



Bowden House School

Careers Programme Information Policy

Agreed by the school's Education Committee at their meeting on:
04 March 2019

Review date: March 2020

Signed : _____
Chair of Governors

Date : _____

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Statement of intent

This policy is underpinned by Sections 42A and 45A of the Education Act 1997 and has due regard to the DfE's 'Statutory Guidance for Schools on Careers Guidance and Access for Education and Training Providers, 2018'.

The main aims of careers provision at Bowden House School are to:

- prepare students for life post-education
- develop an understanding of different career paths
- develop an understanding of the differences between school and work
- inspire students to chase and achieve their dreams
- help students to access information on the full range of post-16 education and training opportunities
- support students after leaving school
- offer targeted support for vulnerable and disadvantaged young people
- instil a healthy attitude towards work.

This Policy is based upon the '10 Musts' from the new statutory guidance 2018

- ❖ every school **must** ensure that students are provided with independent careers guidance from Years 8 -13
- ❖ every school **must** ensure there is an opportunity for a range of education and training providers to access all students in Years 8 – 13 for the purpose of informing them about approved technical education qualifications or apprenticeships (Baker Clause). Whilst schools are not required to accept every request from a provider to visit, it must demonstrate through their Policy Statement on provider access, that a number of opportunities are available to all students in each year group from Years 8 – 13
- ❖ the school must make provider visits available to all students in the relevant year group. The school should not do anything which might limit the ability of students to attend. Unacceptable behaviour would include restricting invitations to selected groups of students or holding events outside of normal school hours
- ❖ the school **must** prepare a policy statement setting out the circumstances in which education and training providers will be given access to students and to ensure that this is followed. The policy statement must be published and must include:
 - any procedural requirement in relation to requests for access
 - grounds for granting and refusing requests for access
 - details of premises or facilities to be provided to a person who is given access
- ❖ the Governors are legally responsible for ensuring that the Baker Clause requirements are met and that they are part of a broader approach to ensuring that young people are aware of the full range of academic and technical routes to them at each transitional point
- ❖ the Governing Body **must** ensure that the independent careers guidance provided:
 - is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option
 - includes information on the range of education or training options including apprenticeships and technical education routes

- is guidance that the person giving it considers will promote the best interests of the students to whom it is given
- ❖ all schools **must** continue to provide relevant information about all students to local authority support
- ❖ all schools **must** also notify local authorities whenever a 16 or 17 year old leaves education or training programme before completion
- ❖ schools should make use of the SEND local offer published by the local authority. Where students have EHC Plans, their Annual Reviews must, from Year 9 at the latest, include a focus on adulthood, including employment. Schools should ensure these reviews are informed by good careers guidance. Schools must co-operate with local authorities who have an important role to play
- ❖ schools **must** ensure that young people are clear about the requirement to stay in education until 18 and what it means to them. In particular, they must be clear that young people are not required to stay in school. They can choose how to participate which might be through:
 - full-time study in a school, college or training provider
 - an apprenticeship, traineeship or supported internship
 - full-time work or volunteering (20 hours or more) combined with part-time accredited study.

1. Legal framework

1.1. This policy has due regard to legislation and statutory guidance, including but not limited to, the following:

- DfE 'Careers guidance and access for education and training providers', 2018
- Education Act 1997
- Education and Skills Act 2008
- Apprenticeships, Skills, Children and Learning Act 2009
- Equality Act 2010
- Children and Families Act 2014
- Technical and Further Education Act 2017

2. Roles and responsibilities

2.1. The Governing Body is responsible for:

- ensuring that all registered students at this school are provided with independent careers guidance from Year 8 to Year 13 [or Year 11 if the secondary school does not have a sixth form]
- ensuring that arrangements in place to allow a range of education and training providers to access all students in this range and inform them about approved technical education qualifications and apprenticeships. A policy statement will set out these arrangements
- ensuring that the independent careers guidance is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option
- ensuring that the guidance includes information on the range of education or training options, including apprenticeships and technical education routes
- ensuring the Careers Policy does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- handling complaints regarding this policy
- providing clear advice and guidance to the Headteacher on which they can base a strategy for careers education and guidance which meets the school's legal requirements.

2.2. The careers leader is responsible for:

- managing the provision of careers information
- liaising with the Headteacher and the careers adviser to implement and maintain effective careers guidance
- liaising with the PSHE leader and other subject leaders to plan careers education in the curriculum
- liaising with tutors/mentors, the SENCO and Deputy Headteacher to identify students needing guidance
- referring students to careers advisers
- establishing, maintaining and developing links with further education colleges, apprenticeship providers and employers
- negotiating an annual service level agreement with the LA for support for vulnerable and disadvantaged students
- providing students with effective careers guidance and supporting social mobility by improving opportunities for all young people
- supporting teachers of careers education providing initial information and advice
- monitoring teaching and learning in careers education and the access to and take up of career guidance
- advising the Senior Leadership Team on policy, strategy and resources for careers education, information, advice and guidance (CEIAG)

- preparing and implementing a development plan for CEIAG
- reviewing and evaluating the programme of CEIAG
- encouraging the training of school staff to promote careers guidance to their students.
- using the Gatsby Benchmarks to improve the school's careers provision and ensure compliance with legal duties, with an ultimate aim to meet all benchmark
- allowing students to have access to providers of technical education, such as colleges and apprenticeships to ensure every student is well-informed about their future options at every stage
- using the Compass tool for self-evaluating the careers provision the school offers
- publishing details of the school's careers programme and a policy statement on provider access on its website.

2.3. The careers leader is responsible for:

- reporting regularly to the Deputy Headteacher, regarding student progress and the effectiveness of the school's career plan
- providing a thorough, personalised career service throughout the school
- staying up-to-date with relevant CPD and developments in the CEIAG sector
- producing careers information and guidance through online and hard copy literature, and visual displays in school
- actively promoting the careers service with students and their parents/carers at Annual Reviews/Transitional Reviews, etc
- developing incentives and initiatives which actively encourage students to sign up to the school's career service
- attending regular meetings with the Deputy Headteacher to discuss the school's career plan
- providing an open-door service for students to drop in and discuss their options
- arranging meetings and follow-up appointments with students who are interested in the careers service
- offer services to past students for up to a year after their departure from compulsory education.

2.4. Teaching staff are responsible for:

- ensuring careers education is planned into their lessons
- attending any relevant CPD or training to ensure they are up-to-date with the school's careers plan
- prompting careers guidance in the classroom through visual aids
- creating a learning environment that allows and encourages students to tackle real life challenges, manage risks and develop skills that can be applied to the workplace.

3. A stable careers programme

- 3.1. Bowden House School will have its own careers programme in place which meets the requirements of the eight Gatsby Benchmarks. The programme will be reviewed termly against the benchmarks to ensure it remains on target
- 3.2. A careers leader will be appointed to ensure the leadership and coordination of a high-quality careers programme. The careers leader is recruited alongside the suggested requirements to ensure the role is correctly fulfilled. The name and contact details of the careers leader will be published on the school website
- 3.3. the school will engage with the careers adviser(s) of the Careers Service in the students' home authority and work with the careers leader to provide individual, tailored careers guidance to students
- 3.4. details of the school's careers plan will be published on the school website inviting students, parents/carers, teachers, Governors and employers to provide feedback.
- 3.5. The Headteacher or Deputy Headteacher will work with the careers leader to broaden the range of guidance that students have access to.
- 3.6. The school will work towards the Quality in Careers Standard to support the development of their careers programme, ensuring the programme is reviewed termly to ensure it is in line with the required standards.

4. Labour market information

- 4.1. the school will ensure every student and their parents/carers, have access to good-quality information about future study options and labour market opportunities
- 4.2. students and their parents/carers will be referred to the National Careers Service which offers information and professional advice via a website, helpline and web chat
- 4.3. the school will ensure students and their parents/carers understand the value of finding out about the labour market and support them in accessing this information. Students and their parents/carers will be provided with information on the benefits of understanding the labour market, including the salaries and promotion opportunities for different jobs and the volume and location of vacancies across different sector
- 4.4. the school will ensure that all students, by the age of 14, have accessed and used information about career paths and the labour market to inform their decisions on study options
- 4.5. the school will provide students with the necessary links and information that will enable them to access this. Access will be monitored to review whether

students are making the most of the service and if not, what can be done to ensure they do

- 4.6. the school will make use of local enterprise partnerships to provide students with information on the labour market and employer expectations in their home areas
- 4.7. to support social mobility, the school will work to raise students' aspirations and tackle stereotypical assumptions. Interventions will be used to tackle gender stereotypes; arrangements will be made for students to talk to employees who work in non-stereotypical jobs to raise awareness of the range of careers that science, technology, engineering and maths (STEM) qualifications lead to.

5. Addressing the needs of students

- 5.1. the school's careers programme will aim to raise the aspirations of all students whilst being tailored to individual needs. The programme will inform students of the range of opportunities available to them, encouraging them to aim higher and make choices relevant to what they feel they can achieve.
- 5.2. all forms of stereotyping will be prohibited in the careers advice and guidance that is provided, to ensure students from all backgrounds, gender and diversity groups and those with SEND, can consider the widest possible range of careers
- 5.3. comprehensive and accurate records will be kept to support the career development of students. These will be stored securely in the careers office. The school will allow access to this information, should a student or their parent/carer request it
- 5.4. the school will collect and analyse destination data to assess how well the careers programme is countering stereotypes and raising aspirations. The data will be reviewed by the Headteacher and careers leader on a termly basis who can then base further development of the school's career guidance plan on the results and areas of success or failure.

6. Targeted support

- 6.1. the school will work with the LA to identify students who are in need of targeted support or those who are at risk of not participating in post-16 pathways. Agreements will be made over how these students can be referred for support drawn from a range of education and training support services available either local to the school or in the students' home area
- 6.2. the school will ensure that students understand the programmes available to support them with staying in post-16 further education
- 6.3. to support students who are likely to need support with post-16 participation costs, such as those with SEND, the school will work with the LA and local post-16 education or training providers to share student data and ensure

these students receive such support. In the case of Bowden House School, this might be securing funding from the home authority for students to remain resident in the school to attend local post-16 provision

- 6.4. the school will ensure that students are aware of the 16-19 Bursary Fund, which has been devised to support those individuals with a financial hardship. Students will be advised of how to access this funding and who they should speak to in order to find out more information. This is unlikely to apply to students in this school
- 6.5. the careers leader will engage with the designated teacher for LAC and previously LAC to ensure they know which students are in care/are care leavers, to understand their additional support needs and to ensure that any personal education plans can inform careers advice.

7. Students with SEND

- 7.1. the school will ensure that careers guidance is differentiated, if appropriate, and based on high aspirations and a personalised approach
- 7.2. all staff working with students will support them to develop the necessary skills and experience to succeed and fulfil their potential
- 7.3. the school will work with families/carers of students to help them understand what career options are available
- 7.4. careers guidance and experience will be tailored to students based on their own aspirations, abilities and needs. Surveys will be conducted to find out individual students' aspirations; the results will be used to personally tailor careers guidance
- 7.5. careers guidance will take account of the full range of relevant education, training and employment opportunities. It will inform students about the ways employees with SEND are supported in the workplace and how jobs can be adapted to fit a person's abilities
- 7.6. the school will build partnerships with businesses and other employers, employment services and disability and other voluntary organisations. Students will be prepared for encounters with employers and provided with any special support that will allow them to benefit fully from the experience
- 7.7. careers guidance will focus on a student's career aspirations and the post-16 options which are most likely to give the student a pathway into employment or higher education
- 7.8. the SEND local offer will be utilised; Annual Reviews for a student's education, health and care plan (EHCP) will be informed by good careers guidance

- 7.9. when arranging work experience for students, the school will work with the employer to determine any additional support that will be needed during the work placement.

8. Curriculum

- 8.1. The school will work to encompass careers education and guidance into subjects across the curriculum. All teachers will be asked to support the career development of young people in their role and through their subject teaching
- 8.2. The school will ensure that every student is exposed to the world of work by the age of 14
- 8.3. students are expected to study the core academic subjects at GCSE, including English, Maths, Science, History, Geography and a language
- 8.4. students will be informed that if they do not achieve a grade 4 or higher in GCSE maths and English by the end of KS4, they will be required to continue working towards this aim as part of their 16-19 study programme
- 8.5. the school will engage with local employers, businesses and professional networks, inviting visiting speakers, particularly alumni with whom students can relate to.
- 8.6. every year, from the age of 11, students will participate in at least one meaningful encounter with an employer; at least one of these encounters will be with a STEM employer or workplace. These encounters will include:
- careers events such as careers talks, careers carousels and careers fairs
 - transitions skills workshops such as CV workshops and mock interviews
 - mentoring and e-mentoring
 - employer delivered employability workshops
 - business games and enterprise competitions.
 - Whilst every effort will be made to assist the students of Bowden House School to experience a workplace environment, much of the planning for leaving school and moving into training or employment will be undertaken in school/college.

9. Work experience

- 9.1. Bowden House School will ensure that all students have had at least one experience of a work place by the age of 16 and one further such experience by the age of 18
- 9.2. 16-19 study programmes will require high-quality and meaningful work experience. A flexible approach will be adopted for younger students, such as the following:
- workplace visits

- work experience (1-2 weeks)
- job shadowing
- career-related volunteering and social action

10. Further education (FE)

- 10.1. students are required to remain in education or training until their 18th birthday
- 10.2. the school will provide students with a range of information and opportunities to learn about education, training and career paths throughout their school life, to prevent last minute decision-making
- 10.3. students will be encouraged to use information tools, such as websites and apps, which display information about a range of opportunities. Education and training providers will have access to all students in Years 8 to 13 [or Year 11 if the secondary school does not have a sixth form] for the purpose of informing them about approved technical, education qualifications and apprenticeships
- 10.4. the school will ensure that there are opportunities for providers to visit the school and speak to students in Years 8 to 13 [or Year 11 if the secondary school does not have a sixth form], by maintaining connections with providers of further education and apprenticeships and arranging regular visits, presentations and workshops, if appropriate
- 10.5. a range of opportunities for visits from providers offering other options, such as FE will also be provided
- 10.6. A [policy statement](#) will be published on the school website and will include:
 - any procedural requirements in relation to requests for access
 - grounds for granting and refusing requests for access
 - details of premises or facilities to be provided to a person who is given access.

11. Personal guidance

- 11.1. all students will be provided with opportunities for personal guidance interviews with a qualified careers adviser. Such interviews will take place by the time the student reaches age 16 with the opportunity for a further interview by the age of 18
- 11.2. careers advisers will meet the professional standards outlined by the [Career Development Institute](#). The school will integrate personal guidance interviews within the pastoral system so that they can be followed up by the career leader
- 11.3. careers advisers working with students with SEND will use the outcome and aspirations in the EHCP to focus discussions

- 11.4. careers advisers working with LAC or care leavers will use their personal education plan to focus discussions. These students will have a named adviser who will build a relationship with them to better understand their individual needs.

12. Information sharing

- 12.1. The school will provide the relevant information about all students to the LA support services including:
- basic information, such as the student's name or address
 - other information that the LA requires to support the student to participate in education or training to track their progress
- 12.2. the school's privacy notice will offer students and their parents/carers the opportunity to ask for personal information not to be shared
- 12.3. LAs will be notified, as early as is possible, whenever a 16 or 17-year-old student leaves an education or training programme before completion. The school will agree on local arrangements for ensuring these duties are met.

In Bowden House School information sharing would be at an Annual or Leavers' Review meetings

13. Monitoring and review

- 13.1. the Governing Body, in conjunction with the Headteacher and careers leader, will review this policy on an annual basis, taking into account the success of supporting students in accessing post-16 education and training
- 13.2. the Headteacher will make any necessary changes to this policy, and will communicate these to all members of staff
- 13.3. The next review date for this policy is March 2019.

Provider Access Policy Statement

Under Section 42B of the Education Act 1997, as of 2 January 2018, we have a duty to provide students in Years 8-13 with access to providers of post-14, post-16 and post-18 education and training. This policy statement sets out how we manage access requests from these providers.

What are students entitled to?

Students must be allowed to:

- learn more about technical, education qualifications and apprenticeship opportunities, as part of a careers programme which informs students of the full range of education and training options available to them at each transition point
- hear from a range of local providers about the opportunities on offer, e.g., technical education and apprenticeships – this can be achieved through individual or group discussions and taster events
- understand how to apply to the full range of academic and technical courses available to them.

Who handles our access requests?

Any provider wishing to request access should contact our careers leader, Juliet Hayden, on 01323 893138 or via email on: jhayden@bowdenhouse.towerhamlets.sch.uk

What opportunities are provided to allow access to students?

Via our school careers programme, students will be offered opportunities to attend Careers Fairs during the school year and to speak their Careers Adviser regarding training/employment options. These will be shared with their parents/carers.

	Autumn	Spring	Summer
Year 8			
Year 9			
Year 10			
Year 11			
Year 12			
Year 13			

Who should providers contact to discuss events and options?

Providers can speak to our careers leader, Juliet Hayden, to discuss possible attendance at relevant events.

Our Safeguarding & the Protection of Children Policy and Visitors Policy set out the school's approach to allowing providers into school to speak to our students.

What can providers expect once a request has been accepted?

Once we have approved a provider, we will work with them to identify the best method for providing access to our students.

We will provide meeting rooms to host discussions between providers and students. We will also make presentation equipment available to providers.

Arrangements will be discussed in advance between our careers leader and a nominated member of the provider's team.

Can providers leave prospectuses for students to read?

Providers are welcome to leave a copy of their prospectus and other relevant course literature with the careers leader.

Approval and review

This policy statement was approved by the Education Committee of the school's Governing Body at their meeting on 04 March 2019.

The next review will take place in March 2020.

Signed: _____ Chair of Governors

Signed: _____ Headteacher

Careers Survey – Plans for Your Future

This survey is intended to help you begin thinking about your career path when you leave school. Each year, this survey information will be updated should you change your mind as you get closer to leaving school. This information will also serve as a guide to your teachers in deciding which classes and educational experiences you should have to help you be successful in the kind of life you want to have after secondary school.

Name:		Date of birth:	
Year group:		Date:	

Careers

During what year will you complete your GCSEs?	20 _____
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Please tick as many boxes as you wish below, and answer the relevant questions, to indicate what you would like to do following completion of your GCSEs.

<input type="checkbox"/> Job role
What kind of job appeals to you?
What support and qualifications, if any, do you think you need to achieve this career path?

<input type="checkbox"/> Sixth form	
Which sixth form?	
What would you like to study?	
What support and qualifications, if any, do you think you need to begin your chosen programme of study?	

University

Which university?

What would you like to study?

What support and qualifications, if any, do you think you need to begin your chosen programme of study?

College

Which college?

What would you like to study?

What support and qualifications, if any, do you think you need to begin your chosen programme of study?

Apprenticeship

What would you like to learn?

What support and qualifications, if any, do you think you might need?

Military

Which branch?

What support and qualifications, if any, do you think you need to begin your chosen military course?

Hobbies

What do you enjoy doing in your spare time?

Do you wish to pursue a career in relation to any of these hobbies? If yes, please indicate below.

How could the school help you to develop your hobbies?

Year 11 only

Has work experience been arranged for you? (Please circle)	Yes/No
If 'yes', where will you be working?	
If 'no', how can the school help you to arrange work experience?	

Destinations Survey – Plans for Your Future

This survey is intended to help us track the progress of students who have completed their education at Bowden House School. This survey will also support our school in providing evidence on how our current careers programme has helped past students. Please fill in the questions below and return the survey back to the careers leader.

Name:		Date of birth:	
Year group:		Date:	

1. Study	
A. Are you applying for a place at a university or college? (Please circle – If 'no', please go to section 2)	Yes/No
B. Have you been offered a place at a university or college? (Please circle)	Yes/No
C. How many offers have you received?	
D. Are the offers you have received conditional or unconditional?	1. 2. 3. 4. 5.
E. If the offer is conditional, are you confident that you will achieve the grades necessary for the course? (Please circle)	Yes/No
F. Will you accept an offer? (Please circle)	Yes/No
G. If you answered 'no' to question F, why will you not be accepting an offer?	
H. What university or college would you like to be studying at?	
I. What is the title of the course you will be studying?	

J. Is the course full time?	Yes/No
K. What career path do you wish to pursue with your chosen programme of study?	

2. Employment	
A. Are there any job roles you wish to pursue? (Please circle)	Yes/No
B. If you answered 'yes' to question A, please give details of your desired job role.	
C. Have you secured a job role? (Please circle – if 'no', please don't answer question D, E or F)	Yes/No
D. What is the job title?	
E. What is your role?	
F. Is this job role you worked to achieve during your time at our school? (Please circle)	Yes/No

Careers Audit

Employment related skill	Description	Was this included in my careers advice?
1. Self-management	<p>Ability to take the responsibility for setting and achieving personal goals:</p> <ul style="list-style-type: none"> • I can evaluate my performance in tasks. • I am able to accept and deal with authority. • I can accept feedback in a constructive manner. • I am able to set goals and manage my school work and social life. 	Yes/No
2. Initiative and enterprise	<p>Ability to seek/take advantage of opportunities:</p> <ul style="list-style-type: none"> • I can identify opportunities and act on them. • I am willing to take risks and learn from mistakes. 	Yes/No
3. Learning	<p>Ability to achieve new skills and/or knowledge:</p> <ul style="list-style-type: none"> • I am open to new tasks and use knowledge to further my technical skills. • I can use different methods to learn new things. • I am able to access information on courses to further my learning. 	Yes/No
4. Communication	<p>Ability to express and understand information:</p> <ul style="list-style-type: none"> • I can speak to a group confidently. • I have debated in front of large audience. • I can speak and write in another language. • I can follow verbal instructions. 	Yes/No
5. Teamwork	<p>Ability to work effectively with others to get things done:</p> <ul style="list-style-type: none"> • I can work with other people to sort out a problem. • I can work/collaborate with others on group tasks. <p>I am able to value the work of others and share resources.</p>	Yes/No
6. Planning and organisation	<p>Ability to coordinate and prioritise tasks and resources:</p> <ul style="list-style-type: none"> • I am able to make decisions. • I can manage my time and priorities. • I can collect, analyse and organise 	Yes/No

	<p>information using appropriate methods.</p> <ul style="list-style-type: none">• I am able to organise equipment and materials needed for a task.	
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