



**Policy:** Preparation for Adulthood & Careers Policy

**Policy Ref:** CM39

**Review Date:** January 2025

**Next Review:** January 2028

**Authorised by:** Deputy Headteacher & Head of 6<sup>th</sup> Form

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### **Rationale**

Careers education and guidance strategy play a major part in helping young people choose pathways that suit their interests, abilities and individual needs. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations.

Clare Mount Specialist Sports College Careers programme will help our students to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It will promote equality of opportunity, embrace diversity and challenge stereotypes.

These aims will be achieved through the Careers Curriculum which is outlined below. The Careers Curriculum is guided by the Gatsby Benchmarks, Provider Access Legislation, and the DfE's Careers Strategy. Careers Compass Plus is also completed termly and action points inform improvements.

### **Context**

From September 2013, The Education Act of 2011 placed schools under a duty to ensure that all registered pupils in Years 8-13 have access to independent, accurate and impartial information and guidance which best suits the needs of their students, engaging where appropriate with independent providers.

Clare Mount Specialist Sports College have developed their own arrangements for providing impartial careers advice and guidance and has a designated Careers Advisor to conduct annual face to face advisory sessions from Year 9 onwards and contribute to the Annual Reviews for all Year 9, 10 and 11 and those leavers in years 12, 13 and 14.

At each point where we deal with students leaving the school, we strive to ensure that they are purposefully provisioned in terms of advice and guidance, including information and support regarding apprenticeships, employment or re-commencement of study with another provider. Information is given through Preparation for Adulthood lessons, Assemblies, Form Time, Careers Interviews and meetings with their Head of Year.

### **Commitment**

Clare Mount Specialist Sports College is committed to providing all students in Years 7-14 with a scheme of Careers and Enterprise related activities. The details of the CEIAG and Enterprise programme will be published on the school website and can be viewed by students, parents and carers as well as employers, partners and education/careers providers. The programme is guided by the

Gatsby benchmarks for ensuring best practice. In addition, to ensure Clare Mount Specialist Sports College is delivering the best possible careers guidance we are currently working towards the 'Quality in Careers' accreditation. This is in accordance with the Government's recommendation that *"all schools should work towards a quality award for careers education, information, advice and guidance as an effective means of carrying out a self-review and evaluation of the schools programme."* And as advocated by the Department for Education in their 'Careers Guidance and Inspiration in School's policy issued in March 2015.

Clare Mount Specialist Sports College is also participating in CEC's Enterprise Advisor Network to strengthen the link between education and industry; particularly in respect of the identified growth sectors in the Liverpool City Region; raising awareness of opportunities in the current labour market and preparing students for these Career experiences. Our Enterprise Coordinator is Charlotte Lawrence with Wirral Chamber of Commerce and our Careers Leader is Mrs Spencer. Clare Mount is also part of the LCR Careers Hub Network of SEND schools and also the Wirral Pledge group.

### **Careers and Employability Programme**

Careers Education is delivered through Preparation for Life lessons in years 7-11 and through Personal, Social Development lessons in year 12-14. All students in key stages 3 and 4 receive a discrete, 6-week unit of work entitled Careers and Work. These lessons focus on developing student's knowledge of employability skills and their understanding of the range of careers available to them. The programme is supported by employer visits, school trips, independent work experience, extra-curricular clubs, Culture and Creativity days, subject curriculum, Careers fairs, the Next Step Event and 1:1 impartial and independent guidance

Clare Mount have also invested in new Career readiness software called Xello. All students from Year 9 upwards are now using the interactive, personalised programme to explore and research potential career pathways, courses, qualifications and subject information. This coupled with independent and impartial Careers Adviser support helps to inform and inspire students so that they are able to make well informed and realistic decisions about their future.

Clare Mount Specialist Sports College hosts an SEND specific Next Steps Careers event annually. This event is for all students and parents from Year 9 upwards. It also involves social care, travel training and Health services as well as local FE and training providers. Annexe 2 contains an overview of the planned activities for each year.

To enable teaching staff/Heads of Year/Subject Leads to track student progress and employer engagement from Year 7 – Year 13 Clare Mount Specialist Sports College has created a Preparation for Adulthood recording tool which has been developed by the Careers Leader to show provision for each year group.

### **Aims**

To help students develop the skills and confidence to make realistic and informed decisions about their futures and to manage the transitions from one stage of their education, training and work to the next.

### **Objectives**

- To ensure that students develop the skills and attitudes necessary for success in adult and working life.
- To make students aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+
- To equip students with the necessary decision –making skills to manage those same transitions
- To develop in students an awareness of the wide variety of education, training and careers opportunities locally, nationally and internationally
- To encourage students to make good use of the paper-based, virtual and staff resources available to them, in order that they can make informed and appropriate choices throughout their learning journey
- To ensure there is an opportunity for a range of education and training providers to access registered students during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships (Provider Access Legislation, January 2023)

Invitations are issued to all local providers inviting them annually to Next Steps and other employer engagement events. If the provider cannot attend, then they are welcomed to deliver information in the form of leaflets to be handed out by staff. Prospectuses are available for students and staff in the library.

### **Learning Outcomes**

Students should be able to:

- Identify their achievements, qualities and skills
- Know where to access advice regarding destination options.
- Develop employability and enterprise skills, such as teamwork, problem solving, initiative and communication
- Understand how to search for, apply and interview for jobs

### **Implementation**

The school guarantees impartial and independent advice via:

An independent Careers Adviser: Katherine Magnall, employed by Wirral LEA and works across a number of SEND schools. Maintained schools are obliged to provide independent careers advice as outlined in section 29 of the Education Act 2011. Independent Careers guidance must:

- Be presented in an impartial manner
- Feature information on the range of education or training options, including apprenticeships and other vocational pathways
- Promote the best interests of the students to whom it is given
- Promote the National Careers Service Website and Helpline
- Provide access to relevant external speakers offering independent sources of information including local and national employers, representatives from professional bodies and organisations including, representatives of higher education establishments and former students, who are a valuable source.

There is a designated staff member with responsibility for Careers and Enterprise education – this is Mrs Jennifer Spencer. In addition, the Careers leader works alongside the Deputy Head and Careers link Governor. All staff have a part to play in the implementation of this policy through their role as teachers/tutors and as subject specialists. Careers information and resources are located in the Careers Library, which contains up to date, impartial information presented in a variety of media. Relevant information is shared by the Careers Leader via email to subject staff and HOY. It is reviewed and renewed on a regular basis by the Careers Leader. College prospectuses are kept current in both the main and sixth form libraries. The Careers library can be accessed by students during PFA lessons or Form times.

### **Monitoring, Review and Evaluation**

The COMPASS report will be completed termly by the Careers Leader. A report will be published on an annual basis, including an account of activities, a review of progress and an evaluation of pupil responses to provision. This policy will be reviewed annually as part of the whole school self-assessment process, informing the COMPASS SEF and will be reviewed by the Governors. Parents are welcome to give feedback on any aspect of the CEIAG programme to the Careers Leader, via the email. The Careers Leader will share Local Market Information, job opportunities and college information termly within the school newsletter.

### **Recording, Assessing and Reporting**

Students' progress is monitored on their Xello student profile, and remains with them for their entire duration at Clare Mount Specialist Sports College. Certificates for enrichment are kept in their Record of Achievement. Achievements are celebrated via our website and social media platforms. A report on the Careers and Preparation for Adulthood programme is presented to the Governors annually.

### **Entitlement**

Every student at Clare Mount Specialist Sports College is entitled to a personalised and aspirational programme of Careers events throughout their time at the school. They are given ongoing support when deciding on their progression route either at the end of KS4 or the end of KS5. An entitlement Statement is published on the school website Careers area.

### **Students will come into contact with Careers, Employability and Enterprise in the following ways:**

- Through a variety of year group assemblies and projects
- Through their PFA and Careers lessons
- Parents/carers are welcome to speak to the extended careers team, which includes: their child's form tutor, Head of Year, a member of the sixth form team, Careers Leader or Careers Adviser if they have any questions or concerns about their child's progress and their child's participation in Careers events
- Students, parents/carers are entitled to have access to information about the options processes- provided via letter, on the school website and on information evenings
- Each KS4 student will have at least 3 individual Careers interviews with an independent, qualified Careers practitioner by the end of KS4

- Each KS5 student also receives numerous discussions with a member of the sixth form team, and those with any concerns or queries can either self-refer or be referred for an additional interview with the independent Careers Adviser. By year 14, students will have had at least 3 official Careers interviews.

### **Partnerships**

The CEIAG programme is greatly enhanced through links with several partners who ensure the students' learning is up to date and relevant. We strive constantly to expand and improve links with employers and other local groups, including the Careers and Enterprise Company's Enterprise Adviser Network. Clare Mount is part of the National SEND Employment Forum, Careers Hub, YST, Autism Together, Barclays Bank and Wirral Pledge.

Parental involvement is encouraged at all stages. Clare Mount Specialist Sports College recognises that parents/carers remain the biggest influence on a young person's Career choices and as such we offer parents help and guidance at critical stages; for example, in Year 9 with KS4 options decisions, Year 11 with 16+ choices and Years 12, 13 and 14 with College applications and employment options.

Parents also have the opportunity to speak to the Careers Coordinator by phone, by appointment or at any Year 9 to 14 parental consultation events. We also have a dedicated section for parents on our school website on Careers, Employability and Enterprise. The school also provides signposting to the National Careers Service and other relevant sources of information.