



Dame Alice Owen's School
The Dame Alice Owen Foundation - 1613

CAREERS AND WORK RELATED EDUCATION (CWRE) and INFORMATION, ADVICE AND GUIDANCE (IAG) POLICIES

Policy agreed by the Governing Body
Curriculum Committee
To be reviewed
(To be reviewed every 2 years)

May 2019
Summer 2021

To be monitored by the Governing Body Curriculum Committee

INTRODUCTION

This policy outlines the school's commitment to career learning and development and incorporates the Careers guidance and access for education and training providers' statutory guidance published in January 2018.

Careers and Work Related Education (CWRE) and Information, Advice and Guidance (IAG) are essential:

- to prepare young people for the opportunities, responsibilities and experiences of life.
- to support and inspire young people to achieve their full potential, raising their aspirations.
- to empower young people to plan and manage their own futures.
- to provide comprehensive information on all options which assists career choice.
- to promote equality, diversity, social mobility and challenge stereotypes.
- to support young people to sustain employability and achieve personal and economic wellbeing throughout their lives.

Commitment and Vision:

The school is committed to:

- preparing our students to manage their future education and career path through a planned programme of CWRE & IAG throughout their school career. This will contribute to the development of students as individuals through increasing their awareness of their present and future choices, enhancing their skills in dealing with transitions enabling their access to Higher Education and other post 16/18 pathways, developing their employability, improving their key skills and contributing to raising their achievement and motivation.
- recognising our statutory duty to secure independent, impartial careers guidance for students in years 8 to 13 that includes information on the full range of education and training options, including apprenticeships and vocational pathways.
- broadening our students' horizons through real-life contacts and experiences from the world of work, developing links with the local community, industry and parents.
- ensuring all students have access to independent careers advice and guidance as appropriate from external sources and to provide IAG which meets professional standards of practice which is person-centred, impartial and confidential.
- meeting the eight Gatsby benchmarks outlined in the Careers guidance and access for education and training providers' statutory guidance published in January 2018.

The CWRE & IAG programme clearly links to the wider Personal Development Curriculum and it is underpinned by key school policies including those for Teaching and Learning, Assessment, Recording and Reporting, Achievement, Citizenship, PSHE, Single Equality Policy (see note below), Health & Safety and Learning Support.

Management:

Careers and Work Related Education and Information, Advice and Guidance are the responsibility of the school's Head of Careers who is a Level 7 qualified Careers Adviser and a member of the Senior Leadership Team. There is also an appointed Link Governor. The main responsibilities of the Head of Careers are:

- to create, implement and maintain the CWRE & IAG programme and evaluate activities on a regular basis
- to liaise with subject leaders to establish how their subject contributes to CWRE & IAG

- to negotiate a contract with an external provider for the statutory requirement of independent, impartial careers advice and guidance
- to liaise with external provider (currently YC Hertfordshire) and to agree, plan, organise, review and evaluate their provision
- to liaise with the Careers & Enterprise company who assist the school in meeting the Gatsby benchmarks and support employers working with schools
- to liaise with all external stakeholders who contribute to the CWRE & IAG programme such as parents, FE colleges, training providers, employers and other local agencies

Curriculum Provision:

The Careers Development Institute (CDI) provides a framework for Careers, employability and enterprise education which can be adapted to suit an individual school and the needs of the students. It is constructed round three main areas of career and work-related learning which are:

- Developing yourself for careers, employability and enterprise education
- Learning about careers and the world of work
- Developing your career management and employability skills

The framework has also been mapped to the eight Gatsby benchmarks which are:

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

To meet the learning outcomes of the framework and the Gatsby benchmarks, the school's programme of career activities is delivered in a number of different ways. The Head of Careers works closely with the PSHE Co-ordinator to embed a graduated programme of form-time activities; schemes of work for this are uploaded to the relevant Google classroom which the Form Tutors can easily access. The school calendar highlights events such as the off-timetable days, National Careers Week, the Careers Fair and the Year 11 work experience week and relevant details are added to specific information points such as the KS4 Options booklet and the KS5 Options Evening. Individual advice and guidance is available throughout the school including regular one-to-one meetings with the Form Tutor to discuss progress.

In addition to the taught curriculum, the rich and diverse nature of the extra-curricular activities in the school provides immense opportunities for self-development and increased confidence and self-esteem. This makes a significant contribution to the careers education in the school. See list of examples below.

As the school is highly academic, there is an expectation that most students will apply to university which is in line with the results achieved and wholly appropriate. Therefore, the CWRE and IAG are tailored to meet this expectation albeit always focused on the individual student. Students who choose to follow an alternative route will be given full support on an individual basis.

Personal Provision:

Every student will be tracked and monitored throughout their time at the school and will have regular interventions to discuss their progress. Individual information, advice and guidance is available at any time via the school's professionally qualified Career's Adviser and via a YC Hertfordshire Adviser particularly at the time of transition in Year 11.

Resources:

Funding is allocated in the annual budget to the Careers Department which is spent on careers library resources (including three software licences and the YC contract). Work experience is now self-financing supported by the parent body. The Careers Department has developed a resources area on a Google site available through The Hub accessible to the whole school community (internally) with some resources replicated on a Pearltrees area (available to all) seen at: www.pearltrees.com/owenscareers

Staff Development and CPD:

The Head of Careers keeps up-to-date through membership of the CDI (Career Development Institute) and meeting their professional guidelines. YC Hertfordshire also provides support and CPD opportunities which are on offer to other members of staff as appropriate.

Monitoring, review and evaluation programme and delivery:

The Head of Careers monitors, reviews and evaluates the programme annually in conjunction with key members of SLT, the pastoral support teams and feedback from the student and parent bodies. The Compass survey provided by the Careers and Enterprise Company assists with recording the school's progress in meeting the Gatsby benchmarks and is an excellent tool to evaluate the programme.

Implementation of the CWRE & IAG policy is reviewed formally biennially at the Governing Body Curriculum Committee and reported to the following full Governing Body.

Partnerships/Service Level Agreements:

The Head of Careers networks with other schools in the locality to share knowledge and expertise and to understand how other schools are meeting their statutory requirements. This process ensures that the most appropriate partnerships and service level agreements are secured. The current contract with YC Hertfordshire is reviewed on an annual basis.

Business Links:

Links with businesses have been secured through the work experience scheme, visiting speakers within subject departments and through alumni who support the school. Other contacts are being developed through the school's Foundation and willing parents who want to contribute to the students' education. Parents often provide excellent work experience placements for students and are aware of the value of this programme. National Careers Week is celebrated in school with a range of Careers Talks from alumni and parents encourage their children to attend. A new event in the school calendar is the Careers Fair (February 2019) where a large number of employers and education providers visit the school to talk to the students about training routes and career opportunities within their organisation (see the Provider Access Statement attached to this policy). Through the Careers and Enterprise Company, we are developing further links with an allocated employer to the school - currently Network Rail.

Engaging Parents/Carers:

The Head of Careers has forged good communication links with the parent body and they are well-informed of CWRE activities in school. Regular updates are in the Parent newsletter and the Head of Careers is available at Year 9-13 parents' evenings when appointments can be made for one-to-one advice and guidance. As above, where appropriate, parents are encouraged to become involved as business links.

Single Equality Statement:

The very nature of the CEG/WRL/Enterprise policy ensures equality of education and opportunity for all our students on an individual basis, irrespective of their gender, disability and ethnic background. CWRE & IAG addresses inequality and fosters positive attitudes to diversity so all those who work, teach or learn in the

school are respected and valued and the students form positive attitudes for their future working lives.

Carol Whiter
Head of Careers

May 2019

Activities within the school which demonstrate Careers and Work Related Education

Whole-School

- Fund raising for charity - £30,000+ raised in 2017-18
- School Council - Student Voice
- Eco-Team
- School productions including back stage teams
- School magazines such as “The Arrow”
- Music concerts
- Visiting speakers

KS3

- Biscuit Enterprise Day (Year 7)
- The Real Game/DAOS equivalent (Year 8)
- Newspaper/Media Day (Year 9)

KS4/KS5

- Morrisby Test offered - in-depth careers psychometric test offered to Year 10 (but open to others)
- Centigrade Test offered to Year 12 students to aid their HE research
- Sixth Form Leavers’ Ball
- Duke of Edinburgh Award
- World Challenge
- Technical crew - set up as a company
- Work Experience - block scheme in Year 11
- Year 12 language students - work experience in Germany
- Science Department - work experience opportunities at GSK, Cancer Research UK
- Science Department - opportunity to apply for Nuffield bursary to undertake research project at a London University.
- Science Department - the opportunity to be an Arkwright Engineering Trust scholar.
- Higher Education link with The Royal Veterinary College which provides taster days for potential vets and other science related careers.
- Science Society - range of lectures given by visiting speakers in school over the year eg Professor John Burland from Imperial College “Rescuing the Leaning Tower of Pisa”.
- The Great Gig
- Concerto Concert
- Professional mentoring

- Vocational Enterprise (KS4)
- Music Technology (KS5)
- Student support opportunities - Sixth Formers providing learning support with lower school pupils
- Prefect system in KS5 - an opportunity to develop leadership skills
- Work opportunities in school to gap year students
- University taster courses - full range on offer, both residential and single day
- Geography Field Trips
- Science Department Visits - eg Physics Dept visit CERN in Switzerland
- Careers Talks - Old Owenians return to the school to give a talk on their career
- Careers Fair - employers and education providers visit the school to talk to students about training routes and job opportunities within their organisation

Year	Autumn Term	Spring Term	Summer Term
7	EFT - transition to KS3		EFT - challenging career stereotypes Enterprise Day - collapsed timetable day
8			EFT - Risks and consequences. Making financial decisions. Learning for Life Game - collapsed timetable day
9		EFT - Understanding careers and future aspirations. KS4 Options evening Lunchtime workshops Kudos Careers Fair Careers Talks Week	EFT - Reflecting on learning skills and progress in KS3. Newspaper Day: Focus on Media - collapsed timetable day (or allocated English lessons)
10	EFT - transition to KS4	EFT - understanding the common causes	EFT - Preparation for work experience. Kudos Morrisby Test

		and effects of debt Careers Fair Careers Talks Week	
11	EFT - Understanding the period of transition Skills for employment and career progression KS5 options evening	Careers Fair Careers Talks Week	A week's work experience after GCSE exams
12	EFT - Introduction of Careers resources available. Study skills	EFT - Preparation for HE Careers Fair Careers Talks Week Centigrade Test	Registration for UCAS UCAS Fair?
13	Application to University/Art Foundation/Music Conservatoire. Workshops for alternatives to HE	Careers Fair Careers Talks Week	

EFT - Effective Form Time

DAME ALICE OWEN'S SCHOOL



PROVIDER ACCESS STATEMENT

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.

Aims

Our school aims to ensure that 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;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships - through a variety of events including the Careers Fair;
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact Mrs C Whiter, Head of Careers
Telephone: 01707 622867; Email: whiterc@damealiceowens.herts.sch.uk

Premises and Facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment for support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Library which is accessible during break or lunchtime or

the main library which is managed by the school librarian. Online resources or links are welcome for the school's Careers Google site.

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. Please speak to the Head of Careers to identify an appropriate opportunity for you.

Year	Autumn Term	Spring Term	Summer Term
8	Assembly opportunities	Assembly opportunities	Assembly opportunities EFT - Risks and consequences. Making financial decisions. Learning for Life Game.
9	Assembly opportunities	Assembly opportunities EFT - Understanding careers and future aspirations. KS4 Options evening Careers Fair Careers Talks Week	Assembly opportunities EFT - Reflecting on learning skills and progress in KS3. Newspaper Day - Focus on Media.
10	Assembly opportunities	Assembly opportunities Careers Fair Careers Talks Week	Assembly opportunities Preparation for work experience. Morrisby Test.
11	Assembly opportunities EFT - Understanding the period of transition Skills for employment and career progression. KS5 options evening	Assembly opportunities Careers Fair Careers Talks Week	A week's work experience after GCSE exams.
12	Assembly opportunities	Assembly opportunities	Assembly opportunities Registration for UCAS

	EFT - Introduction of Careers resources available. Study skills	Preparation for HE Careers Fair Careers Talks Week	
13	Application to University/Art Foundations/Music Conservatoire. Workshops for alternatives to HE.	Careers Fair Careers Talks Week	

NB: EFT = Effective Form-time