



Woodbrook Vale School

Careers Strategy

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Headteacher's Signature: Date:

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Woodbrook Vale Careers Strategy

Woodbrook Vale School (WBV) is committed to providing a planned programme of careers education for all students in year groups 7 – 11, as well as providing information, advice and guidance. We aim to inspire students, and provide real-life contact with employers and professionals, so that when students are required to make important post-16 decisions, they understand where different choices could take them.

We will ensure that each Year 11 student leaves WBV having made an informed choice regarding their post-16 education. We will provide individualised, timely and proactive guidance which recognises each student's strengths, weaknesses and aspirations. We will ensure that all students possess the skills and knowledge to enable them to thoroughly consider the pros and cons of each option and the potential consequences of their choices. All decisions will be supported by objective evidence.

The careers programme includes careers education sessions, careers guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities. Careers lessons are part of the school's Personal Development Programme. Other events and activities are planned and organised separately throughout the year. We have strong links with local Post-16 providers and with the North Charnwood Learning Partnership (NCLP) careers group.

Aims

Woodbrook Vale School's Careers Education and Guidance strategy has the following aims:

- to enable students to make informed choices for the next stage of their education
- to contribute to strategies for raising achievement, especially by increasing motivation
- to support inclusion, challenge stereotyping and promote equality of opportunity
- to encourage participation in continued learning including higher and further education
- to develop enterprise and employment skills
- to reduce drop-out rates and 'course-switching' in education and training
- to contribute to the economic prosperity of individuals and communities
- to meet the needs of all our students through appropriate differentiation
- to focus students on their future aspirations
- to provide parents/carers with relevant information regarding post-16 education to enable them to assist their child in making informed choices

Through Careers education and guidance our students will:

- Develop a positive self-image in relation to future learning and work related roles, based on an accurate assessment of abilities and aptitudes.
- Acquire a sound understanding of the range of opportunities available through learning and work, and of career progression pathways.
- Develop skills to form and implement effective decisions and a reflective approach to learning from experience.

To do this we will:

- Work in partnership with local employers and other education and training providers like schools, colleges, universities and apprenticeship providers.
- Stress the importance of academic achievement in all GCSEs including English and maths.
- Promote equality of opportunity for all students, including SEND, boys/girls and disadvantaged students.
- Provide opportunities for students to develop entrepreneurial skills.
- Support all students to make informed choices, taking account of those with high aspirations, those from disadvantaged backgrounds and those with SEND and tailoring the support accordingly.

The Careers Education and guidance entitlement at WBV consists of five elements which together provide a coherent and progressive programme for all students.

- Careers education programme
- Work related learning
- Careers information
- Advice and guidance
- Action planning

Students and parents are made aware of the programme through the school prospectus, the school website and the weekly and termly newsletters.

The statutory requirement to deliver independent careers guidance from Year 8 to Year 11 is fulfilled through the following (please also see Appendix 1):

Careers Education

Careers education is delivered through Personal Development (PD) lessons throughout years 7-11. Students receive 1 lesson a week plus 15 minutes per day of tutor time when additional careers work may be undertaken.

Work related learning

Work related learning is part of the careers education programme, taught through the PD curriculum. Much of the focus is in Year 10 where students take part in Work Experience and the Young Enterprise 'Companies Programme'. A mini-enterprise unit is undertaken in PD, also in Year 10.

Careers Information

The Careers library is open all day, every day. Students have access to prospectuses, college and 6th form information, leaflets and brochures. The careers library computers are available for student use and 'U-Explore', Kudos (for KS4) and Launchpad (for KS3) can be accessed by all. The library is maintained by HLTAs and the Deputy Headteacher i/c careers. Students receive training on how to use U-Explore, Kudos and Launchpad through PD lessons.

Each Year 10 and 11 student also has a career interview with a Careers Advisor from Leicestershire Education Business Company (LEBC). Year 9 SEN and PP students also have a careers interview.

We attend the Skills Show (in Leicester) during the Autumn term, taking all Year 11 students.

Students have access to help from LEBC when applying for apprenticeships.

Students have access to UCAS Progress and are encouraged to apply to sixth form colleges and schools using it.

An assembly is delivered by LEBC to all Year 10 students about future pathways.

'Young Enterprise' work with Year 9 low aspirational students through the 'Learn to Earn' programme.

Advice and Guidance

The statutory duty to provide independent and impartial careers advice and guidance is fulfilled. Careers advice and guidance is provided by a careers advisor from LEBC, under arrangements negotiated annually and through a Partnership Agreement. All Year 10 and 11 students have a careers interview; all year 9 SEN and PP students have a careers interview.

One-to-one help is also provided for all PP students through the HLTAs and for the SEN students through the SEN Dept.

Each young person receives individualised one-to-one guidance about their choice of post 16 options from a designated member of staff (usually the form tutor), using knowledge about the student and his or her academic achievement, and evidence within the local context (including examination results and, if available, destination data). Staff do not show any favouritism or bias towards a particular institution.

Action Planning

As part of the PD programme, students learn to use a Progress File, to keep records of their achievements throughout their time at school. All students produce a Careers Action plan in PD lessons and one is provided for them after each careers interview. The action planning section of U-Explore is explored in PD lessons.

Management and Co-ordination

The CEIAG programme is co-ordinated by the Careers Co-ordinator (currently the Deputy Headteacher) working with the Head of Personal Development. The Careers Co-ordinator is responsible for:

- Producing and updating the CEIAG Policy
- Managing the careers library
- Liaising with LEBC, including the annual partnership agreement
- Identifying the careers needs of students and making appropriate referrals
- Organising trips and visits relating to careers
- Work experience
- Promoting CEIAG within and outside school
- Providing guidance to tutors and relevant staff on how to deliver post-16 advice
- Monitoring tutors effectively to ensure appropriate advice is given to students

The Head of PD is responsible for:

- Producing and updating the careers education scheme of work, lesson plans and materials in conjunction with the careers co-ordinator
- Liaising with tutors and other staff delivering the careers education elements of PD.

Overview of CEIAG (please also see Appendix 1)

In Year 7, the focus is on students knowing themselves well. Jobs and careers are introduced and students begin thinking about the vast number of careers and jobs available. Students start to look at their achievements and begin collating a Progress File.

In Year 8, the focus is linking plans and dreams to reality. The connection between working hard at school and being more able to get a chosen job or career is made. We also link jobs to money and look at the cost of living.

In Year 9, the focus is self-assessment, career pathways and options post-14. We look at options choices and link these to career pathways and jobs. We organise trips, visits and speakers in order to give students ideas about the real world of work.

In Year 10, the focus is the world of work. Enterprise, holding down a job, being responsible and preparation for work experience. We also look outside school for inspiration. On return from work experience students evaluate their understanding and begin to consolidate or rethink their ideas about work and career pathways.

In Year 11, the focus is post-16 options and the sixth form Application process. Students are now focussed on reality. Applying for sixth form, jobs and apprenticeships. They write personal statements, application forms and prepare for interview.

Parents and Carers

In Year 9, parents are invited to an options evening where they are informed of the option choices and have time to talk to subject teachers. This is followed by a parents evening. Parents are invited to speak to the Deputy Headteacher at any time about the pathway their child is on. The options booklet is published on the school website along with key dates.

In Year 10, parents are kept informed of any information and key dates in the weekly bulletin. They are informed of the work experience programme.

In Year 11, a letter is sent home, explaining the options open to students Post-16 and a list of key dates. Parents are spoken to at Year 11 Parents Evening.

Partnerships

A Service Level Agreement is ongoing with LEBC, detailing the contributions to the programme that each partner will make.

Prospects (the education, employment and skills service) is very helpful.

Links with local 14-19 Providers and local Universities are strong and opportunities to engage students are looked for.

Links with parents / carers are maintained using a variety of methods (parental leaflets, letters, options evenings)

Appendix 1: An outline of the Careers Programme through Years 7-11

Year Group	7	8	9
Education	PD lessons: Building Learning Power (BLP). My Progress File Achievements Decisions and choices My dream job Economic Wellbeing	PD lessons: Exploring careers A working world and school Dream wish list Types of jobs Reality check After work Getting away Fair play Realising your dream It all starts at school	PD lessons: Options – 6 lessons The use of U-Explore (Economic Wellbeing) Your job or theirs? Superwoman Which way now Changing work patterns Young Enterprise ‘Learn to earn’.
WRL			Your job or theirs? Changing work patterns Young Enterprise ‘Learn to earn’.
Information	Widening Participation events	Widening Participation events STEM activities	U-Explore Industry morning University visits North Charnwood Opportunities Fair Have a Go at Loughborough College Options taster lessons Widening Participation events
Advice and Guidance			Options discussions with tutors and class teachers Careers interviews Loughborough University mentoring programme Future scholars programme Which way now?
Action Planning	Progress File development	Progress File development	Careers action planning

Year Group	10	11
Education	<p>Work Experience preparation in Dec/Jan. Lessons on what it is and how to choose</p> <p>Self-placements arranged.</p> <p>Economic Wellbeing: can we live without money, how do you make the most of your money, inflation, taxation, etc.</p> <p>Work Experience – preparation for going. June/July</p>	<p>Post-16 choices</p> <p>Skills for work</p> <p>Personal statements</p> <p>Writing letter for jobs</p> <p>Applying for jobs</p> <p>Interviews</p> <p>Money</p>
WRL	<p>Work Experience</p> <p>Mini-Enterprise</p> <p>Young Enterprise ‘Companies Programme’.</p> <p>3M Young Innovators challenge at Loughborough University</p> <p>Bridge to Work event</p>	<p>STEM activities</p> <p>University challenge day</p> <p>Mock Interviews</p> <p>Talks from various employers</p> <p>Bridge to Work Event</p>
Information	<p>Pathways talk from LEBC</p> <p>Oxbridge presentation.</p> <p>Bridge to Work – Year 10-11 with Loughborough College</p> <p>University trips</p> <p>Widening Participation events</p>	<p>Assemblies from all sixth form providers</p> <p>Q&A sessions with 6th form students</p> <p>UCAS Progress</p> <p>Attendance at Leicestershire Skills show (October)</p> <p>Upper schools and colleges in to assemblies</p> <p>Loughborough College in to talk to selected students about apprenticeships.</p> <p>Widening Participation events</p> <p>Careers week activities –</p> <p>Oxford University visit</p>
Advice and Guidance	<p>Careers interviews for PP students and SEN students</p>	<p>Careers interviews for all. Careers interviews every Tuesday with careers advisor from LEBC. Action plans produced.</p> <p>Talk ‘Why should I go to University’ by Leicester University</p>
Action Planning	<p>Through U-Explore</p>	<p>Through U-Explore</p> <p>Personal statements written</p> <p>U-Explore CV builder</p>