



**CAREERS AND
WORK RELATED
CURRICULUM
POLICY**

September

2018



AIMS

We seek to fulfil the needs of learners in a caring, happy environment, enabling them to realise their true potential as young people and citizens.

We aim to enable our learners to:-

PREPARE for adult life in a happy, caring and purposeful environment

ACHIEVE their full potential regardless of individual need

CARE for everyone and encourage respect and tolerance

ENJOY education and rejoice in success



Introduction

The Whitby High School is committed to supporting all students to reach their full potential and take up suitable positive Post School opportunities.

Providing Careers Education and Guidance are part of this process.
In years 10 and 12 students take part in Work Experience.

School is working towards the Inspiring IAG Award which is designed to demonstrate that schools are meeting the guidelines and standards set out by Government.

Aims

This policy aims to

Set out Careers and Work Related Curriculum Provision at The Whitby High School

To explain the roles and responsibilities of those involved in the delivery of Careers Education and Guidance

Introduction to Careers Education and Guidance

Through Careers Education, information advice and guidance we aim to prepare students for their future. Students will be supported to understand their skills and areas for development, to make informed and realistic decisions about the options available to them and manage change. To achieve this students will take part in:-

- Lessons as part of PSHCSEE
- An annual Careers Fair
- Work Experience
- External Speakers
- Assemblies and smaller group sessions

- Visits to Post School Opportunity Providers
- Educational visits e.g. STEM Events and the Skills Show
- Individual Careers appointments
- Careers Adviser available at Parents Evenings for years 8 - 13

More information about these can be found on the school website. In the Careers and Work Experience section.

Legislation and Guidance

The Education Act 1997

The Education and Skills Act 2008

Careers strategy: making the most of everyone's skills and talents (Department for Education December 2017)

Careers guidance and access for education and training providers Statutory guidance for governing bodies, school leaders and school staff (Department for Education, January 2018)

Data protection legislation

Roles and responsibilities

The Headteacher - Mr B Heeley

The Assistant Headteacher - Miss L Hewitt

The Careers Link Governor - Mr P Lewis

The Head of Sixth Form - Mrs L Begbie

The PSHCEE School Consultant - Mrs M Worthington

The Careers and Work Experience Coordinator – Miss A Connor

All staff working with our students have Disclosure and Barring Service Certificates as do our visitors.

Risk Assessments are carried out before visits and Consent Forms are completed.

Work Experience Placements are Health and Safety and Insurance checked before students start a placement.

Delivery

Careers is delivered across the curriculum as well as in discrete careers lessons as part of PSHCEE as such the following staff are involved

- PSHCEE teachers

- Subject teachers
- Qualified Impartial Careers Advisers from CWAC and Mploy
- External Speakers/ visitors including former students
- Local Providers of Post School opportunities
- Work Experience Providers

Provider Access Statement

The Whitby High School has arrangements for managing the access of providers to students at school for the purpose 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.

All students 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;
- 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;
- understand how to make applications for the full range of academic and technical courses. Any provider wishing to request access should contact Anne Connor Careers and Work Experience Coordinator on 0151 355 8445 or by email aconnor@whitbyhs.cheshire.sch.

Such events are integrated into the school careers programme and will offer providers an opportunity to come into school to speak to students and/or their parents/carers for example at the Annual Careers Fair, presentations by local Post 16 Providers in assembly and during lessons and as part of the Pathways Days for Sixth Form. Details are given in the Careers and Work Experience section on the website and will be notified to students through student briefings, form time and assemblies.

The Whitby High School makes the main hall, library and either classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school also makes 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 and Work Experience Coordinator.

Providers are welcome to leave a copy of their prospectus or other relevant course literature which will be placed in the Careers section of the Library in Overpool Building so that it is accessible to all students at lunch and break times.

Any queries can be directed to the Careers and work Experience Coordinator who will maintain the Carers library.

Links

This policy also links with

SEN Policy

Child Protection and Safeguarding Policy

Equality Opportunities Policy

Monitoring and review

The Scheme of Work and other provision will be reviewed as part of the Inspiring Information Advice and Guidance Award and the School's internal processes.

This policy will be reviewed following any changes in legislation or new guidance from Government or School Management, otherwise, it is due for review in two years time.

Dated May 2018