

Sandfield School

Careers Programme

Aim to Work

We are committed to careers education, information, advice and guidance ensuring that pupils work towards developing the right skills, tools and values to help prepare them for their next stage of education, training or employment and adulthood.

Through our planned careers education programme, we are committed to providing the appropriate activities and experiences to enable pupils to achieve their full potential, and to inspire and support pupils to make well-informed decisions and successful transitions in life and work.

We support pupils and their parents and carers to consider all possible future options, challenge barriers and to support decisions of how to prepare for their chosen next step or transitional pathway.

We prepare pupils to consider options can include continuing to further education, supported internship, other training opportunities including apprenticeships and traineeships, employment and living independently.

We have a person-centred approach, creating pupil profiles and work towards best outcomes which include setting clear and ambitious targets for pupils to prepare for their next steps and to create a good life.

We are fully committed to our statutory and moral obligations to provide a person centred, holistic careers programme for all pupils and will aim to support pupils to access the best routes to their preferred next steps /career pathway.

The Careers Programme will be known as **Aim to Work**

The Aim to Work programme is to ensure that all pupils are inspired and motivated, given the right preparation and support to work towards achievable aspirations which may include paid employment, volunteering and work experiences with outcomes to create the best life and next steps for pupils.

The careers programme is supported through assemblies, masterclasses, presentations, employer visits, independent work experience, workshops, careers fairs and 1:1 impartial and independent guidance.

Teaching staff track student progress and employer engagement from Year 7 –Year 14. Sandfield Park School uses the Compass Plus database to record student achievement which includes ‘meaningful’ employer encounters, career aspirations/goals and potential pathways.

Sandfield Park School makes use of careers resources and information as a starting point to encourage student engagement and to explore and research potential career pathways, courses, qualifications and subject information. Pupils have access to Careers advice to support and inspire students so that they are able to make well informed and realistic decisions about their future.

Aim of Career Strategy Programme

To help students develop the skills and confidence to make realistic and informed decisions about their futures and to manage the transitions from one stage of their education, training and work to the next.

Objectives

- 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).

Invitations are issued to all local providers inviting them to parents evening and any further appropriate events run by the school. 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 class talk or through 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 SEN students or students eligible for pupil premium.

Learning Outcomes

Students should be able to:

- Assess their achievements, qualities and skills
- Present this information as appropriate
- Use this information for personal development
- Set career and learning targets and create a vocational profile and CV. Recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work.
- Recognise the value and impact their activities at school can have on their future.

Implementation

The school guarantees impartial advice via: Careers Leader /Adviser. Appointments can be through student referral, teacher referral and parent referral. 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 and The Local Offer.
- Promotion of 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.

Independent learning providers and local colleges, will be invited to attend Sandfield Park 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. Sandfield Park School has published a policy statement on provider access and published it on the Sandfield Park School website.

Students will come into contact with Careers, Employability and Enterprise in the following ways:

- Through a variety of year group assemblies
- Through their PSHE and Careers sessions,
- Parents/carers are welcome to speak to their child's Class teacher, Deputy Head Teacher, Careers Leader, if they have any questions or concerns about their child's progress and their child's participation in careers events.
- Students, parents/carers are entitled to have access to information about the options processes - provided via letter, on the school website and on information evenings.
- Each KS4 student will have at least one individual careers interview with an independent, qualified careers practitioner by the end of KS4.
- Each KS5 student also receives at least one interview leading up to their transition review and those with any concerns or queries can either self-refer or be referred for an additional interview with the Careers Adviser.
- The Careers Programme is designed and implemented to meet the Gatsby Bench Marks.

By September 2021 all pupils at Sandfield Park School will have access to the following:

Individual 1:1 every pupil should have access to at least one personal guidance interview before they are 16 and access another interview between the ages of 16 and 18. Year 10 and Year 13, may also access when requested.

A careers report will be provided for pupils in Year 11 and Year 13 and will be updated annually. This should be written in accessible format.

One page/vocational profiles will be completed with each pupil from Year 7 and will be reviewed and updated annually and will be included and discussed as part of annual review process. Vocational profile will be written in an accessible format.

Transition plans will be completed in partnership with pupils and their families in Year 11 and will be reviewed in year 13/14.

Transition plans will include an individual action plan and steps to support pupils to develop careers plan specific to aspirations and individual interests.

Pupils will be given the opportunity of a least one work experience placement, which will include a range of placements: work inspiration, fixed term work experience and extended work experience placements. The placements will include internal school site placements, external and supported placements at the school café Sandy Park and also with placements with local businesses to meet individual interests and career aspirations.

Pupils from Year 11 can be referred to our Supported Internship Programme. The Supported Internship programme will be discussed as an option for pupils from Year 11, who are ready to take on an intense work related programme with an aim to increase and secure paid employment.

Careers advisor/Careers Leader will attend all EHCP Annual Review meetings for pupils in Year 14 and Annual Reviews if required/requested.

Pupils and parents will be provided with resources including digital careers resource base of appropriate post school providers, post school options, careers information and course information. All pupils have access to resources on the careers section on the schools website and the next steps newsletter.

The school will develop a careers library available to pupils, staff and parents.

Pupils will have access to careers workshops and lessons to link employment opportunities and career pathways and labour market information to link the Careers Programme with curriculum and learning.

Career talks will be arranged to include a range of careers that inspire and motivate the students. These are offered to all pupils in the school and include Supported Internships, apprenticeships and traineeships.

In Years 11, 12 and 13 information will be provided to pupils to provide an overview and information about post school options and providers: colleges, apprenticeships, supported internships and traineeships.

Parents will be supported through transition with additional support if requested by parents/pupils.

Parents are encouraged to attend the school Transition Event which takes place during the Autumn Term at parents evening.

Extra-curricular clubs and trips support pupils to develop their skills and broaden their understanding of a range of career opportunities which link to our employability programme.

A list of extra-curricular clubs and trips is available on the school website.

Sandfield Park works with the Careers Hub and collects data to record work through the Evidence for Learning App and Compass Plus to record work inspiration, participation in the Careers Programme, pupil destinations, trips and visits, participation and attendance at work experience, supported internships etc.

WORK EXPERIENCE PROVISION

The aim of work experience is to provide an opportunity for all students to learn in the work place; an experience this can take place in school, in the school café or with local employer

The overall organisation of work experience is undertaken by the Careers Leader who liaises with the class teacher.

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

The School Careers Leader checks that the placement meets with the schools requirements, the students will be treated fairly and they will undertake meaningful work.

All students on placement are covered by the employers' insurance and places of work are risk assessed by Sandfield Park School.

PROVIDER ACCESS

This statement sets out the school's arrangements for managing the access of Providers to students at the school for the purposes of giving them information about the Provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Students in Year 8-13 are entitled:

- To find out about technical education qualifications and apprenticeship 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
- To understand how to make applications for the full range of academic and technical courses

A Provider wishing to request access should contact the Careers Leader at Sandfield Park School through the Main School Office or via the following email address ao@sandfieldpark.liverpoo.sch.uk

Providers are invited to parents evening event to give opportunity to speak with students and/or their parents.

