



STONE LODGE
SCHOOL

Careers Education & Guidance Policy

Date Drafted	May 2024
Date Agreed by Governors	May 2024
Date to be reviewed	May 2026

Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School.



POLICY STATEMENT

At Stone Lodge School we believe that every individual should be prepared for the opportunities, responsibilities and experiences of adult life, and that this preparation should be an important and distinctive element of the curriculum.

We are committed to providing our students with a comprehensive programme of Careers Education, Information, Advice and Guidance (CEIAG) and Work-related Learning (WRL) for all students.

Stone Lodge School endeavours to work towards the Gatsby Benchmarks, the CDI Framework for Careers, Employability and Enterprise education 7-19 (November 2015), the DfE Careers guidance and Inspiration in schools Statutory guidance (updated January 2023) and other good practice guidance from the Department of Education, Ofsted and other relevant bodies.

Careers and work-related education is an important part of the wider curriculum that we offer within the school to our students. We work with the Careers and Enterprise Company to ensure that our Careers Education Programme provides students with skills, knowledge, support and experience of the world of work to enable them to make informed career choices.

The school will ensure that each pupil's curriculum is broad and balanced to meet career aspirations as they develop, and that there will be equality of access to all teaching and learning strategies irrespective of gender, race, creed and ability. This will be achieved through consultation with the Governors, teachers, pupils, parents/ carers, and the statutory Independent and impartial careers advice commissioned by the school.

The aim of these experiences is to support them in broadening their horizons, raising aspirations and reaching their own careers aspirations.

ROLES AND RESPONSIBILITIES

It is the responsibility of the Local Governing Board to establish a policy and procedure for Careers Education Information, Advice and Guidance and to monitor the effects of the procedure.

It is the Career Leader's responsibility to ensure that all pupils have equal access to Careers Education, Information, Advice and Guidance Programme that provides the pupils with skills, knowledge, support and experience of the world of work to enable them to make informed career choices and raise the aspirations of the young people. The careers leader will also ensure that the individual commissioned to deliver the independent and impartial careers advice is qualified at least to Level 6 as stated in the statutory guidance from DfE.

It is the responsibility of staff to familiarise themselves, and comply, with this policy and procedure in accordance with relevant professional standards. All teaching staff will be involved, either as form and/or subject tutors in monitoring and evaluating the delivery of Careers Education, Information, Advice and Guidance. All subject teachers are expected to know the pathways pupils can take if they wish to study their subject further. This will include routes to Further Education, Higher Education, Apprenticeships, Volunteering, Work –based training and Employment with training

MONITORING AND REVIEW

The review of procedures will be undertaken by the Careers Leader who will report to the Deputy Headteacher (Quality of Provision) and Headteacher as appropriate.

The Headteacher will report to the Local Governing Board on any relevant aspects of the working of the policy as appropriate.

The Local Governing Board will review the policy every two years and a designated pair of governors will monitor its application as part of their monitoring role to report to LGB and Trust Board.

PROCEDURES

To ensure that all pupils have equality of access to Careers Education, Information, Advice and Guidance it will be delivered through:

- Specific courses incorporated into the Successful Lives Curriculum- mapped according to PSHE education/Citizenship objectives
- Within identifiable elements of the core and foundation subjects of the National Curriculum
- Through the School's use of the unifrog platform for up to date Labour Market Information (LMI) and tracking of competencies.

Provision will be further enhanced through:

- Learning Beyond the Curriculum days
- Work experience opportunities
- Links with industry and businesses, further education and Higher Education Institutes.

The School will use a range of ways to raise the profile of CEIAG in the curriculum and to raise future aspirations including its assembly programme, website and newsletter.

As a result, all pupils will:

- Be educated in an environment which values and enhances their knowledge and understanding of the world of work;
- Have comprehensive, up-to-date and relevant information about career education, training and employment opportunities from trained personnel;
- Have access to advice and guidance which is independent and impartial, easily accessible and broadens the horizons of the pupils in reaching their own careers;
- Have a Careers Education Programme that provides them with skills, knowledge, support and experience of the world of work to enable them to make informed career choices;
- Have a Careers Education Programme that promotes equality and self-esteem;
- Become independent learners and be able to target, set and evaluate outcomes;
- Have a Leaving Record of Achievement informed by a pupil progress file which is issued at the end of Year 11 and updated in Years 12 and 13 if relevant;
- Have a Unifrog Progress File in Years 7-11
- Have a Careers Education Programme which fosters self-development, career exploration and career management;
- The opportunity to experience work-related learning through a broad and balanced curriculum

An outline of our Careers Programme can be found on our school website's [Careers Page](#). A summary of careers entitlement opportunities is included.

PROVIDER ACCESS ARRANGEMENTS

The school has a legal obligation under Section 42B of the Education Act 1997 to arrange 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.

All pupils are entitled to the following:

- 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 options events, assemblies, group discussions and taster events.
- to understand how to make applications for the full range of academic and technical courses

To ensure that as a school we comply with the updated provider access legislation to provide at least six encounters for all students, during school Years 8-13.

- 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 1 September and 28 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 1 September and 28 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 1 September and 28 February during Year 13

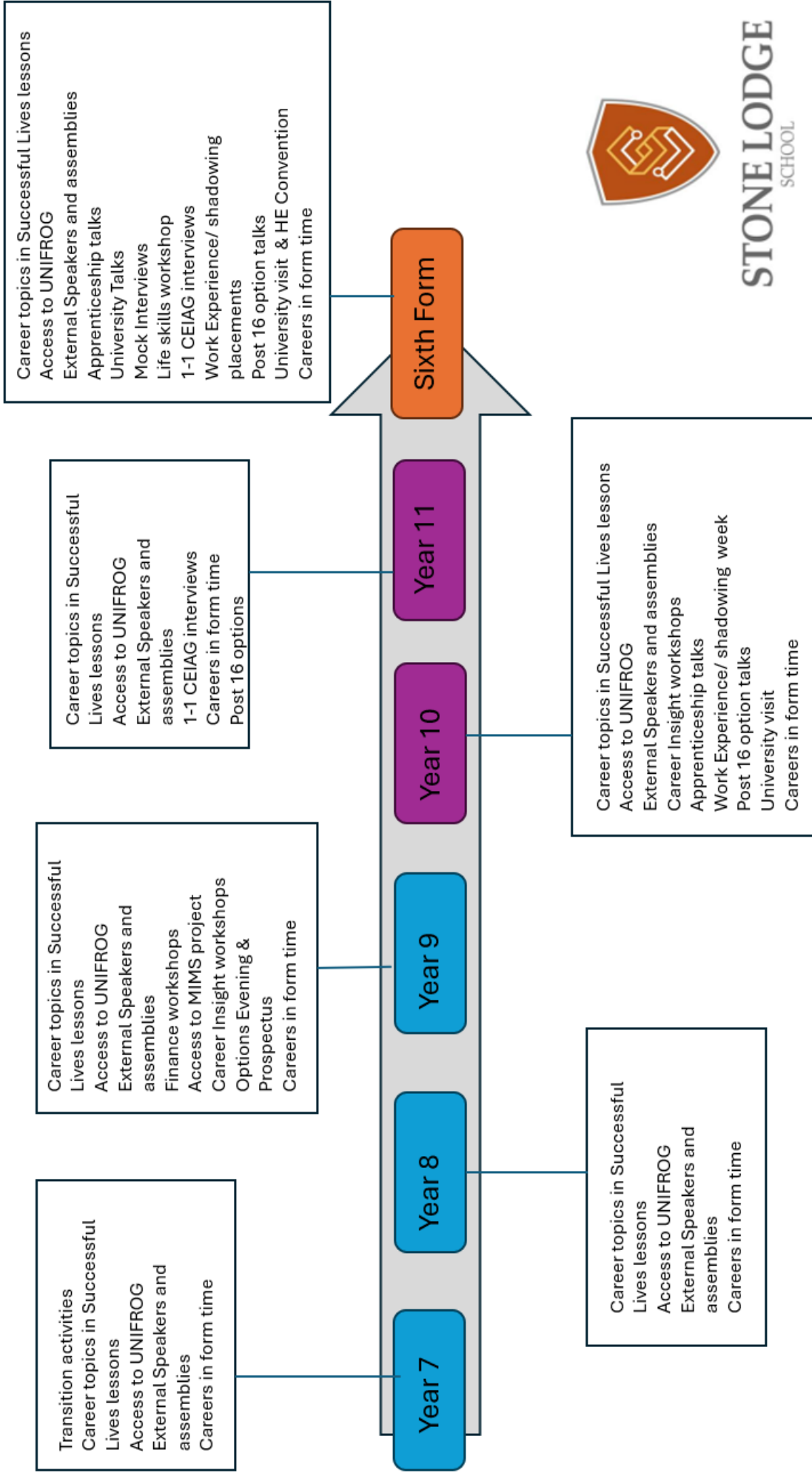
To promote the quality and consistency of provider encounters, the legislation includes a new set of minimum information that the school must ask the provider to give pupils during each encounter

A number of events, integrated into the school’s careers programme, will offer providers an opportunity to come into the school to speak to pupils and/or their parents/carers. These can include but are not limited to:

- Assembly, tutor group, enterprise and enrichment opportunities across all year groups
- Successful Lives lessons
- Year 8 Talks from University
- Year 9 Finance workshops
- Year 9 options evening
- Year 9 group careers guidance sessions and carer insight sessions
- Year 10 Career insight workshops
- Year 10 Work Related Learning Programme (CV writing, mock interviews, public speaking etc.)
- Year 10 Experiences of the workplace
- Year 11 apprenticeship talk
- Year 11 Post-16 taster sessions
- Year 11 assembly on opportunities Post-16
- Year 12 Experiences of the workplace
- Year 12 and Year 13 Post-18 assemblies
- Year 12 and Year 13 Workshops and Enrichment sessions
- Year 12 and Year 13 HE and apprenticeship information sessions

A provider wishing to request access and contribute to the above should contact Mrs Geraldine Tiddy, Careers Leader Telephone: 01322 250340 or Email: gtiddy@stonelodgeschool.co.uk to identify the most suitable opportunity. The school will make an assembly hall, classrooms, library or meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available Audio Visual and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit.

Providers are welcome to leave copies of their prospectus or other relevant course literature at the school library. The library will be available to all students at: lunch times, break times, before and after the school day.



CAREERS ENTITLEMENT - BY THE END OF KEY STAGE 3 (Y7,8 & 9) YOU WILL:

- Develop an awareness of personal qualities, skills and learning styles and understand how these relate to future career aims and ambitions
- Explore a variety of career options and qualification routes relevant to student interests via careers sessions in PSHE & independent research.
- Introduction to Stone Lodge School Careers & Employability Research Library
- Develop financial management skills, including budgeting and personal finance.
- Attend Careers Talks delivered by external specialist speakers on a variety of career topics
- Take part in an enterprise activity
- Receive access to impartial information, advice and guidance from a school Careers Adviser
- Support in making decisions concerning GCSE options at Key Stage 4 and the implications for future study choices
- Progress discussions and career plans with a member of the school's senior staff.
- Supported access to careers resources and specialist careers websites e.g. National Careers Service, icould

CAREERS ENTITLEMENT – BY THE END OF KEY STAGE 4 (Y10 & 11) YOU WILL:

- Career exploration and self-development via Careers Sessions delivered through PSHE and the Futures Programme.
- Opportunity to reflect on personal qualities and skills and review how these relate to future career aims
- Access to careers resources and specialist careers websites e.g. Morrisby Careers and Unifrog.
- Opportunity to visit a university and attend talks on a variety of aspects of student life, including information on finance
- Access to information about the world of work and changes in the labour market to support decision making
- Interview with a Careers Adviser
- Information and advice about the Post-16 Choices available and opportunities for open days and taster sessions
- Opportunity to reflect on previous transitions and support in managing important decisions
- Opportunity to take part in work-related and enterprise activities (e.g. through a Work Shadowing Day in Year 10 or NCS in Year 11)
- Attend careers talks during the school year from visiting specialist speakers on a variety of topics
- Access to information about, and support to research all academic and vocational routes and pathways at post-16 and post-18