



CAREERS LEARNING AND EDUCATION POLICY

Vision and Values

Warlingham School and Sixth Form College is committed to providing a planned Careers Education and Guidance (CEG) programme for all students in Years 7 - 13 in partnership with the Careers Service provided by Innervate and Changing Education providing supporting the Work Experience programme for year 10 and 12.

CEG is central to Warlingham School and Sixth Form College's overall aim of raising achievement and developing high aspirations for all students. A young person's career is their pathway through learning and work. All young people need a planned programme of careers related learning activities to help them make decisions and plan their careers, both in school and after they leave full time education. The 2011 Education Act places an expectation upon the school to provide all students in Years 7 - 13 with access to careers related education and impartial information, advice and guidance. The school uses the Gatsby Benchmarks to develop and monitor our careers programme in all year groups.

CEG at Warlingham School and Sixth Form College aims to help students develop a positive self-image, increase self-confidence and raise personal aspirations. The school strives to provide appropriate guidance, up-to-date information and a range of opportunities to support students' development at key transition points throughout their education. The CEG programme aims to prepare students for the ever-changing opportunities, responsibilities and experiences of adult life and equip them with the skills to manage the choices, changes and transitions ahead of them.

This policy was developed and will be reviewed annually through discussions between all stakeholders. It is underpinned by the school's policies for Teaching and Learning Policy, Single Equality Scheme, Health Safety and Welfare Policy and SEND Policy.

Statutory requirements and expectations

The school is committed to fulfilling its statutory duties in relation to the 2010 Equality Act promoting equality of opportunity as well as the 2011 Education Act to provide access to independent careers guidance to all students in year 8 and above. The school is also committed to meeting the 2018 Careers Guidance and Access for Education and Training Providers new legislation to provide a range of opportunities and encounters for all our students; this covers access by employers, community partners and learning providers. This is in line with the Department for Education's guidance to schools and colleges. Progress towards the Gatsby Benchmarks is reviewed on a termly basis.

Intent

Student Needs

The CEG programme is designed to meet the needs of all students at Warlingham School and Sixth Form College. The programme ensures that progression is made through activities that are appropriate to individual stages of career learning, planning and development. The CEG programme plays a key role in reducing the number of school leavers who are 'Not in Education, Employment or Training (NEET)'.

Learner Entitlement

Every student is entitled to high quality careers education and guidance as part of their overall education that is impartial and confidential. The programme aims to promote equality of opportunity for all students. Please see the section on Curriculum Delivery for more details on learner entitlement.

Implementation

Management

We recognise the importance of putting in place effective arrangements for the management and delivery of the programme. Careers education and guidance is managed by the Careers Leader, who is responsible to an Assistant Headteacher. The Careers Leader liaises closely with the Innervate Personal Adviser and other careers partners.

Roles and Responsibilities and Staffing

All teaching staff are expected to contribute to the CEG programme through their roles as tutors and through the curriculum in their teaching. Other non-teaching staff such as Teaching Assistants; Learning Mentors and the Learning and Resources Centre Officer also contribute to the programme. The governing body are responsible for ensuring the school meets its statutory responsibilities. The Careers Leader is responsible for creating and delivering a programme of careers related learning that is fit for purpose and meets the needs of all learners. The Careers Adviser is responsible for providing independent and impartial advice to students and working closely with the Careers Leader to identify students who would benefit from this opportunity, as well as supporting the students who request an interview. The CEG programme is planned, monitored and evaluated by the Careers Leader in consultation with the Assistant Head assigned, the Senior Leadership team and the Governing Body.

Careers Service Personal Adviser

Careers education is delivered by tutors teaching across the curriculum and by external providers in tutor periods and other additional sessions. The Innervate Personal Adviser provides specialist careers guidance to targeted individual students and groups. Careers information is available in an identified area of the Learning Resource Centre, which is maintained by the LRC Officer along with the Careers Leader.

Curriculum Delivery

The CEG programme includes careers guidance activities and work-related learning and enterprise activities as well as a variety of employer encounters and relevant trips. Throughout years 7-13, students will receive a range of encounters with companies to inspire and allow them to learn about what work is like and what it takes to be successful in the workforce. Each year group 7-11 will receive at least one encounter per year as a base expectation. This will increase to two encounters per year in the Sixth Form. The school liaises closely with Further Education and Higher Education providers and students in years 11-13 will engage in a number of widening participation activities. We are also able to run a Work Experience programme for year 10 and year 12 in partnership with Changing Education who are responsible for all risk assessments, safeguarding and health and safety reviews once placements have been verified by assigned members of the school staff. Year 10 are required to find two weeks work experience and year 12 one-week work shadowing.

Students with Special Educational Needs

These students will be supported through the usual methods of support to access the CEG curriculum; the Learning Development Department will be utilised to support Inspire sessions and employer encounters. Furthermore, tutors will support tutees with SEND to access resources and the Unifrog platform. In addition to this, these students will be taken into consideration when organising events such as speed networking and encounters. They will also be taken into consideration for priority access to 121 guidance.

Resources

Funding for CEG is provided through capitation.

Impact

Delivery of the CEG programme is monitored as part of the whole school lesson monitoring process. The programme is reviewed annually by the Careers Leader, the senior leadership team and the Personal Adviser. The impact of the programme will be measured through consultation with all stakeholders, staff, students, parents/carers and the Governing Body. It will further be measured through the use of Compass Tracking data against the Gatsby Benchmarks.

Safeguarding

Our Child Protection and Safeguarding Policies outline the school's procedure for checking the identity and suitability of visitors. Education and training providers will be required to adhere to this policy.

Other information

Further details surrounding career support opportunities including access to Unifrog and the Journey plan are included on the school website under the Careers and WEX section. The Provider Access Policy is also supplied on the website. Additionally, there is a Careers Strategy Document published too.

Approved by Local Governing Body	Autumn 2024
Due for review	Autumn 2026
SLT Member	Ms C Christie (Mrs L Langley, Careers Leader)