



Champion EDUCATION TRUST

CAREERS POLICY

DOCUMENT CONTROL

Approved for operation within	Crosshill School
Version number	1
Date approved	December 2021
Approved by	With Governors
Date of review	October 2023
Review period	2 years
Policy status	Statutory
Location published	Website
Owner	S Balu

DOCUMENT HISTORY

Version	Date	Revision notes
1	September 2019	-

A family of Schools

CAREER EDUCATION & GUIDANCE POLICY

At Crosshill School you are entitled to receive a planned programme of career education, information, advice and guidance (CEIAG) that is impartial and independent. This will help prepare you for the world of work and help you to lead an independent life.

YOU CAN EXPECT AT KEY STAGE 3:

- Support from a personal tutor who knows you and can help you to get the help you need.
- A high quality programme of careers education lessons within PSHCE.
- Careers education, information, advice and guidance about your learning, linking to all curriculum areas.
- To be given the opportunity to feedback/discuss how well you think your careers lessons have helped you to prepare for the future.
- A written careers action plan for the future.

BY THE END OF KEY STAGE 3 YOU WILL HAVE:

- Completed a series of career lessons as part of your PSHCE programme.
- Attended an interview with New Direction
- Had a Transitional Review with the local authority/ school / updating your EHCP.
- Taken part in an enterprise activity.
- Visited different place of work link to different subject offers.

BY THE END OF KEY STAGE 3 YOU WILL BE ABLE TO:

- Describe your personal qualities and skills.
- Describe how you like to learn.
- Recognise the different skills you are developing in each curriculum area.
- Use computer programmes and internet to research future careers choices and criteria needed.

Formal Learners only:

- Explain what careers you are interested in and which option choices will help you to reach your goals.
- To access STEM activities. (Science, Technology, Engineering and Maths)
- Follow the school options process.
- Describe the different levels of qualifications that are available.
- Early Career vision.
- Learning from career and labour market information.

BY THE END OF KEY STAGE 4 YOU WILL HAVE:

- A high quality programme of careers education lessons within PSHCE.
- Taken part in an interview with the work experience coordinator to make choices about your work experience.
- Been on a work experience placement or visits.

- Encounters with employers and employees.
- An impartial careers interview in Year 10 & 11 with New Direction.
- Supported Independence travel
- Supported transition with colleges
- Visited post-16 establishments.

TAKEN PART IN ACTIVITIES TO ENABLE YOU TO:

- Complete Progress Folder for interviews.
- Preparation of your curriculum vitae, an application form and attended a mock interview
- Received support and guidance to apply for a place at local further education colleges for SEN and main stream courses. This is achieved by completing an application form attending an assessment and learning interviews techniques.
- Had a Transitional Review with the local authority/school updating your EHCP.
- Have an understanding of personal finances and money management.

BY THE END OF KEY STAGE 5 YOU WILL HAVE:

- Been given the opportunity to take part in various volunteering schemes in the local community.
- To have a successful work placement or experience.
- An impartial careers interview in Year 13 with New Direction.
- Been given help and support to apply for college/work training schemes/apprenticeships.
- Received support and guidance to apply for a place at local further education colleges, through completing an application form attending an assessment and learning interviews techniques
- Had a Transitional Review/interview with the local authority.

POLICY PROCEDURES

At Crosshill School we aim to raise aspirations, challenge stereotypes and encourage pupils to consider a wider range of future pathways and careers. We do this by fulfilling the Gatsby benchmarks and use this as a framework for our careers policy

DELIVER A STABLE CAREERS PROGRAMME

Careers includes both education, information and guidance. Careers education helps our young people make informed choices about their next steps. Careers education forms an integral part of the curriculum at Crosshill School. Our careers programme supports students to make better decisions about their future. Our programme of activities across the school includes:

- Opportunities across the curriculum for our young people to develop transferable life skills that support careers, employability and enterprise
- Opportunities for students to develop self-advocacy, negotiation, decision making and transition skills
- Building excellent partnerships with parents and outside agencies to ensure the best support for our young people
- Developing learner voice through classroom activities and the school council

To implement these activities we deliver flexibly tailored curriculums across the school. Furthermore in line with the SEND Code of Practice (2015) we ensure that annual reviews for Education Health Care Plans focus on long term outcomes.

Each year Crosshill School runs a Career week for students. During this week students will take part in;

- Visits to places of employment
- Talks from local employers
- Hands-on team challenges
- Interactive STEM project work
- Work Experience

Also, every year, Crosshill hold an Enterprise week where all students will take part in group based enterprise work. Students will learn key employment skills including; working as a team, budgeting, making a profit, customer service and problem solving skills.

Students in Key stage 5 will take part in enterprise week and for some this will be an opportunity for them to support other students to learn the skills that they have been developing all year.

LEARNING FROM CAREER AND LABOUR MARKET INFORMATION

Every young person at Crosshill School will under the terms of the SEND code Of Practice (2015) take part in the yearly annual review process of their Education Health and Care Plan (EHCP). From year 9 all students will consider future pathways and EHC plan targets will be set in order to help students work towards their aspirations.

From year 10 all students will be invited to events both within Crosshill School and externally regarding transitions. These will include visits to and from local and specialist colleges. Open evenings from our own post-16 department and visits to meet with organisations such as adult services. Where possible these visits will include careers talks from Crosshill School alumni or students who have successfully entered the work place. Students will have the opportunity to learn about the courses available to them including; supported internships, apprenticeships, training, employment and self-employment.

Post-16 at Crosshill School is a transitional time for students. The curriculum is entirely developed to support students to learn about future pathways, make decisions and work towards meeting their highly personalised targets in the areas of employment, independent living, community inclusion and health. Students also have the opportunity to develop skills by taking part in the Lancashire Volunteer Partnership Programme and the Duke of Edinburgh award.

ADDRESSING THE NEEDS OF EACH PUPIL

Crosshill School offers a person centred approach to learning. The EHCP process provides opportunities to ensure all students are working towards their own aspirational outcomes for the future. All pupils will undergo vocational profiling when they are ready for work experience placements or supported internships. The aim of the vocational profile is to understand an individual's experience, skills, abilities, interests, aspirations and needs in relation to employment.

Each student from year 10 has the opportunity to meet with an independent Personal Guidance Advisor. Notes from these meetings are recorded and will feed in to EHCP meetings and will be shared with tutors.

LINKING CURRICULUM LEARNING TO CAREERS

Crosshill School ensures that learning throughout the curriculum is linked to student development, becoming more independent and future careers. Students learn to harness concepts, methods and perspectives through their STEM subjects. For example students learn about finances and time management through maths. They learn investigation and prediction skills through science and in English they learn aural presentation skills and how to present information visually. The personalisation of the curriculum Crosshill School lends itself to ensuring all students learn transferable skills in specific subjects.

In key stage 4 students have the opportunity to take part in optional subjects. Many of these are vocational and can be linked to specific future jobs. These options are changed annually to cater for the cohort's interest and aspirations.

In post-16 the curriculum is fully designed to support students to work towards their next steps. Students will complete accredited units in areas such as work experience, enterprise, travelling independently, writing CVs and interview skills. Students will also learn to develop their personal and social skills and all students will take part in differing levels of work experience dependant on needs. They will take part in volunteering work too.

ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES

Whole school – all students have multiple opportunities to access to talks led by local employers about a range of differing jobs and careers.

Key Stage 4 - all students have at least one opportunity to take part in a work based placement by the time they leave key stage 4.

Our Formal Learners will take part in work experience for a week. Semi-Formal learners and Informal may work shadow staff within school.

Key stage 5 – all students in key stage 5 have at least one opportunity to take part in work experience, but most students will have many more opportunities than this. Students have the opportunity to take part in school based work experience or external placements.

All work experience is organised by Education Business Partnership who will match students to suitable placements. Student placements are person centred and are managed according to need. Students may have supported or unsupported placements.

EXPERIENCES OF WORKPLACES

Every pupil in Crosshill School will leave having had multiple experiences of the work place. Further to this Crosshill School run an enterprise programme in post-16 which provides opportunities to develop products and services and sell these to the general public.

ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION

All pupils 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. Crosshill School understands the importance of 'next steps' and transitions for our pupils.

All pupils from year 10 onwards will have access to a number of various transition events. These include but are not limited to:

- School visits from local college providers
- Transition fair 'Blackburn is Hiring'
- Visits to their local college provision

From year 12 onwards students will also have access to:

- Visits to other local college provisions
- Visits to transition fairs/apprenticeship fairs and
- Employability Project with DWP

A small number of students may choose not to move on to further education. In this instance we will support students to transition into their new setting including social care

PERSONAL GUIDANCE

New Direction Careers Service provides independent and impartial careers information, advice and guidance to all students in Years 10, 11 and 13 and attend Annual Reviews.

The careers advisors role covers:

- Speaking with students regarding careers ideas, qualifications, skills, experiences, circumstances and life aims.
- Helping students to explore possible options and opportunities
- Supporting students to understand the labour market locally
- Referring students to any necessary outside agencies
- Supporting students to become aware of the possible next options available to them
- Signpost to other partners/agencies for support around personal issues

CROSSHILL CAREERS EDUCATION TEAM

- Careers Lead – Safiya Balu (SLT)
- Work Placement & College Co-ordinator – Suzanne Smith
- Careers Governor – Jill Philips