



VYNERS SCHOOL POLICY FOR CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) & WORK RELATED LEARNING (WRL)

INTRODUCTION

Rationale for WRL A young person's career reflects the progress they make in learning and work. It is part of the vision and mission of the School that all learners need a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

Commitment Vyners School recognises that it has a statutory duty to provide independent guidance in Years 8-13 ("Careers guidance and inspiration in schools", April 2014. This guidance refers to section 42A 45A of the Education Act 1997). Vyners School policy is committed to providing a planned programme of impartial careers education and information, advice guidance (CEIAG) for all learners in Years 8-13. This is in partnership with the local external provider – EBSI (UK) LTD and the London Enterprise Adviser Network.

Vyners School endeavours to follow best practice guidance from the careers profession, from other expert bodies such as Ofsted and relevant Government departments. CEIAG is much about aspiration and inspiration as it is about advice. Vyners School believes in every student considering a broad ambitious range of careers and in developing high aspirations in line with 'Inspiration Vision Statement' published by the Government, September 2013. This policy is in line with the statutory guidance for Governing Bodies, school leaders in 'Careers Guidance in inspiration in schools' DfE March 2015 and Ofsted inspection framework (The common inspection framework: education ,skills and early years 2015).

Development This policy was developed and is reviewed biennially in discussion with staff, learners, parents, governors and other external partners (e.g. EBSI, PiXL).

Links with other policies The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for Teaching and Learning and the Equality Plan.

AIMS

Learners' Needs	The careers programme is designed to meet the needs of learners at Vyners School. Activities are differentiated and personalised to ensure progression in their career learning and development, and to strengthen their motivation, aspirations and attainment at school. The Department works closely with the SEND and HIRB Departments to ensure inclusiveness of all students.
Entitlement	Learners are entitled to CEIAG/WRL which meets professional standards of practice and which is delivered by trained staff and which is person-centred, impartial and confidential. Activities are embedded in the curriculum and based on a partnership with learners and their parents/carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity. This entitlement is incorporated in the Vyners School Learning Journey. The WRL curriculum links to the Careers Development Institute Framework and is guided by the Gatsby Benchmarks.

IMPLEMENTATION

Management	The Work Related Learning Leader co-ordinates the careers and WRL programme and is responsible to the Headteacher. The Work Related Learning Leader is supported part-time by a School Administrator. Work experience/shadowing is planned and implemented by the Work Related Learning Leader who works closely with external agencies and employers.
Staffing	All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by appropriate outside organisations. The CEIAG programme is planned, monitored and evaluated by the Careers Co-ordinator in consultation with the Senior Leadership Team. Careers information is available via the Careers Adviser, in departments and via online platforms such as Unifrog, which all students have full access to via a personal login. Sixth Form students have access to a Careers and Next Steps Information Room, where all relevant current information is posted regularly by the Sixth Form Team.
Curriculum	The careers programme includes careers education sessions, career guidance activities, information and research activities, work-related learning to learn through work and individual learning planning/portfolio activities. Careers guidance and information is also delivered via the curriculum and the Work Related Learning Leader who works closely with Subject Leaders to collate information regarding the quality and frequency of this delivery. Each subject also has access to the alumni speakers and resources via Future First, the Alumni Network. Focused events such as Careers Fairs, Speed Networking and the Enterprise Challenge Day are provided at different times of the year giving students the opportunity to 'Learn about Work'. Opportunities are also taken to take older students, especially at KS5, to Apprenticeship fairs and University taster days. Work experience/work shadowing preparation and follow-up takes place within tutorial lessons and other appropriate parts of the curriculum. Close liaison

with Future First, the Alumni Network, ensures that careers talks are professional, of high quality and given by speakers with close links to the school.

The WRL Calendar is regularly updated in liaison with Year Leaders and Subject Leaders and the Work Related Learning Leader maintains a live calendar of careers events and talks, including Parental Engagement Sessions.

Outcomes are delivered according to the Careers Development Institute (CDI) and link to the overarching benchmarks of the Gatsby Framework.

A cross-curriculum audit (2019) confirmed that the delivery of WRL across the curriculum met the Gatsby Benchmarks.

Learners are actively involved in the delivery and evaluation of activities. All events are evaluated by a significant percentage of participants and this information is collated and used as part of the Careers Programme development process.

Transition

The transition programme includes a full options programme for Key Stage 3 students moving into Key Stage 4 and, for students at the end of Key Stage 4, an external careers adviser, who delivers impartial advice to the whole year group. All Year 11 students also meet with a member of the Senior Team and this is followed up with a further Sixth Form meeting where deemed necessary.

Assessment & Accreditation

The intended career learning outcomes for learners are assessed using assessment for learning (AFL) techniques such as student surveys, external Careers Adviser Surveys and destination data. The Compass Plus tool provides detailed feedback to the Work Related Learning Leader with regard to areas of strength and weakness. All events are evaluated by participants, whether students, staff or parents, and this information is used in the Work Related Learning self assessment process. Regular meetings with the allocated Enterprise Co-ordinator include self assessment and detailed feedback. These assessments indicate that the school is meeting the Gatsby Benchmarks which are to be formally reviewed nationally in the near future.

Partnerships

An annual partnership is negotiated between the school and the external CEIAG adviser which identifies the contributions to the programme that each partner will make. Other links are developed with local 14-19 partners (e.g. Uxbridge College) and local employers (e.g. British Airways). Vyners has a strong relationship with parents in supporting Careers/WRL events. The School also has a strong partnership with its alumni via the contract with Future First. Vyners is a member of PiXL and students in all year groups follow the PiXL Leadership programme to develop skills that will help to prepare them for the workplace. Vyners has also forged links with Pathways and ASK Apprenticeships to ensure that students are fully aware of the different Apprenticeship schemes available and how they can apply for them. We are also registered with Speakers for Schools and Eton College who provide careers related initiatives.

Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG/WRL area. The

Work Related Learning Leader is responsible for the effective deployment of resources

Staff Development

Staff training (teaching and support staff) needs are identified in conjunction with the Assistant Headteacher in charge of Staff Development. Training needs are met through INSET training sessions and the attendance of relevant external and internal courses. Outside agencies (e.g. *the external CEIAG provider*) are also utilised in the training of tutors.

Monitoring, review and evaluation

The Partnership Agreement with the external CEIAG provider is reviewed annually by the Related Learning Co-ordinator and the lead personal adviser using the local quality standards for CEIAG to identify areas for improvement. A report is submitted to the Senior Leadership Team and Governors as necessary. Evaluation of different aspects of CEIAG is undertaken regularly via students, staff, parents and external agencies as outlined above in Assessment and Accreditation. CEIAG/WRL is reviewed with an annual department and School Improvement Plan.

APPROVALS

This policy should be read in conjunction with the Work Experience/Shadowing Policy - Appendix 1. (Attached)

Ratification by Local Governing Body

Ratification date	Name	Signature
May 2020		



WORK EXPERIENCE/WORK SHADOWING POLICY

(Appendix 1 to CEIAG/WRL Policy)

AIMS

This Work Experience Policy is in conjunction with Vyners School Policy for the CEIAG/WRL⁽¹⁾ and the School Aims⁽²⁾.

Learners' Needs

The work experience / work shadowing programme is designed to meet the needs of learners at Vyners School.

Work Experience/Work Shadowing at Vyners enhances the Careers/Work Related Learning Department aim of preparing students for 'the opportunities, responsibilities and experiences of adult life'.⁽³⁾

Work Experience/Work Shadowing is an important part of education for students in Key Stage 4 + 5 as it is regarded as a means of achieving the following learning outcomes:

- a) developing students' employability and key skills
- b) careers education and guidance
- c) vocational /Apprenticeships courses
- d) personal and social education
- e) National Curriculum and other subjects

Access to a network of employers is associated with better outcomes in confidence to compete in the Labour Market and develop attributes relevant for employment. Careers guidance and inspiration in school. DFE March 2015 (4)

ENTITLEMENT

Work Experience takes place in the Sixth Form, with all Year 12 students having a one week Work Experience Placement. Sixth Form students are able to complete relevant work experience placements at other times in liaison with the Sixth Form Team, including long term placements built into their timetable where appropriate and relevant.

All students regardless of culture, gender, social background or physical ability have equal access to the available work experience and all available placements, though health considerations and disability may make some placements undesirable for some students.⁽⁵⁾

This statement of equality is put into practice by:

- asking employers to check that their placement is free from both overt and covert stereotyping – see letter to employers

- The Work Related Learning Leader is fully briefed by the Inclusion Manager on any considerations required before placing students with special needs, including Hearing Impaired students.

The above aims are achieved by:

Preparing the students Imparting knowledge and skills to students in preparation for the world of work, e.g. creating a CV, interview techniques, appreciating the significance of Health and Safety. Students are equipped with a range of skills and attributes that help them to present themselves effectively in the world of work.

Health a To ensure all placements are safe, the School will ensure that:

- all placements are age appropriate, i.e. not involving activities prohibited to under 18s
- all job descriptions are signed by both parent and student and state level of risk (high, medium, low) and include details of main risk elements
- high risk placements such as construction sites are not permitted
- all low and medium risks have a low risk audit form completed by post and parents sign disclaimer
- both parents and employers are informed of any special health and safety requirements e.g. clothing, boots, vaccinations
- tVyners staff will explain procedure to students to follow in cases of concern such as child safeguarding
- a session on health and safety at work is delivered pre-placement to ensure students are fully aware of health and safety issues.

The Employer will ensure that:

- that they have employer and public liability covering students for work experience /work shadowing
- a health and safety induction is given to students on the first day and sign the students' work experience/ work shadowing diary to confirm that this has taken place
- a named supervisor is responsible for the student.

Parents will ensure that:

- that they sign a consent form declaring any conditions that may pose a limitation to be disclosed to the employer. If so, the School informs the employer.

Students will:

- follow health and safety instructions issued by the employer and School

The Experience Providing students with the opportunity to participate in a work experience / work shadowing programme. This experience allows the student to participate in a full-time work placement and achieve the following, although not exclusive, learner outcomes: keeping a diary, arranging their travel; punctuality; dress and behaviour, communication; cooperating with others; following instructions, and coping with the demands of a working environment.

Debriefing Students will have the opportunity for review and an evaluation of personal achievement and experience in the workplace. They will be able to share positive and negative experiences with other students and evaluate the preparation and administration of work experience. Students will be able to outline the skills and

knowledge they have gained through their Work Experience in their Personal Statement or any application.

Method Careers Education and the Work Experience/Work Shadowing is delivered through the pastoral system at Key Stage 5 and is led by the Sixth Form Leadership Team. Updates are given via the Sixth Form Information Room and via the weekly bulletin for parents / carers. The Work Related Learning Leader provides and monitors relevant information which is, where necessary, delivered by tutors.

This policy should be read in conjunction with the CEIAG/WRL Policy and is in line with the Education Act, Gatsby Benchmark Framework and current Dfe guidance.

Amended April 2020



STATEMENT ON APPRENTICESHIP PROVIDER ACCESS (Appendix 2 to CEIAG/WRL Policy)

INTRODUCTION

This policy statement sets out the arrangements at Vyners School for managing the access of providers to students at the school for the purposes 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.

STUDENT ENTITLEMENT

Students in Years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeship 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 evenings, assemblies and groups discussions / taster events.
 - To understand how to make applications for the full range of academic and technical courses.
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MANAGEMENT OF PROVIDER ACCESS REQUESTS

A provider wishing to seek access to Vyners students should contact the WRL Coordinator or School Administrator with responsibility for WRL. Both individuals can be contacted via the School Office.

A number of events, integrated into the School Calendar, additionally offer providers an opportunity to come into school to speak to students and / or their parents:

Autumn Term
Year 11 Careers Day Regular apprenticeship /careers sessions for Year 12/13 Students, delivered by school alumni
Spring Term
Careers Fayre for Year 8 students (plus after school event for students in Years 9-13) Regular apprenticeship /careers sessions for Year 12/13 Students, delivered by school alumni
Summer Term
Regular apprenticeship /careers sessions for Year 12/13 Students, delivered by school alumni

Please speak to our WRL Co-ordinator to help identify the most suitable opportunity for you.

The School will make appropriate space available for discussion between the Provider and students, as appropriate to the activity. The School will also make AV and other specialist equipment available to support presentations. This will be agreed in advance.

Providers are welcome to leave a copy of their prospectus / course literature / apprenticeship information with the School. This will be made available to students via either the careers section on the Learning Resource Centre, the 6th Form Study room or via a dedicated noticeboard.