

WARGRAVE HOUSE SCHOOL
THE AUTISM SPECIALISTS

Careers Policy

November 2024

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

01925 224 899

Website: www.wargravehouse.com

Email: enquiries@wargravehouse.com

Wargrave House

ON A JOURNEY TOGETHER, LEARNING ABOUT LIFE

Reviewer:	Careers Leader
Co-Reviewer:	Deputy Head Teacher
Updated:	November 2024
Next Review:	November 2025
Committee:	Quality of Education Committee
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This policy should be read in conjunction with the following policies:	
1.	Wargrave House School Careers Programme 2024-25
2.	Provider Access Policy
3.	Safeguarding Policy
4.	Diversity and Equality Policy
5.	Assessment, Recording and Reporting Policy
6.	Work Experience and Trainees policy
This policy should be read in conjunction with the attached documents:	
1.	Careers guidance and access for education and training providers Statutory guidance for schools and guidance for further education colleges and sixth form colleges, January 2023
2.	Good career guidance, Sir John Holman, 2018 (Gatsby Benchmarks 2018)

Change History Record			
Current Version	Previous Version	Summary of changes made	Section Heading & Page Number
Nov 2025	Nov 2024	Changes to careers programme – offer at KS2, KS3 and KS4 (provided more to support our young people)	Careers programme 6-8

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Introduction

Wargrave House School provides a relevant and engaging careers curriculum which meets the differing needs and requirements of our learners. This is developed throughout a learner's time at the school and is always supportive of their abilities, strengths and skills.

Purpose

The purpose of this policy is to describe how Wargrave House School provides a relevant and engaging careers 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 careers education, work experience and provider access (please see Provider Access Policy).

Aim (s)

- To prepare learners for the transition to life after Wargrave House School
- To support learners in making informed decisions which are appropriate for them
- To provide learners with well-rounded experiences
- To develop personal characteristics such as social skills, communication, independence, flexibility and resilience
- To inspire and motivate learners to develop themselves as individuals and live as independently as is possible
- To ensure that learners develop the skills and attitudes necessary for success in adult and working life
- To make learners aware of the range of opportunities which are realistically available to them in continued education and training at 14+
- To equip learners with the necessary decision-making skills to manage those same transitions
- To develop an awareness in learners of the wide variety of education, training and careers opportunities locally, nationally and internationally
- To encourage learners 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 enable learners 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 ensure that learners receive the support they require through equal of opportunities, embracing diversity and challenging stereotypes.
- To ensure that all learners who require any extra assistance and guidance to reach their potential, such as SEND learners or learners eligible for additional funding are supported through a well-structured programme and staff team.

Roles and Responsibilities

The Head Teacher, Deputy Head, the Curriculum/Assessment Lead and Careers Leader are responsible for the delivery of the Careers Programme. The Careers Leader will oversee the curriculum planning and also provide resources that are available in school.

Teachers in Key Stage 2, 3 and 4 are responsible for agreeing the order in which activities will take place.

The Link Governor for Careers is responsible for meeting with the Careers Leader, to discussing strengths, areas for development, action plans and support, and reporting these to the governing body.

Policy

Statutory requirements and recommendations

The careers provision at Wargrave House School is in line with the statutory guidance developed by the Department for Education, which refers to the Education Act 1997 and 2011.

This states that all schools should provide independent careers advice and guidance from Years 8 -11 which should:

- be impartial
- include information on a range of pathways, including apprenticeships
- be adapted to the needs of the learner.

Schools are free to make arrangements for careers guidance which best suit the needs of their learners, engaging where appropriate with independent providers.

Wargrave House School has developed its own arrangements for providing impartial careers advice and guidance and may continue to do so as long as it is ensured that learners 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. Microsoft Teams could also play a significant role in this careers advice.

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 learners about approved technical qualifications and apprenticeships (see Provider access policy).

This will be discussed at annual reviews/key transition stages with parents/learners and local authorities to ensure access to information on providers and opportunities in their local area.

At each point where we deal with learners leaving the school, 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 is committed to providing all learners in Primary and Secondary with a programme of careers and related activities. The details of the programme will be published on the school website and can be viewed by learners, 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 is delivering the best possible careers guidance, we are currently working within 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 Programme

The programme is delivered through a combination of methods including distinct career sessions from Key Stages 2-4.

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

Wargrave House School endeavours to be involved in a wide variety of events such as Career Fairs, National Careers Week, National Apprenticeship Week, My Money Week- Young Enterprise and Young Money.

All learners have access to the following:

- Careers, IEP and PSHE sessions are a fundamental aspect of the Wargrave House School curriculum to prepare learners for their life after school
- Visitors in to school and offsite visits support learners in developing their understanding of a range of different post 16 pathways.
- All learners in KS3 have access to advice and guidance from Careers Connect advisor and Careers Leader
- All learners from Y7+ have access to explore education providers post 16.
- STEM opportunities, careers events and experiences are provided.

Key Stage 2

- Weekly careers sessions
- Learners take part in Enterprise projects across the school year and celebrate Enterprise week
- STEM events are a key part of the KS2 curriculum
- Learners take part and celebrate Careers and Financial education themed weeks across the school year.

Key Stage 3

- Weekly careers sessions
- Learner pathways onto accredited and vocational courses are planned and prepared for in KS3
- Learners take part in Enterprise projects across the school year and celebrate Enterprise week
- STEM events are a key part of the KS3 curriculum
- Learners take part and celebrate Careers and Financial education themed weeks across the school year
- All learners from Y7+ have access to explore education provider's post 16.
- Group meetings with families, the school Careers Leader and Careers Connect Advisor in Year 7,8 and 9 to discuss routes post 16
- One-to-one meetings with Careers Connect Advisor in Year 9 informs individual routes into KS4 and Post 16 provision.

Key Stage 4

- Weekly careers sessions

- Learners take part in Enterprise projects across the school year and celebrate Enterprise week
- STEM events are a key part of the KS4 curriculum
- Learners take part and celebrate Careers and Financial education themed weeks across the school year
- All learners from Y7+ explore post 16 providers and options.
- Group meetings with families, the school Careers Leader and Careers Connect Advisor in KS3 and KS4 to discuss routes post 16
- One to one meetings with Careers Connect Advisor in Year 11 informs individual routes into Post 16 provision and appropriate and meaningful work experience opportunities
- Learners in KS4 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 class teams 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 Service

Wargrave House School 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 learner referral, teacher referral and parent referral where necessary.

Wargrave House School 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

- Have access to relevant external speakers that offer independent sources of information such as; local and national employers, representatives from professional bodies, higher education establishments and former students.

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 KS2, 3 and 4, independent learning providers and local colleges will be invited to attend Wargrave House School, 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 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 learners' curriculum 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.

- 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.

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 learners, 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).