

HKKG Careers Policy

February 2024



Management of provider access requests

A provider wishing to request access should contact:

Careers Leader: Miss Afshan

Telephone: 0121 773 7496

Email: Afshan.arooj@hkkkg.bham.sch.uk

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Aims and purpose

- Prepare students for the transition to life beyond secondary school (higher education and the world of work)
 - Support students in making informed decisions which are suitable and ambitious for them
 - Provide students with well-rounded experiences
 - Develop characteristics e.g. social skills, communication, innovation, resilience and leadership which support high achieving students in the curriculum and in their careers
 - Inspire and motivate students to develop their aspirations
2. This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the 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 pupils 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.

The Four elements of Careers Education and guidance

- 1) **Careers Education:** Planned programmes in the curriculum giving students knowledge and skills to help them to plan / manage their own career.
- 2) **Careers Advice and Guidance:** Independent and impartial careers advice and guidance provided by our careers advisor.
- 3) **Careers Information:** Including options, skills, occupations, Labour Market Information (LMI), pathways and progression routes.
- 4) **Career and Work-Related Learning:** Experiences within and outside the curriculum to help students learn about economic well-being, careers and enterprise.

Careers Contact Details

See appendix 1

Curriculum

1. Career & Job links embedded within curriculum maps – Teachers
2. Enrichment Days – CV Building, Interviewing, Work Skills – (Barclays Life Skills) – PSHE Days
3. Business/ Citizenship Studies – Students study about employment rights.

Open days

Careers advisor provides information to Year 11 students about open days at colleges and sixth forms. All the information can be found on our school website, emailed or displayed on the notice board.

Workshops

Workshops including life skills, enrichment days, NCS Booster workshops and Stem workshops at universities are organised across the Key stages.

Speakers and visitors

Head of departments and career advisor invite speakers to inspire educate and inform our students about different career options and pathways.

An annual Careers day is organised for all students, where women across different careers speak to our students who have opportunities to ask questions about.

We encourage our students to get in contact with women from different, cultural ethnic backgrounds to help inspire them and expose them to people they can relate to.

The eight Gatsby benchmarks of Good Career Guidance

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Delivery and content

Year 7

- Pupils focus on the transition from primary school and on understanding their own skills and abilities
- Whole School Careers/Vocational Day
- Explore different careers across the curriculum.
- Develop personal and social skills in enrichment days.

Year 8

- Careers adviser runs a half hour workshop on skills employers need
- Pupils focus on their strengths and weaknesses, practice decision making and look at a wide range of jobs including less common ones in order to encourage them to think widely
- Whole School Careers/Vocational Day
- Explore different careers across the curriculum.
- Develop personal and social skills in enrichment days.

Year 9

- Focus on choices for Key Stage 4 and the implications for these.
- Whole School Careers/Vocational Day
- Explore different careers across the curriculum.
- Develop personal and social skills in enrichment days.

Year 10 and 11

- A careers lesson taught by a specialist teacher
- 1 week work experience in Year 10.
- Mock interviews for Year 11, involving local employers
- Employer Focus groups for all Year 10 focussing on different occupations
- Talks by college tutors and trips to colleges
- Whole School Careers/Vocational Day
- Explore different careers across the curriculum.
- Develop personal and social skills in enrichment days.

Reference to work experience booklet Appendix 3

Evaluation: pupil and placement (online form)

<https://forms.office.com/Pages/ResponsePage.aspx?id=MhE3lZxhEkGgC5e1HqRnZAgpMURFC2tDuF4UDKFkbNpUMkgzMU1YMjhRTUlOVDdFWlhRODI5SEVTSC4u>

Work Experience

Year 10 will find work placement for 1 week in July.

Careers leader will have 1 to1 meeting with each student in Year 10 to discuss what their options are.

Careers leader will give them support and information to find the right placement for them.

Paperwork will be given in December. Students to fill out the details and hand it to their work placement provider and then return to Careers leader by February.

Careers Leader will confirm with provider that placement is secured and then email Risk Assessment to the provider.

We provide a Work Experience Diary for students to fill out on a daily basis.

Students will then fill out an evaluation form on how their experience was.

Placements can include:

- Nursing homes
- Day Centres
- Hospitals
- Occupational therapy departments
- Radiography departments
- Social care placements
- Schools
- Nurseries
- In the community
- Health Care
- Physiotherapy

Risk Assessment - Refer to Appendix 2