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## 1.0 INTRODUCTION

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This document sets out the responsibilities and expectations for all members of the School community in relation to careers guidance and access for education and training providers - Statutory guidance for governing bodies, school leaders and school staff – September 2020

ACEG framework for careers and work related education and in accordance with the Independent School Standards – Part 1, 2 (2) (e) parts i,ii,iii. Safeguarding and promoting the wellbeing of children and students at Jubilee School.

Jubilee School is an independent day school providing specialist education for children and students aged 8 – 16. Many have diagnosed needs that may impact on their communication skills and relationships.

**Implementation:** Implementation is monitored by the Safeguarding Team and Senior Leadership Team supported by the Governing Body

**Compliance:** This policy complies with all relevant regulations and other legislation as detailed in the *Compliance with Regulations & Legislation Statement*.

## 2.0 POLICY

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Jubilee School offers a broad and balanced curriculum and provides Careers Guidance which is:

- Accurate and up to date
- Presented in an impartial manner
- Enables them to make informed choices about broad range of career options
- Encourages students to fulfil their potential

At Jubilee School we recognise and celebrate that all our students are different and as a result their education and career pathways will be planned on an individualised basis. Careers education for students at Jubilee School will be relevant, specific, planned, and delivered carefully to meet their individual needs.

### The Gatsby Benchmarks

We use the Gatsby Charitable Foundation's Benchmarks to guide our careers provision and to ensure we fulfil our legal duties.

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The Gatsby Benchmarks are:

<p>1. A stable careers programme</p>	<p>Jubilee has an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors, and employers.</p>	<p>Jubilee has a stable, structured careers programme that has the explicit backing of the senior management team and has an identified and appropriately trained person responsible for it.</p> <p>The careers programme will be published on the school's website in a way that enables students, parents, teachers, and employers to access and understand it.</p> <p>The programme will be regularly evaluated with feedback from students, parents, teachers, and employers as part of the evaluation process.</p>
<p>2. Learning from career and labour market information</p>	<p>Every student, and their parents, will have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.</p>	<p>By the age of 14, all students have accessed and used information about career paths and the labour market to inform their own decisions on study options.</p> <p>Parents will be encouraged to access and use information about labour markets and future study options to inform their support to their children.</p>
<p>3. Addressing the needs of each student</p>	<p>Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme will embed equality and diversity considerations throughout.</p>	<p>A school's careers programme will actively seek to challenge stereotypical thinking and raise aspirations.</p> <p>Schools will keep systematic records of the individual advice given to each student, and subsequent agreed decisions.</p> <p>All students will have access to these records to support their career development.</p> <p>Schools will collect and maintain accurate data for each student on their education, training or employment destinations.</p>
<p>4. Linking curriculum</p>	<p>All teachers will link curriculum learning with careers where</p>	<p>By the age of 14, every student will have had the opportunity to learn how</p>



learning to careers	appropriate and possible. STEM subject teachers, where possible, will highlight the relevance of STEM subjects for a wide range of future career paths.	the different STEM subjects help people to gain entry to, and be more effective workers within, a wide range of careers.
5.Encounters with employers and employees	Every student will have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.	Every year, from the age of 11, students will participate in at least one meaningful encounter* with an employer.  *A 'meaningful encounter' is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace.
6.Experiences of workplaces	Every student will have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.	By the age of 16, every student will have had at least one experience of a workplace, additional to any part-time jobs they may have.  By the age of 18, every student will have had one further such experience, additional to any part-time jobs they may have.
7.Encounters with further and higher education	All students will 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.	By the age of 16, every student will have had a meaningful encounter* with providers of the full range of learning opportunities, including Sixth Forms, colleges, universities, and apprenticeship providers. This will include the opportunity to meet both staff and students.  *A 'meaningful encounter' is one in which the student has an opportunity to explore what it is like to learn in that environment.
8.Personal guidance	Every student will have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These are available whenever significant study or career choices are being made.	Every student will have at least one such interview by the age of 16.



### 3.0 CURRICULUM

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Careers and work-related education in the curriculum provide contexts, resources, and opportunities for:

- spiritual, moral, social, and cultural development
- personal and social development
- health education
- academic and vocational learning
- functional skills
- sustainable living, personal finance, enterprise, and employability skills, through PSHE and ASDAN Certificate of Personal Effectiveness

### 4.0 DEFINITIONS

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Careers education, for individual and groups, focuses on career learning. It enables learners to understand themselves, get information, explore opportunities, and develop the skills they need to manage their careers.

Career(s) guidance, for individuals and small groups, focuses on careers information, advice, and support. It enables individuals to accomplish the unique tasks and issues they face in making progress and achieving their aspirations.

Careers education and guidance rely heavily on collaborative and partnership activities and interventions between a range of 'careers influencers' including learners themselves, parents and carers, other learning providers, and business and community organisations. Work-related education enables students to learn the knowledge, skills and attitudes that will enable them to understand and succeed in the world of work. It makes extensive use of employer engagement to deliver active and experiential learning activities in and beyond the classroom. Jubilee School is forging strong links with our local community across a variety of sectors, allowing students to benefit from rich experiences and make informed choices about their next steps.

#### Overarching aims

Careers and work-related education share close and overlapping concerns, which justify the development of a single and integrated framework. Jubilee School subscribes to its responsibilities within the ACEG framework and its three overarching aims:

- Developing yourself through careers and work-related education
- Learning about careers and the world of work
- Developing your career management and employability skills.

#### Areas of learning

The framework focuses on the knowledge, skills, and attitudes that children and students need to make a success of their careers and working lives now and in the future. It is structured around 17 areas of learning that represent the 'big ideas' in careers and work-related education. These big ideas reflect our



understanding and explanations of what is or can be most effective in career and work-related learning. The areas of learning are summarised below.

### **Self-awareness**

Realistic appraisal of their qualities and skills, roles and responsibilities, values, and attitudes, needs and interests, aptitudes and achievements that enables individuals to make informed choices, assess their suitability for opportunities and identify priorities for their own development. It provides the foundation for building self-esteem, personal identity, and career wellbeing.

### **Self-determination**

Self-regulation and taking greater responsibility for the things that they do and that happen to them enables individuals to develop their sense of career agency, adaptability, and resilience. Self-awareness enables individuals to make sense of their own story. Self-determination empowers individuals to improve their own story and to imagine possible futures for themselves.

### **Self-improvement as a learner**

Understanding what they have learned, what they need to learn next and how they learn best prepares individuals for lifelong learning in careers and work. It fosters positive attitudes to learning and the skills of planning, review, and reflection.

### **Exploring careers and career development**

Career exploration promotes curiosity, opportunity awareness and a more positive attitude to the challenges, risks and rewards of careers and working life. A better understanding of career processes and structures enables individuals to make sense of their own careers as well as the career experiences of others.

### **Investigating work and working life**

Investigating the meaning and nature of work helps individuals to understand the benefits and drawbacks of working life. It complements career exploration.

### **Understanding business and industry**

Understanding business and industry enables individuals to find out how businesses operate and to appreciate their role and impact on social and economic life.

### **Investigating jobs and labour market information (LMI)**

Individuals need to know how to access and analyse relevant and appropriate job and labour market information when they are ready for it.

### **Valuing equality, diversity, and inclusion**



Individuals need to learn that society's commitment to equality, diversity and inclusion benefits them and others by opposing the damage caused by stereotyping, discrimination, and prejudice. It also enables organisations to make the best use of the full range of talent available.

### **Learning about safe working practices and environments**

Learning how to keep themselves and others safe in whatever working environment they are in helps individuals to always maintain health and safety standards.

Making the most of career's information, advice, and guidance (CIAG) - Individuals need to learn how to recognise trusted sources of information, advice and guidance and how to make effective use of all the sources of help and support available to them.

Preparing for employability - Showing initiative and enterprise - A priority for children and students is to gain the skills and experience that will enable them to get jobs and sustain themselves in employment.

Showing initiative and enterprise - This area of learning encompasses everything from becoming a top entrepreneur to showing initiative and enterprise in everyday life. It helps individuals to learn about risk, effort and making the most of opportunities.

Developing personal financial capability - The increasing cost of training and further and higher education makes it essential for individuals to know about managing their money. They need to know how to make decisions about spending, saving and investing to ensure their economic wellbeing now and in the future.

Identifying choices and opportunities - Using networking, negotiation, information, and evaluation skills enables individuals to maximise their choices and opportunities, including those that are unforeseen or unplanned. Individuals need to be able to recognise suitable progression pathways and qualifications.

Planning and deciding - Decision-making involves getting information, clarifying values and preferences, identifying options, weighing up influences and advice, solving problems, anticipating future decisions, and having a 'back-up' plan. It also involves being able to cope with chance events and unforeseen consequences.

Handling applications and interviews - Promoting themselves in a way that attracts the attention of selectors and recruiters as well as managing the applications process involves developing a range of self-presentation and marketing skills that individuals will need throughout their lives.

Managing changes and transitions - Plans and decisions can break down if individuals fail to prepare for the career moves, they need to make. Awareness of how to cope with life changes and transitions, partly gained from reflecting on previous moves, can support lifelong career development and employability.

## **5.0 PROVISION AT KEY STAGE 2, 3 & 4**

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### Key Stage 2

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At key stage 2 students will be helped to think about the tasks and skills that a job entails. Students will be encouraged to identify future possible jobs for themselves at this stage, but this will be dependent upon the amount of knowledge that they have and their exposure to thinking about occupations. This can be enhanced through the provision of external speakers and educational visits to encourage the students to think about future job roles.

### Key Stage 3

The framework recognises that students are making good progress if they can explain the requirements of a particular job that appeals to them and if they can mention an interest or skills that they possess to justify this as a choice for them. It also focuses on helping students to understand different viewpoints about careers and work besides their own and to open their minds to new possibilities. Students at Key Stage 3 benefit from activities that support personal reflection and help them to focus on what they have to offer in career terms and not just what they want to take, i.e. to see themselves as providers of skills and expertise that employers want and not just as consumers of careers that take their fancy.

This is a great time to help students become connected with their communities and to understand the work that needs to be done to sustain the community in which they live. Exploring the world of work is a valuable way of enlarging their vocabulary and understanding of publicly held concepts about careers and work as well as developing their literacy and numeracy skills.

It is also important at this stage to tap into their real-life experiences and concerns. Students feel strongly about injustice and will readily understand, for example, that child labour robs other children of the chance to experience career happiness and success. Some students will have seen first-hand the effects of stress on parents or other family members caused by unemployment, life-work imbalance, and workplace bullying.

### Key Stage 4

At Key Stage 4, students will develop their capacity for self-reflection and realistic appraisal of their choices and opportunities. Careers and work-related programmes will help to develop their reasoning about career progression. It is still largely one dimensional at this stage based on faith in relatively simple matching processes and sequencing of events that they expect to fall into place. Learning at this stage which focuses on how to respond to influencers and chance events ('happenstance' and serendipity) is particularly helpful. Students need help to understand the psychosocial as well as the physical and economic impacts of their choices.

### Accreditation Opportunities

Careers Education and Work-Related Learning is promoted throughout the curriculum and also accredited through ASDAN Certificate of Personal Effectiveness

## 6.0 MONITORING

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The practical application of this policy will be reviewed annually or when the need arises.

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