their 'Careers Guidance and Inspiration in Schools' policy issued in March 2015.

## Careers & Employability Programme

The programme is delivered through a combination of methods including distinct employability sessions from Key Stages 1-5.

Throughout main school and college the programme is also supported through assemblies, masterclasses, presentations, employer visits, independent work experience, seminars, workshops, careers fairs and 1:1 impartial and independent guidance.

Wargrave House School & Sixth Form hosts or attends events such as National Careers Week, My Money Week- Young Enterprise and Young Money, and Regional Internship Conferences.

**All students** have access to the following:

- Employability and preparing for life after Wargrave House School & Sixth Form is a fundamental aspect of our curriculum
- Visitors in to school and offsite visits support pupils in developing their understanding of a range of different post 16 pathways.
- All students from Year 9 have access to advice and guidance from our Careers Connect advisor
- All students in Year 10 access a meeting with Careers Connect advisor and Careers Leader to explore future pathways
- STEM opportunities and careers talks and experiences are provided

### Key Stage 3

- Student pathways onto accredited and vocational courses are planned and prepared for in KS3
- Students take part in Enterprise projects across the school year
- STEM events and projects are a key part of the KS3 curriculum

### Key Stage 4 (in addition to KS3 ongoing provision)

- One-to-one meetings with families, the school Careers Leader and Careers Connect Advisor in Year 10 and Year 11 informs

- individual routes into Post 16 provision and appropriate and meaningful work experience opportunities
- Pupils in Year 10 and 11 undertake Work Experience and work based placements and opportunities.

The overall organisation of work experience is undertaken by the Careers leader who liaises with the School team to ensure the most relevant and engaging opportunities are taken.

Families are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.

All students on placement are covered by the employers' insurance and places of work are risk assessed by the Estates Manager in liaison with the Careers Leader.

## **Independent Careers & Employability Service**

Wargrave House School & Sixth Form guarantees impartial and independent advice via:

- An independent Careers Adviser who attends the organisation as agreed by a service level agreement. Appointments can be through student referral, teacher referral and parent referral where necessary.

Wargrave House School & Sixth Form provides independent careers advice as outlined in section 29 of the Education Act 2011. Independent Careers guidance must:

- Be presented in an impartial manner
- Feature information on the range of education or training options, including apprenticeships and other vocational pathways
- Promote the best interests of the students to whom it is given
- Promote the National Careers Service Website and Helpline
- Promote independent websites relevant to all career needs, from choosing a university or apprenticeship to pursuing a career
- Access to relevant external speakers offering independent sources of information including local and national employers, representatives from professional bodies and organisations including, representatives of higher education establishments and former students, who are a valuable resource.

There is a Careers Leader with responsibility for Careers and Employability education. All staff have a part to play in the implementation of this policy through their role as teachers/teaching support assistants and as subject specialists



Throughout KS3, 4 and 5, independent learning providers and local colleges, will be invited to attend Wargrave House School & Sixth Form, in order to have the opportunity to speak to students/parents/carers/staff. If the organisation cannot attend, then representation will be visible at events in order to advertise local opportunities. Wargrave House School & Sixth Form has published a policy statement on provider access and this is published on the website.

## Partnerships

The Careers Leader programme is greatly enhanced through links with several partners who ensure the students' learning is up to date and relevant. We strive constantly to expand and improve links with employers and other local groups, including the Career Connect.

Parental involvement is encouraged at all stages.

## Links with the Local Authority

The Local Authority has a duty under section 68 of the Education and Skills Act 2008 to encourage, enable and assist the participation of young people in education or training. In addition, the Education and Skills Act 2008 placed two new duties on local authorities from June 2013 for 16-18 year olds in relation to the raising of the participation age:

- To promote the effective participation in education and training of young people covered by the duty to participate
- To have in place arrangements to identify those who are not participating

Wargrave House School & Sixth Form works with Local Authorities, including sharing information, to support the above. In particular, in accordance with Section 13 of the above Act, the School will notify the Local Authority whenever a Post 16 or 17-year-old leaves an education or training programme before completion.

## Policy Impact

We have a rolling programme for reviewing our Company policies. We regularly review the impact of our policies on the needs, entitlements and outcomes for students, service users, staff and parents.

## References and Further Resources

**All references to be listed using the Harvard format in alphabetical order:**

Baker Clause, 2nd January 2018,  
Department for Education in their 'Careers Guidance and Inspiration in Schools' policy; 2015  
Education Act 1997, Education Act 2011, Education and Skills Act 2008,  
Technical and Further Education Act 2017, Education Act 1997

Department for Education (2015) Post 16 work experience as a part of 16 to 19 study programmes and traineeships.

Department for Education (2023) Careers guidance and access for education and training providers Statutory guidance for schools and guidance for further education colleges and sixth form colleges.

Skills and Post-16 Education Act 2022 (incorporating the Provider Access Legislation introduced in 2023).