

Ashlea School Careers Policy

Introduction

The Careers Education, Employability and Transition programme at Ash Lea has been developed to incorporate the aims of the school and recent initiatives in careers education in relation to the Gatsby Benchmarks. The planned programme of study helps students to understand their interests, strengths and weaknesses in relation to the world of work and lifelong education. It incorporates planned activities that use the context of work to develop knowledge, skills and understanding that are useful in work, including learning through the experience of work, about work and working practices and learning the skills for work.

Students learn about different careers and opportunities for training, apprenticeships and volunteering and investigate further education options.

Gatsby Benchmarks

This policy is written in conjunction with the requirements for the Gatsby Benchmarks:

- Benchmark 1: A stable careers programme
- Benchmark 2: Learning from career and labour market information
- Benchmark 3: Addressing the needs of each pupil
- Benchmark 4: Linking curriculum learning to careers
- Benchmark 5: Encounters with employers and employees
- Benchmark 6: Experiences of workplaces
- Benchmark 7: Encounters with further and higher education
- Benchmark 8: Personal guidance

Aims

The focus of Careers Education and Guidance is to provide informed career and option choice, raising aspirations and equipping students with knowledge and understanding, skills and attitudes as a foundation for managing their lifelong career and learning.

Roles & Responsibilities

Careers lead contacts:

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The careers education programme is managed by the careers education team which consists of the secondary and Post 16 teachers, TA with responsibility for transition and work placements, Career Lead, head of Post 16 an external Enterprise Advisor .

At Ash Lea, all staff contribute in some way, to the careers education programme through their varied roles as teachers or members of the support staff team.

Curriculum

Careers Education and Guidance comprises five components:

- Careers education within the curriculum
- Planning and recording of achievement of community /work-related activities
- Work experience and enterprise activities

- Access to individual guidance and support (from an appropriately and independent source)
- Access to careers / transition information / visits

The programme includes:

- Embedded careers activities and Careers education lessons
- Careers guidance (individual planning and interviews, information and research activities)
- Action planning and recording achievements
- Mock interviews/ telephone calls
- Raising aspirations activities
- Vocational taster sessions
- Extended work placements and volunteering
- Internal or external work experience where appropriate
- Introduction of Titan independent travel training.
- Work simulations or role play.
- Curriculum linked visits
- Visits to work places.
- Problem solving and work activities.
- Taster sessions at local day services and colleges.

Work Experience

Work Experience is an important part of the educational entitlement for some pupils at Ash Lea. All pupils are given the opportunity to access community opportunities and to visit possible post school placements. The practice of work experience is planned and monitored by the Andrea Patterson, senior TA. It is designed in such a way to take full account of the needs of the pupils and to give pupils an insight into the world of work.

When pupils return from work experience, their experience of the process is discussed and evaluated by staff and students. Most work experience placements are supported by a member of support staff. This is assessed on an individual basis. Employers are encouraged to evaluate the process and feedback to Andrea.

Other focused events include enterprise activities and transition fayres held within school which parents can also access. These include colleges, apprenticeship, supported internships and local businesses.

The careers programme at Ash Lea aims to meet the needs of all students at this school and is differentiated in terms of outcomes, resources and learning styles to ensure that it is appropriate to students' stages of career learning and development.

Accreditation

In the Post 16 department, students are working towards qualifications from the 'AIM' awarding body at the appropriate level.

Equal Opportunities

We aim to promote positive ways in which our career guidance and education curriculum addresses a broad spectrum of equal opportunities. Students are encouraged to develop skills for

dealing with discrimination of all forms and there is an assurance that no student will suffer discrimination as a consequence of ethnicity, gender, social background or disability. All students are offered impartial, confidential and detailed advice regarding choices of destination and appropriate pathways.

Monitoring, Review and Evaluation

Evaluations take place after career-related events so we can assess whether or not career outcomes have been met.

Evaluations are carried out from time to time and will take the form of questionnaires, evaluation forms, and feedback on aspects of the programme, as required.

Assessment takes place through verbal feedback/ assessment, observation and written assessment. Each pupil will have a record of the activities they have participated in relating to careers. This will support the young person to have personalised advice and guidance based on their experiences.

Partnerships

Partnerships have been firmly established with Mencap, Enterprise Advisor , and providers of work experience placements. Other firm links have been developed with F.E colleges and internship organisations and other Post 18 day time providers.

In addition, Ash Lea School is part of the Special Schools Soft Federation. We work with other special schools to share ideas, expertise and links regarding pathways and work related learning opportunities.

Parents/Carers

Parents/Carers play an integral part in students' understanding of career choices and are encouraged to attend a range of career events including parents' evenings, transition events, work experience events and annual reviews.

Review Date: September 2019

This policy was developed and is being reviewed annually through discussions with staff; students, parents, governors and other external agencies.