

## Carwarden House School - Employability Programme – Careers Access Policy



### How we currently meet the Gatsby Benchmarks for good Career Guidance – January 2020

This policy sets out how Carwarden House School manages the access of our providers to pupils at the school. This complies with the schools legal obligations under Section 42B of the Education Act 1997.

#### Pupil entitlement

All pupils 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.

#### Management of provider access requests Procedure

A provider wishing to request access should contact

Miss Cherry Andrews (Leader of Vocational Learning)

Telephone: 01276 709080

Email: [cherry.andrews@carwarden.surrey.sch.uk](mailto:cherry.andrews@carwarden.surrey.sch.uk)

We welcome providers to contact the school to meet with us to see how they can support our curriculum and aiding pupils transition into the workplace. Please speak to our careers lead to identify a suitable opportunity for you.

#### Premises and facilities

Carwarden House School will make the main hall, classrooms or private meeting rooms available for discussions between the provider and learners, 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 in the school library. The Resource Centre is available to all learners.

Benchmark	KS3	KS4 and KS5
A Stable Careers Programme	<p>Life Skills lessons promote employability skills</p> <p>EHCP outcomes identify their learning goals and next steps post 16 education.</p>	<p>KS4 and KS5 have discrete careers/employability lessons each week.</p> <p>We have established a link with the independent Careers Education provider – ‘Talentino!’ They have created a programme of lessons that are specifically aimed for young people with learning needs. We are due to roll out this programme by the Summer Term 2020.</p> <p>We have an established network of employers that engage fully with supporting our young people with learning difficulties.</p> <p>Parents are involved with sourcing and preparing their child for work placements. Students are given a work placement diary to complete during their experience. Work based learning enables students to gain essential transferable skills.</p> <p>EHCP outcomes identify their learning goals and next steps post 16 education.</p>
Learning from Career and Labour Market Information		<p>Careers Advisors will provide support to students to make best use of available information.</p> <p>Parents and students are informed of College Open Days to find out more about future study options and are aware of when to apply for post 16 education</p> <p>Students use JED (Job Explorer Database) to find out more about jobs.</p>
Addressing the needs of each Pupil	<p>Equality and diversity considerations are embedded.</p> <p>Work is differentiated to increase chances of employability. We are committed to increasing the possibility and probability of paid work, regardless of their ability throughout the school.</p>	<p>Students are taught in streamed groupings, so that the careers programme can be tailored to meet the needs of all learners.</p> <p>Students have access to the Careers database and JED to explore job interests.</p> <p>Student’s desired employment outcomes are articulated in their EHCP and outcomes identified to support their aspiration.</p> <p>We work with parents to overcome difficulties and deliver strategies to overcome these.</p>
Linking Curriculum learning to careers.	<p>Subjects link their curriculum to careers and employability skills.</p> <p>Subjects promote future careers</p> <p>Maths – links to careers when measuring (builder/carpenter), money (shop work)</p> <p>Budgeting – income/outcome/needs/wants/discounts/savings</p> <p>ICT – Desktop Publishing module – create own imaginary business, opening poster, price list</p>	<p>At KS4 students have a dedicated careers lesson once a week.</p> <p>The vocational curriculum is skills based to develop students for the workplace.</p> <p>Students undertake various qualifications tailored to the needs of each learner. GCSE Science, BTEC, Entry Level, as well as Functional Skills in Maths and English. Possible Level 1.</p> <p>Art – WJEC Entry Pathways Creative, Media and Performance Arts</p> <p>Duke of Edinburgh Bronze Award</p> <p>Home Skills and Life Skills – OCN Personal Progress units at Entry Level 1-3</p> <p>Maths – AQA units, OCR EL1-3, OCR Functional Skills EL1-3, OCR GCSE, Edexcel</p>

	<p>Dragons Den style lessons  CV making opportunities  JED (Job Explorer Database)  Logo Quiz – researching logos of different companies  Enterprise opportunities – manning stalls, taking money and calculating change  Counting money after charity events  Film Making</p>	<p>Functional Skills L1  ICT – AQA units, Edexcel Functional Skills E1-3, WJEC Entry Pathways EL1-3  English – Pearson Edexcel and OCR Entry Level, OCR Functional skills for speaking, listening, reading and writing</p> <p>Sixth Form – OCR life and living skills, ASDAN Employability Entry Level  Tuck Shop – students run the school shop, work behind the tills, taking money and giving change, price up items and re-stock shelves.</p>
<p>Encounters with Employers and Employees</p>	<p>TeenTech Science Day – interaction with STEM employers and training providers  SC Johnson and Novartis School volunteering community days.  Maths – Racing for School  Shopping and bus trips  Ordering and paying for food in a restaurant  Legoland – control and animation workshop  Thorpe Park STEM workshop  Maths Magician  Natwest Moneysense workshops  Governor visits discussing maths in the workplace  Trussel Trust Food bank (Aldershot)  Camberley Library</p>	<p>Work experience for all students at various places in Hampshire, Berkshire and Surrey. Range of sectors used.  Mock interviews with employers  Students attend the National School and College Leaver Show  Volunteering with Surrey Heath Green Space Team  Volunteering at the Seniors Day Centre Sandhurst  Work experience at Sheraton Heathrow Hotel  Volunteering at Frimhurst House  Bank of England come and talk to students and Film Camera Action Competition  Work experience at Cook, Lightwater  Work experience at Lightwater Leisure Centre  Voluntary work at Camberley Manor  Surrey Arts initiative – ‘Whatever the weather’ – dance and arts exploring mental health and wellbeing</p>
<p>Experiences of Workplaces</p>	<p>Trips and visits to businesses and employers</p>	<p>Work Experience for 2 weeks in Year 10  Work Experience for 2 weeks in Year 11  Sixth form work experience ranging from 1 day a week for a term, to 1 day a week for the academic year.  Employers receive Pupil Profiles of the student and are familiar with their learning needs  Students are prepared for their placement and receive at least 1 staff visit during their placement.  We aim to secure placements close to home to encourage travelling to work independently and increase chances of part time employment.  Students and parents source placements in the first instance, so that students interests are met as much as possible.  Students complete a diary each day so they can evaluate their experience.  Support is built around an individual and is tailored to their needs outlined on their EHCP.</p>

<p><b>Encounters with Further and Higher Education</b></p>	<p><b>Students can choose a vocational option at the end of year 9 for KS4 (DofE, Personal development and Hair and Beauty)</b></p>	<p><b>Students in year 10 and 11 attend Farnborough College and Brooklands College on a weekly basis as part of the Links course. They receive half a day of lessons and activities at the FE colleges' main campus. This has helped students prepare for Post 16 education and enabled the colleges SEN provision to know our students better.</b></p> <p><b>Students in Sixth form attend Brooklands College and Guildford College as part of their Links Programme.</b></p> <p><b>Annual College and Sixth Form open evenings are held to discuss with families the support and services they can offer post 16 and 19.</b></p>
<p><b>Personal Guidance</b></p>	<p><b>Careers Advice is available to students and their families at their EHCP Annual Reviews</b></p>	<p><b>Careers Advisors will provide support to students to make best use of available information.</b></p> <p><b>The careers lead is undertaking further training through the Careers and Enterprise Company</b></p> <p><b>Careers Advice is available to students and their families at their EHCP Annual Reviews</b></p> <p><b>Students have individual learning profiles 'All about me' to take to employers.</b></p>