



## Careers Education Policy

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Holder:	Executive Headteacher
Committee Responsible:	Full Governing Body
<b>Next Review Date:</b>	June 2025

Grange Park School is a UNICEF 'Rights Respecting School' and this policy has been created in partnership with all staff members, the rights respecting school steering group (pupils) and ratified by the governing body.

All pupils at Grange Park School have an Education Health Care Plan or a Statement of Special Educational Needs and a diagnosis of an Autism Spectrum Condition. This policy has been written to incorporate their needs, along with the legal guidelines and principles.

Grange Park School regularly reviews its policies. We will take steps as far as practically possible to adhere to the law and current guidance issued by the relevant regulatory bodies.

At Grange Park School we are ambitious for all our students to fulfil their potential as they move into adulthood. We will work with each student and their families and carers to support them, and enable them to make a successful transition towards adulthood.

Policy Name	Version	Issue Date	Next Review	Committee	Page Number
Careers Education Policy	5.0	July 2015	June 2025	FGB	Page 1 of 14

**Vision and values:** We believe that the overwhelming majority of young people with SEN are capable of sustainable paid employment with the right preparation and support. They should be helped to develop the skills and experience, and achieve the qualifications they need to succeed in their careers.

We support the national context for students with special educational needs and disabilities which is to enable students such as ours to achieve full lives with choices about their future, improving outcomes around:

- Work and employment
- Good health
- Independent living – having choice and control over your life and support
- Community inclusion (friends, relationships and community)

**Rationale:**

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. Grange Park School will work with pupils, and their parents and carers to understand our pupils' interests, strengths and motivations, to enable them to make a successful transition to adult life, with as much independence as possible.

- Prepare pupils for the transition to life after Grange Park
- Support pupils in making informed decisions that are appropriate for them
- Provide pupils with well-rounded experiences
- Support the development of personal characteristics such as social skills, communication, independence and resilience
- Inspire and motivate pupils to develop themselves as individuals and live as independently as is possible

This guidance summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

**Procedures:**

The careers curriculum will be delivered progressively over KS3 to KS5, building year on year. It will support a pupil's choice of pathway, to enable them to make the right decisions about qualifications and lead towards their chosen career.

Learning will be delivered in a range of different ways:

- Embedded into different subject areas (eg in an ICT lesson about technology for the workplace)
- As standalone lessons in PSHE and other parts of the timetable
- The provision of independent and impartial careers advice by a qualified advisor at key stages in a pupil's school career
- Skills for employability – e.g. team-working, communication skills, organisational skills, understanding job roles and responsibilities; this can include accredited qualifications.
- Visits to different workplaces, including colleges and other educational settings

Policy Name	Version	Issue Date	Next Review	Committee	Page Number
Careers Education Policy	4.0	July 2015	July 2023	FGB	Page 1 of 14



- Support via external resources, such as Kentchoices4u, the National Careers website, KCC's Skills and Employability service, and Kent Supported Employment
- Work Experience
- The development of independence (e.g. travel training) and support for onward transition from school.

As a pupil at Grange Park School, the careers curriculum will help you to:

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make
- Find out about different courses, what qualifications you might need and what opportunities there might be
- Develop the skills you may need for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different pathways after Year 11 including training, further and higher education and jobs
- Be able to make effective applications for jobs, training and further and higher education
- Develop your interview skills
- Improve your confidence, independence and communication skills.

### **Links with other Policies**

This policy supports and is underpinned by key school policies including those for Teaching and Learning, Curriculum, Vocational Education and Work Experience, and Equalities.

### **Statutory requirements and recommendations**

The careers provision at Grange park is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997. This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including apprenticeships
- be adapted to the needs of the pupil

### **The Gatsby Benchmarks**

The Gatsby Benchmarks are a framework of 8 guidelines for careers provision in schools and colleges.

The School careers plan supports the achievement of the eight Gatsby benchmarks:

### **Benchmark 1: A Stable Careers Programme**

Every school and college should have an embedded programme of career education and guidance that is known and understood by Students, parents, teachers, governors and employers.

<b>Policy Name</b>	<b>Version</b>	<b>Issue Date</b>	<b>Next Review</b>	<b>Committee</b>	<b>Page Number</b>
Careers Education Policy	4.0	July 2015	July 2023	FGB	Page 2 of 14



### **Benchmark 2: Learning from Career and Labour Market Information**

Every Student and their parents should have access to good quality information about future study options and labour market opportunities.

### **Benchmark 3: Addressing the Needs of Each Student**

Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each Student. A school's careers programme should embed equality and diversity considerations throughout.

### **Benchmark 4: Linking Curriculum Learning to Careers**

All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of careers paths.

### **Benchmark 5: Encounters with Employers and Employees**

Every Student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.

### **Benchmark 6: Experiences of Workplaces**

Every Student should have first-hand experience of the workplace through work visits, work shadowing, and/or work experience to help their exploration of career opportunities and expand their networks.

### **Benchmark 7: Encounters with Further and Higher Education**

All Students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.

### **Benchmark 8: Personal Guidance**

Every Student should have opportunities for guidance interviews with a career's adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all Students but should be timed to meet their individual needs.

### **Curriculum Links/Embedding**

The careers programme is embedded throughout the curriculum and all staff are involved in delivering careers-based learning. Examples of this are: -

- Maths team in developing financial capability
- English team in developing communication
- Grange park time team in delivering the making career choices programme
- Speech and Language Therapy team in developing skills in communication through SCERTS
- Progress leaders for KS4 and KS5 supporting college transition

Policy Name	Version	Issue Date	Next Review	Committee	Page Number
Careers Education Policy	4.0	July 2015	July 2023	FGB	Page 3 of 14



Schedules of learning have been developed so that there are clear links to the careers and employability skills of the students. Staff are expected to contextualised subjects/topics to the aspirations of the students

Key stage 4 students will undertake as part of their transition programme visit to the Post16 provision at one of our college partners sites. Delivery of an ASDAN short course will be delivered as part of this visit.

Vocational courses are expected to include several external visits related to the subject area. These will support the student's decision making regarding a career path as well as providing a more engaging course. i.e. Home cooking skills course to visit a local restaurant. Guest speakers may also visit the school to support in curriculum delivery.

At the Wrotham site the post 16 the students undertake a personal and social development qualification as their main learning aim. This is supported by several different short courses all linked to the 'preparing for adulthood' pathway. A large part of their timetable is dedicated to improving their independence and employability skills through several different pathways.

### **Extra-curricular links/embedding**

All students across the school attend enrichment. The planning and management of enrichment activities will consider careers when organising related activities, any external visitors to the school if they could also speak about their career path. A clear example is the Animal encounters session where students are made aware of the career pathway.

Sports leadership qualification is undertaken by the school for students in Key stage 4/5. These qualifications allow students to build and develop behaviours and transferable skills for the workplace.

Throughout the academic year Grange park will hold at least two careers days for the school to support the teaching of careers across the curriculum. Careers days give the students opportunities to engage in workshops, attend visits and attend guest speaker talks. Students and staff are encouraged to dress up as your chosen career for the day.

National Careers Week (NCW). The week usually is March will form the date of one of the school's career days. Resources from the NCW website will be used to promote.

Assemblies will link to the NCW and the career days.

### **CPD**

As part of the schools CPD all staff will have an annual CPD session about the Gatsby Benchmarks and the careers programme. There is an opportunity for a staff member to potentially undergo training to become a careers advisor to support the programme.

### **Careers Guidance**

An external company (Education Development Trust) have been contracted to deliver the 1-2-1 careers guidance sessions with an advisor who specialises in SEN. Fifty students will receive an impartial meeting

Policy Name	Version	Issue Date	Next Review	Committee	Page Number
Careers Education Policy	4.0	July 2015	July 2023	FGB	Page 4 of 14



## LMI

Labour Market Intelligence is available for all stakeholders to access. Instructions will be sent to parents about the value of using LMI and supporting the students. The school will use <https://www.lmiforall.org.uk/>

## Career and Enterprise Company

Working with the Career and Enterprise Company to support in the schools aim to be outstanding. Grange Park will foster an effective partnership in achieving this goal. Grange Park will

- Work with the evaluation tool compass+
- Build an effective working partnership with our Enterprise Coordinator and Enterprise Advisor
- Support the Career and Enterprise Company on new initiatives where we can

The Career and Enterprise Company will be able to offer support and initiatives that Grange Park would not have been able to access working in isolation.

## Compass+

Compass+ is the platform the supports the school to benchmark, manage, track and report on the careers programme. It integrates with Grange Park's Management Information System (MIS) data for effective and targeted careers programme planning and delivery.

The schools plan will be mapped out and relevant staff assigned appropriate permissions to be able to monitor and target individual students and their careers input.

## Work Placements

Grange Park works with several different local organisations to support the students career paths by offering work placements. The placement of students is flexible and can be over the course of the academic year or in blocks. Student use work placements booklets to record hours and skills. We have some students on placements at the school in the office and the kitchen. Some external organisations include

- McDonalds
- Holiday Inn
- Communigrow
- Buttercup goat sanctuary
- Grange Park Primary School@stansted
- Shears Green Primary School
- Holywell Care home
- Greyhound Training
- British Heart Foundation

Policy Name	Version	Issue Date	Next Review	Committee	Page Number
Careers Education Policy	4.0	July 2015	July 2023	FGB	Page 5 of 14



### Summary of activities for each year group

Year 7	Year 8	Year 9
<ul style="list-style-type: none"> <li>• Assembly</li> <li>• Life skills through forest school</li> <li>• Life skills through school events</li> <li>• Parents and carers have access to LMI data through the website</li> <li>• Careers day</li> </ul>	<ul style="list-style-type: none"> <li>• Assembly</li> <li>• Life skills through forest school</li> <li>• Life skills through school events</li> <li>• Vocational profile</li> <li>• Parents and carers have access to LMI data through the website</li> <li>• Careers day</li> </ul>	<ul style="list-style-type: none"> <li>• Making Career Choices (EL3) qualification</li> <li>• Students are introduced to careers software and websites.</li> <li>• Careers discussed in Annual reviews</li> <li>• Life skills through school events</li> <li>• Parents and carers have access to LMI data through the website</li> <li>• Vocational profile</li> <li>• Careers day</li> <li>• Options lessons</li> </ul>
Year 10	Year 11	Post 16@Wrotham
<ul style="list-style-type: none"> <li>• Teaching days at College</li> <li>• Visit to College open event</li> <li>• College one day courses</li> <li>• Careers discussed in Annual reviews</li> <li>• Options pathway</li> <li>• Maths/English for careers</li> <li>• Life skills through school events</li> <li>• Parents and carers have access to LMI data through the website</li> <li>• Curriculum Links – PHSE/Life skills, Careers at Every Level, Employability lessons</li> <li>• At least one meaningful encounter with an employer per year</li> <li>• Enterprise activities</li> <li>• Careers day</li> <li>• Sports Leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching days at College</li> <li>• College Carousel</li> <li>• College one day courses</li> <li>• Visit to College open event</li> <li>• Careers discussed in Annual review</li> <li>• Options pathway</li> <li>• Life Skills - ASDAN</li> <li>• Maths/English for careers</li> <li>• Life skills through school events</li> <li>• Enterprise activities ASDAN short course</li> <li>• Parents and carers have access to LMI data through the website</li> <li>• Work experience</li> <li>• Curriculum Links – PHSE/Life skills, Careers at Every Level, Employability lessons At least one meaningful encounter with an employer per year</li> <li>• Careers day</li> <li>• Mock Interviews</li> <li>• Sports Leadership</li> </ul>	<ul style="list-style-type: none"> <li>• ASDAN Short courses</li> <li>• Teaching days at College</li> <li>• College Carousel</li> <li>• Visit to College open event</li> <li>• Careers discussed in Annual reviews</li> <li>• Travel training</li> <li>• Maths/English for careers</li> <li>• Life skills through school events</li> <li>• Enterprise activities</li> <li>• Parents and carers have access to LMI data through the website</li> <li>• Work experience</li> <li>• Students are encouraged to think about the kind of behaviour potential employers look for.</li> <li>• PSD qualification</li> <li>• Careers day</li> <li>• Mock Interviews</li> </ul>

Policy Name	Version	Issue Date	Next Review	Committee	Page Number
Careers Education Policy	4.0	July 2015	July 2023	FGB	Page 6 of 14



## Post 16@College Provision

Students studying on the post 16 pathway have access to the careers programme run by the partner college. The study programmes that the students follow have a work experience element and Grange Park support students to identify work placements. Please refer to the college websites for further information on their career programmes. ([Mid Kent College](#)) Students on this pathway also have access to the Post 16@wrotham programme in addition to the college careers guidance.

Year Group	Action/Guidance	Transition pathway
Year 9	During the reviews preliminary discussions are needed with student and relevant parties regarding post 16 aspirations. Paperwork as part of the review need to be discussed and completed in line with EHC guidelines. Grange Park time will support some of this work with the career qualification students undertake	NA
Year 10	More in-depth discussions need to be taking place and relevant target set around transition to support the suitable pathway and vocational area if appropriate.	Pre transition activities
Year 11	Identification of provision needs to be decided that meets the needs of the student, where possible the vocational area identified if the college pathway is followed.	Transitions year activities
Year 12-14	Identification of provision needs to be decided that meets the needs of the student, where possible the vocational area identified if the college pathway is followed. At this stage as well students maybe leaving Grange Park and we need to review the most suitable provision and support with the outgoing transition	Transitions year activities  Outgoing Transition process

## Annual Reviews

As part of the annual review process, transition and careers are spoken about from year 9. Below is summary of action/guidance for staff conducting the reviews, to support effective planning and a joined approach from all school, parents and other agencies that maybe involved.

## Provider Access Legislation

Please see the Provider Access Legislation Policy

Policy Name	Version	Issue Date	Next Review	Committee	Page Number
Careers Education Policy	4.0	July 2015	July 2023	FGB	Page 7 of 14

## Evaluation Process

How the school measures & assesses the impact of the careers programme on pupils

- The school is using the 'Compass evaluation tool' to assess ongoing progress in relation to the eight Gatsby Benchmarks.
- The school has a 'Careers Plan' in place to track progress in relation to this year's priorities and the eight Gatsby Benchmarks.
- The 'Careers Plan' is reviewed annually and ratified by Governors
- SCERT's data

The following steps are in place to evaluate the effectiveness of the school's careers programme each year.

The evaluation involves:

- Focus on the embedded delivery of the programme and evidence of impact on pupils
- Using feedback to adapt the programme to continuously improve

The evaluation involves looking at a range of evidence such as:

- Attainment
- Progress
- Options pathways
- Destinations data (end of ks4 and ks5)
- Feedback from students e.g. Their understanding of different careers and pathways
- impact of curriculum days, such as dragon's den and year 9 options

Feedback from other stakeholders includes:

- Parents/carers
- Teachers
- Governors
- Employers
- Careers and Enterprise Company

Policy Name	Version	Issue Date	Next Review	Committee	Page Number
Careers Education Policy	4.0	July 2015	July 2023	FGB	Page 8 of 14



### Further details on activities and links to Gatsby Benchmarks

Gatsby Ref	Activity	Further Information	Year Group					
			Y 7	Y 8	Y 9	Y10	Y11	Post 16
1 4	Assembly	Assemblies will be for the whole school and take place throughout the year linked to National Careers week (1 <sup>st</sup> - 6 <sup>th</sup> March 2021) and the career events.	✓	✓	✓	✓	✓	✓
1 4	Life skills through forest school	Forest school supports the student's early employability skills by team working, problem solving etc.	✓	✓				
1 4	Life skills through school events	Throughout the year events are organised by various year groups linked to charity events and initiatives undertaken by the school (book week etc). Year groups work as a team with individual roles to support the running of the events	✓	✓	✓	✓	✓	✓
1 2	Parents and carers have access to LMI data through the website	Labour Market Intelligence is available for all stakeholders to access. Instructions will be sent to parents about the value of using LMI and supporting the students. The school will use LMIforall website <a href="https://www.lmiforall.org.uk/explore_lmi/">https://www.lmiforall.org.uk/explore_lmi/</a>	✓	✓	✓	✓	✓	✓
3 4 8	Vocational Profile	A vocational profile (TOBE DESIGNED) that students will update through their journey at school. This will contain information regarding career aspirations and how to get there		✓	✓	✓	✓	✓
2 4	Making Career Choices (EL3) Qualification	Year 9 students undertake the Making career choices qualification as part of Grange park time. This starts preparing students for the option choices.			✓			
1 2 3 8	Students are introduced to careers software and websites	As part of the career work in year 9 various careers websites to be used to support			✓			
3 4 7 8	Careers discussed in Annual reviews	As part of the annual review process, transition and careers need to be spoken about from year 9. Below is summary of action/guidance for staff conducting the reviews, to support effective planning and a joined approach from all school, parents and other agencies that maybe involved. Linked to transition activities			✓	✓	✓	✓



2 3 4 7	Teaching days at College	Utilising the base rooms that we have at the Mid-Kent college campus, over the academic year students will visit the campus and have taught lessons by Grange Park Staff in these rooms. Support for these lessons will be from college learning mentors to help with the integration and familiarity of new staff to the students. Links to vocational aspirations to be included Careers and work experience short course maybe studied <a href="https://www.asdan.org.uk/courses/programmes/careers-experiencing-work-short-course">https://www.asdan.org.uk/courses/programmes/careers-experiencing-work-short-course</a>				✓	✓	✓
2 3 4 5 7	Visit to College open event	The college open events in March are the quieter in terms of footfall and will support the reduction of the student anxieties. Minibuses will leave Grange Park at 1530 and parents are invited to meet at the college. Staff will support the students visiting the curriculum areas of their choice				✓	✓	✓
2 3 4 7	College one day courses	TBC – potential for students to study a qualification in the subject area of interest to them one day week				✓	✓	✓
4	Sports Leaders	Sports leadership qualification is undertaken by the school for students in Key stage 4/5. These qualifications allow students to build and develop behaviours and transferable skills for the workplace.				✓	✓	✓
2 3 4	Options pathway	Students choose options to be studied at KS4. A suite of vocational subjects can be chosen. Pearson qualification core units			✓	✓	✓	
1 4	Maths/English for careers	Embedded across the curriculum through scheme of learning				✓	✓	✓
1 3 4 5	Curriculum Links – PHSE/Life skills, Careers at Every Level, Employability lessons	Embedded on subject areas scheme of learning			✓	✓	✓	✓
2 3 4 5	Careers days	Throughout the academic year Grange park will hold at least two careers days for the school to support the teaching of careers across the curriculum. Careers days give the students opportunities to engage in workshops, attend visits and attend guest speaker talks. Students and staff are encouraged to dress up as your chosen career for the day. 3 <sup>rd</sup> December 2020	✓	✓	✓	✓	✓	✓



1 2 3 4 5 6 7	At least one meaningful encounter with an employer	This will take place in the form of an external visit or a guest speaker linked to their subject or as part of the enrichment programme. All students across the school attend enrichment. The planning and management of enrichment activities will consider careers when organising related activities, any external visitors to the school if they could also speak about their career path. A clear example is the Animal encounters session where students are made aware of the career pathway.	✓	✓	✓	✓	✓	✓
1 2 3 4 6 7 8	College Carousel	The college carousel allows students to undertake six vocational areas at Mid Kent college.					✓	✓
1 3 4	Enterprise activities (ASDAN short course)	The school s not operate study leave so students undertaking exams are in school for the duration of the academic year. Transition into their new placement will take place alongside enterprise activities that may include the ASDAN short course.				✓	✓	✓
1 2 3 5 6	Work experience	Students to undertake work placements throughout the year linked to their programme of study. Parents are encouraged to support at this stage as well.					✓	✓
2 3 4 8	1-2-1 careers guidance	An external company (Education Development Trust) have been contracted to deliver the 1-2-1 careers guidance sessions with an advisor who specialises in SEN. Fifty students will receive a impartial meeting			✓	✓	✓	✓
3	Travel training	Students of the post16 provision have access to the Independent travel training programme and school will support this process						✓
1 3 4	PSD qualification	Post 16 students undertake the personal and social development qualification aimed at improving social, communication and employability skills						✓
1 3 4 5 6	ASDAN Short courses	Various short courses to support independent living. Topics include <ul style="list-style-type: none"> <li>• Independent Living <ul style="list-style-type: none"> <li>○ Foodwise</li> <li>○ Living Independently</li> <li>○ Gardening</li> <li>○ Roadwise</li> <li>○ Personal Finance</li> </ul> </li> </ul>						✓



		<ul style="list-style-type: none"><li>• Employability<ul style="list-style-type: none"><li>○ Volunteering</li></ul></li><li>○ Careers and Experiencing Work<ul style="list-style-type: none"><li>○ Leadership<ul style="list-style-type: none"><li>• PSHE</li></ul></li><li>○ Beliefs and Values<ul style="list-style-type: none"><li>○ Citizenship</li></ul></li></ul></li><li>○ Sex and Relationships</li></ul>							
7 8	Life Skills	Life skills that incorporates career choices and college course search						✓	
1 2 3 4 6 7 8	Transition Programme	Grange Parks transition programme into Post 16					✓	✓	✓



### **Equal Opportunities Statement**

Grange Park School is committed to the positive promotion of equal opportunities for all.