



Keelman's Way School

Careers Policy

Keelman's Way School Careers Education & Guidance and Work Related Learning Policy To be read alongside Work Related Learning

Ethos Statement

At Keelman's Way School we believe in the concept of lifelong learning and the idea that both adults and children learn new things every day. We maintain that learning should be a rewarding and enjoyable experience for everyone; it should be fun. Through our teaching we equip children with the skills, knowledge and understanding necessary for them to make informed choices about the important things in school and in their future lives. When it is required, staff advocate the needs of pupils, parents and carers to help give them a voice in making decisions. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives that maximise their independence. We give our pupils the opportunities they need to become active, successful, valued members of the wider community.

Keelman's Way School aims to provide all pupils and students with experiences and opportunities, in different learning situations and contexts, so that they have a basis for comparing and understanding a wide range of concepts and issues in order that they can ultimately make informed decisions about their future role in society.

Careers Education, Information, Advice & Guidance (CEIAG)

The CEIAG Programme at key stages 3 and 4 and Post 16 emphasises that pupils and students will take an active role in their career learning. Consequently the following aims underpin the Programme:

- Self-development - to enable pupils and students to understand themselves and the influences on them (for example through the P.S.H.E. curriculum and Person-Centred Planning).
- Career exploration - to enable pupils and students to investigate opportunities in learning and work (such as work-related learning programmes, college link courses and leisure opportunities).
- Career management - to enable pupils and students to make and adjust plans to manage change and transition (with the support and advice of the South Tyneside Council targeted support service and additional careers guidance services secured by the school to fulfil its statutory duty as described in the statutory guidance on the Education Act 2011 and the Practical Guide for Schools on Securing Independent Careers Guidance published by the Department for Education in July 2012).

Careers Guidance

School has built up a close professional relationship with two SEN Officers for the Local Authority. Their roles incorporate attending Review to prepare for Transition, giving impartial Careers education, information and guidance about post 19 options. They also support applications for Specialist College placements, and arrange visits for young people and their

parents. In addition they are proactive in monitoring and reporting about pupils who have left Keelman's Way to allow us to track progress.

External, impartial and independent support is a vital component of the transition process that takes place for each pupil as they reach fourteen years of age. Students from this time onwards will have discussions around their future options during the EHCP review process which will be supported by external staff in consultation with students, parents and school. Students and their families are provided with advice and support with regard to future opportunities/placements beyond compulsory school life.

Keelman's Way will also maintain a close relationship with work experience providers and advisors such as Project Choice and Future Works as well as Connexions to ensure that our pupils can experience a wide and varied range of placements.

An annual Transition Event will be organised by the School and our named Careers Adviser to enhance information sharing, transition planning and to open up pathways to employment and independent living. An annual Celebration event will be held to celebrate students achievements and mentor support and for students to share their experiences with others.

The school's overall CEIAG programme is supported by the "Equals" Moving On Curriculum & accredited through ASDAN Personal Progress and PSD Qualifications and awards specific to particular placements eg City and Guilds Diploma in Horticulture, John Muir Award.

Work-related learning

Work-related learning is defined as "planned activity that uses the context of work to develop knowledge, skills and understanding useful in work, including learning through the experience of work, learning about work and working practices and learning the skills for work".

The content of the work-related learning programme at the Keelman's Way School will be based on statutory and non-statutory guidance, which will be modified to take account of the individual needs of pupils/students.

It will encompass the three strands, outlined within the framework for work-related learning, of:

- Learning through work by providing opportunities for students to learn direct experiences of work or work shadowing:
- Learning about work by providing opportunities for students to develop skills and understanding of work and enterprise, for example through vocational courses:
- Learning for work by developing skills for enterprise and employability for example through School-based enterprise activities and community involvement.

All key stage 4 pupils have a statutory entitlement to 5 days of enterprise activity.

Assessment

The assessment of CEIAG and of work-related learning will be reflected in the School's policy for Assessment and Recording.

Individual students will be encouraged to record (with appropriate support) their own achievements which will be retained within a Progress File or as evidence for internal assessment or externally accredited schemes.

Pupils and students will follow the "Equals" curriculum and be accredited. Leading to a Personal Progress qualification, the school now also delivers PSD qualifications at Entry Levels 1,2,3.

Monitoring and Evaluation

The delivery of CEIAG and of work-related learning will be led by class teachers, monitored by the subject leader.

The monitoring will include:

- Observation of activities
- Discussion with staff, pupils/students and parents
- Discussion with work place providers and mentors
- Meetings with the Careers Adviser including termly review of the Agreement.
- Scrutiny of pupils' and students' work
- Scrutiny of accredited modules and other related schemes
- Maintaining a comprehensive data-base of destinations of students.
- The school will be working towards achieving an externally-assessed NESANETA award which recognises achievement in enterprise education.

References

- DfE, March 2012, Statutory Guidance on the duty of schools to secure independent careers guidance
- DfE, July 2012, Practical Guide for schools on securing independent careers guidance
- ACEG Framework for Careers and Work Related Education

Web sites for reference:

www.careersengland.org.uk

Quality in Careers Standard

www.cegnet.co.uk

The Careers Education Support Programme

www.skillsfundingagency.bis.gov.uk

www.aceg.org.uk

The Association of Careers and Guidance Teachers

www.ofsted.gov.uk

Office for Standards in Education

www.qca.org.uk

Qualifications and Curriculum Authority

www.teachernet.gov.uk

includes PSHE website

www.equals.co.uk

Details of all programmes of study.

www.asdan.co.uk

Date.....Head Teacher

Date.....Chair of Governors

To be reviewed: summer 2024