



FERNDOWN UPPER SCHOOL CAREERS POLICY

POLICY FIRST ADOPTED: JANUARY 2019

To be reviewed annually

Reviewed ---June 2020

Reviewed ---June 2021

Reviewed---November 2022

Reviewed---January2024

Reviewed.....

Aims

Ferndown Upper School is committed to ensuring that all students in Years 9-14 have access to good and realistic information and guidance about the full range of pathways available to them. We aim to ensure that all our students are confident, skilled and career-ready. This is achieved through a programme of high quality, planned careers and work related learning activities, advice and guidance.

Ferndown Upper School have a number of statutory duties in relation to careers guidance (Department for education, Careers guidance and access for education and training providers January 2023).

This includes the following:

- An obligation to provide independent and impartial face to face careers guidance from Years 9 to 13.
- Ensuring that there is an opportunity for a range of education and training providers to access all students in Years 9 to 13.
- Using the Gatsby Benchmarks to improve careers provision.
- Appointing a named person to the role of Careers Lead – this is Miss Lucy Giles.
- Publishing details of the Careers programme for young people and their parents – there is a Careers Tab on our website where all details can be found.
- Careers Guidance will be based on a partnership with students and their parents or main carers. The programme will raise aspirations, promote social mobility, challenge stereotypes and actively promote equality and diversity.

This provision is:

- Reviewed annually through discussions with SLT, teaching staff, Head of Careers (Miss Lucy Giles), students, parents, governors, advisory staff and other external partners.
- Underpinned by the school's aims and policies for teaching and learning, assessment, recording and reporting achievement, PSHE and Citizenship, equal opportunities, health and safety and SEND.
- Designed to meet the needs of students at Ferndown Upper School. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Content

Commitment

Ferndown Upper School is committed to ensuring that the 8 Gatsby Benchmarks of good practice are in place. These 8 benchmarks are:

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

Students' needs and entitlement

Students at Ferndown Upper School will benefit from:

- Access to a range of activities that inspire them, including employer talks and assemblies, careers fairs, motivational speakers, college and university visits.
- Links with local employers to help boost attitudes and employability skills, learn about the range of roles and opportunities available to them.
- Direct experiences of the workplace through Year 12 Work Experience
- Meaningful encounters with employers, helping all students learn about what work is like and how to be successful in the workplace.
- Access to advice from external providers on options available post 16 including apprenticeships, GAP year opportunities, university and employment.
- Face to face advice and guidance to build confidence and motivation.
- Information on the financial support available to students post 16.
- Information including local labour market information from a range of agencies to develop a smoother pathway between education and work.
- Free access to careers advice, 7 days a week, from trained specialists through the National Careers Service.
- The opportunity to book a careers appointment with the Careers Adviser – Miss Lucy Giles.
- Activities during Drop Down days and other events in all year groups that promotes awareness of a wide range of career opportunities and progression routes.
- Activities during tutor time in all Year Groups that promotes awareness of a wide range of career opportunities and progression routes.

Provider Access Legislation

All maintained schools and academies must provide six encounters with a provider of technical education or apprenticeships for year 8 to 13 students. As a minimum schools must offer:

- **Two encounters for pupils during the 'first key phase' (Year 8 or 9) that are mandatory for all pupils to attend**, to take place any time during Year 8 or between 1st September and 28th February during Year 9.
- **Two encounters for pupils during the 'second key phase' (Year 10 or 11) that are mandatory for all pupils to attend**, to take place any time during year 10 or between 1st September and 28th February during Year 11.
- **Two encounters for pupils during the 'third key phase' (Year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend**, to take place any time during Year 12 or between 1st September and 28th February during Year 13.

All six encounters must happen for a reasonable period of time during the standard school day. Provider encounters that take place outside of school hours do not count towards fulfilment of the legal requirement for six provider encounters but schools are still encouraged to provide these complementary experiences for pupils and their parents.

Implementation

The Careers Lead co-ordinates the careers programme and works closely with the SLT link for Careers – Mrs Sonia Chater.

All teaching staff contribute to Careers Education through their role as tutor and subject teacher.

Staffing

All teaching staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the Careers Lead in consultation with the Deputy Head (SLT link for Careers) and external careers provider. Careers information is available on our website, in the Study Centre, subject classrooms and the Careers Office.

Partnerships

Ferndown Upper School works closely with a large number of local employers and organisations, and with other educational establishments to ensure a broad and balanced range of information and opportunities are available to students. In addition, the Careers Lead works closely with our Enterprise Advisor – Sue Heyes and our Enterprise Co-Ordinator representative from the Careers and Enterprise Company.

Resources

Funding is allocated in the annual budget planning exercise. Funding for developments in the school's development plan is considered in the context of whole school priorities. Sources of external funding are actively sought from companies such as Southern Universities Network and The Careers and Enterprise Company.

Monitoring, Reviewing and Evaluation

Ferndown Upper School's Careers Programme is reviewed annually by the Deputy Head (SLT link for Careers) and the Careers Lead.