



CAREERS EDUCATION AND GUIDANCE

This policy applies to all members of our school community including those in our Early Years setting.

Tranby seeks to implement this policy through adherence to the procedures set out in the rest of this document.

The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the School's Equal Opportunity Policy document.

This document is available to all interested parties on request from the main school office and should be read in conjunction with the following documents:

- *Young Persons at Work policy document ref: Tranby / HSML-2*
- *HSE's 'Managing Health and Safety on Work Experience – A Guide for Organisers'*
- *The Local Authority's '14-19 Work Related Learning Policy & Guidelines'*
- *Careers guidance and inspiration in schools (March 2017)*
- Curriculum
- PSHCE

This document is reviewed annually by Mrs A Robinson, or as events or legislation change requires.

CAREERS EDUCATION AND GUIDANCE	
Reviewed by:	Mrs A Robinson and Mrs J Harding
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Policy Statement

It is our expectation that all pupils of Tranby, whatever their background, ethnic origin, or ability, will move on to either Further/Higher Education, apprenticeships including the new degree apprenticeships or other career opportunities. Tranby is committed to providing accurate, up to date and impartial careers guidance for its Senior School Pupils that encourages them to fulfil their potential. Tranby consciously works to prevent all forms of stereotyping in the advice and guidance they provide to ensure that girls and boys from all backgrounds and diversity groups consider the widest possible range of careers including those which are often portrayed as primarily for one of the sexes.

This policy therefore recognises that the provision of effective Careers Education and Guidance is an essential part of the preparation of all pupils for the opportunities, responsibilities, and experiences of adult life. In support of the schools aims and ethos, it should help them to be more self-aware, to know how their strengths, interests and aspirations relate to the world of work and to be informed of their own continuing education and training regarding possible career paths. It displays commitment to raising each pupil's awareness of the skills required in the workplace and to building the confidence to manage transition to new roles and situations throughout their life, and to help them achieve their aspirations.

Aims

Careers Education at Tranby is aimed at enabling pupils to:

- Make effective use of available information and guidance; presented in an impartial manner.
- Make informed curricular and extra-curricular choices at key stages of their schooling and about a broad range of career options.
- Make and implement action plans.
- Develop and demonstrate key employability skills.
- Learn through experience of a range of work-related activities.
- Be effectively prepared for future life in British society. (This is explained in Careers guidance and Inspiration in School March 2017 as “developing in every person the values, skills and behaviours they need to get on in life”)

Outcomes

Pupils follow a structured Careers program which progresses as they move through the school; by the end of the following Key Stages all pupils will:

KS3

- Have a greater awareness of their individual qualities, abilities, weaknesses, limitations.
- Have a balanced view of their potential and areas for improvement.
- Know where they can access careers information.
- Have completed the Morrisby Aspirations Profile
- Know how to use *Unifrog* Careers Software to research information, advice, and guidance on a possible career path.
- Understand how subjects and qualifications link to future career aspirations.
- Be aware of the implications of GCSE subject choices.

KS4

- Have had the opportunity to participate in the School's Work Experience Programme

- Know where they can access further careers information.
- Understand the implications of A Level subject choices on future studies.
- Be aware of other options available post-16, including vocational qualifications and Advanced Apprenticeships, and to have considered their suitability in line with individual learning styles and preferences and gain information about training, education, and occupations beyond school.
- Have completed the Morrisby Psychometric Assessment and considered potential careers in line with their individual aptitudes, interests, and aspirations.
- Know how to use the Unifrog Careers Platform to research information, advice, and guidance on a possible career path.
- Have had two opportunities to discuss possible career plans with the Head of Sixth Form, Mrs G Robinson, and the option of a further session with an independent Careers Advisor
- Have had the opportunity to attend the school's Careers Fair and network with local, regional, and national business representatives.

KS5

- Have increased awareness of their individual personal qualities.
- Have considered the various options post-18, including Further/Higher Education & Degree Apprenticeships, Gap Year opportunities and employment, and to have considered their suitability in line with future career aspirations and individual preferences.
- Have met with the Head of Sixth Form, Mrs G Robinson and received guidance on completing UCAS/UCAS Conservatoires applications or in preparing curriculum vitae for apprenticeship opportunities or employment.
- Have used the resources available on Teams, in the main school library and the sixth form study room as well as the support of individual mentors and the sixth form team.
- Know where they can access further careers information and/or Gap Year opportunities.
- Know how to use the Unifrog Careers Platform to research information, advice, and guidance on a possible career path.
- Have had the opportunity to attend the school's Careers Fair and network with local, regional, and national business representatives.

Guidelines

- Careers Education is delivered as part of the PSHCE curriculum.
- Careers software, *Morrisby* and *Unifrog*, available online through an annual agreement, each pupil having a unique login.
- 'Morrisby' and Unifrog are used at KS3 to research careers information and facilitate KS4 Option choices, and at KS4 to identify possible career paths and facilitate KS5 Option choices.
- Morrisby Psychometric Profiling is available for all senior school pupils from Year 9 and is followed up by an interview with the Careers Advisor Mrs J Harding. Students are again re-assessed in pre-Sixth and the results are discussed at the Pre-Sixth 'Next Steps' interviews with the students' SLT mentor.
- Further Careers and Higher Education is information available on the website and through the school's 'Tranby Careers' Twitter and Instagram accounts and monthly newsletter.
- University Prospectuses and information relating to Higher Education Open Days, Subject Workshops, Gap Year opportunities and Student Finance are available in the Careers Hub
- Publications relating to the UCAS application system and university admissions tests available in the Reference Library

- Work Experience undertaken on an optional basis in the first week of the summer holidays at the end of Year 10; Work Experience Information Evening held in the January prior to this. Students in Year 12 also participate in a work experience programme during the final week of the summer term in preparation for UCAS, Apprenticeship/Job applications.
- Tranby Sixth Form Information Evening held in October of Pre-Sixth.
- Specific UCAS application support available throughout Years 12/13; Sixth Form Higher Education Information Evening held in the summer term of Year 12
- Talks and small group meetings with career professionals arranged in accordance with demand and availability.
- The Careers Coordinator's office can be found in the Careers Hub F12 on the first floor of the main school building.

WORK EXPERIENCE

Aims

The School's Work Experience Programme is intended to provide Year 10 and 12 pupils with first-hand high-quality experience of working life and to raise awareness of the skills needed in the workplace. In support of the school's aims and ethos it displays commitment to providing an opportunity for young people to develop their skills safely and to facilitate the eventual transition from education to employment.

Administration

In line with the UCST Health and Safety procedures, work experience is organised regarding the information set out in the HSE's *'Managing Health and Safety on Work Experience – A Guide for Organisers'* and the standards specified in the *'Work Experience Policy & Guidelines' of the Local Education Authority* and in accordance with United Learning's Health and Safety procedures, as described on page 114 of the Group Health and Safety policy.

Work Placements

Pupils are encouraged to seek their own work placements wherever possible and in areas of work that complement their individual interests. Additionally, and within the limits of what is available locally, and demands for popular areas of work, the Careers Coordinator can assist with securing a placement if necessary. Companies where a pupil already has experience, through a parent or part-time job, are not used for the purposes of work experience, the purpose being to increase a pupil's work-based experiences rather than extend those already in place.

The Work Experience Period

The school's designated work experience period for Year 10 is the first full week of the summer holiday (Monday – Friday inclusive). As such it is not a compulsory activity, but one that Year 10 pupils and their parents are encouraged to consider when planning family holidays etc. Year 12's designated work experience is during the last week of the summer term (Monday – Friday inclusive) and is a compulsory activity which all pupils are expected to complete.

What pupils should do whilst on work experience?

As far as possible, pupils are expected to undertake real tasks and gain some understanding of how a company is organised and how enterprise, creativity, and innovation help business growth. Employers organise a varied programme for the pupil and monitor what the student has

achieved. Pupils record their experiences and progress in a Work Experience Journal. At the end of the work experience period the employer and pupil review the placement online using the Unifrog Placement Tool.

Hours of Work

The number and pattern of hours worked is normally agreed by the provider, the school, and the pupil. Although essentially like the school day, there is room for some flexibility. For example, if a company's hours are 8am to 5pm, it is not expected that pupils arrive at 9am and leave at 4pm.

Role of the Parents/guardians

Parents/guardians are encouraged to help their children in finding suitable work placements and provide support throughout the work experience period. They are asked to provide the employer with medical information that may affect the health, safety, and welfare of their son/daughter whilst on a work placement. They are asked to contact the school should their son/daughter report a problem to them about their placement or are unable to attend.

Placement Suitability

It is the school's priority that each pupil gains positive work experiences in a safe and supportive environment. To ensure that this is the case, Tranby operates a work experience programme in line with the UCST Health and Safety Procedures and the standards specified in the 'Work Experience Policy & Guidelines' of the Local Education Authority. All employers who offer work experience placements to our pupils are requested to complete the required information in the Unifrog placement tool to ensure that the placement being offered by the employer is suitable to be used by a school pupil. There are two important aspects to this:

- To obtain an accurate description of the work placement duties involved

To obtain significant risk assessments, health and safety, insurance, and safeguarding information for that placement. Preplacement checks are conducted using Unifrog's online placement tool. This online platform allows both school and parents to give their consent based on the information completed by the placement provider and allows access to all details regarding employers' liability insurance, risk assessment, safeguarding and health and safety provision.

Role of the School

An additional requirement of the LEA Policy & Guidelines is that pupils are monitored and supported whilst on their placement. To fulfil this requirement, employers are contacted by telephone and/or visited to review the progress of pupils during the school's designated work experience period. Should there be any problems or queries during the placement, the school's Work Experience Coordinator may be contacted by telephoning the school or via email.

Insurance arrangements

Whilst on a recognised work experience placement that has been authorised by the school then, for the purposes of the Health and Safety at Work Act, the pupil is an employee of the employer and is therefore protected by the employer's public liability insurance. Details of the employer's insurance cover is provided via the Unifrog work placement checker tool. Additionally, the school's insurance covers all pupils on a recognised and approved work experience placement.

Risk Awareness

Employers are requested to inform pupils of their main duties and tasks, the type of work to be undertaken, any associated risks and their control measures and remind pupils of their

responsibilities whilst on the placement. They should provide a period of induction specific to the work placement on the first morning. Additionally, the school provides a more general guide to risk awareness in preparation for work-based learning.

Reporting of accidents, incidents, and dangerous occurrences

Employers report any accidents, incidents or dangerous occurrences that occur to pupils on site following their normal procedures and inform the Headmistress, Mrs A Wilson, the School's Work Experience Coordinator, Mrs J Harding, and the pupil's parents. Pupils and parents are issued with an emergency contact mobile number; this is in addition to the school's normal contact information.