



This policy is applicable to: Roundhay School
Intended audience: Parents, Students & Staff

Careers Enrichment & Engagement (CEE) Policy

Including Work Related Learning

APPROVED AT THE PASTORAL & STAFFING SUB-COMMITTEE MEETING ON 12 NOVEMBER 2018

REVIEW DATE: OCTOBER 2020

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A “career” is your path through life, including your education, all your different jobs, your family life, friends, community activities, voluntary work and leisure activities.

At Roundhay School, we strive to make careers enrichment & engagement more accessible for young people and ensure each one of our students, whatever their background, can make good education and training choices so they have the best possible chance of succeeding. Our aim is for all our students to know about the different learning routes and qualifications available to them – including Diplomas, Apprenticeships and Foundation Learning as well as GCSEs, A Levels and Higher Education options. We strive to ensure that every pupil engages with as many employers as possible throughout each year of school life, (but with a minimum of one interaction with an employer each year as required in the Gatsby Benchmarks of good practice), thereby challenging them to aspire to aim higher and look more broadly at options.

Statutory Duties

This policy is underpinned by Sections 42A and 45A of the Education Act 1997, and has regard to the Department of Education’s statutory guidance, ‘Careers guidance and access for education and training providers January 2018’.

The school will ensure that the independent careers advice provided:

- Is presented impartially.
- Is given in the best interest of the individual pupil receiving the guidance, taking into account their personal aspirations, capabilities and needs.
- Consists of a wide range of information on the availability of further education and training options, including apprenticeships and vocational pathways.

Our students and parents/carers are entitled to:

- Excellent personalised and impartial careers information, advice and guidance in school provided by our dedicated careers consultant.
- Support for parents so they can help their children make the right decisions.
- Online IAG resources accessible 24/7 by young people and their parents with links to one-to-one advice.
- Opportunities for young people to get a feel for different courses and careers through taster sessions.
- High quality experiences of FE, HE and of the workplace.
- Access to other specialist support and routes into employment.



Mindful of the Gatsby Benchmarks, we aim to ensure that Careers Enrichment and Engagement is delivered via curriculum-based learning, through students' PSHE lessons, as well as through a range of additional opportunities offered to each year group, for example:

- Independent and impartial Careers Guidance across all Key Stages
- Relevant Transition Programmes – Years 10 - 13
- Employer Engagement Opportunities
- Community Engagement
- Workplace Visits
- Subject Specific Challenges
- Enterprise Days
- Higher Education Experiences
- Functional Workshops
- Employability Skills Development

Fulfilling these objectives will ensure that:

- Students will recognise their own personal strengths and weaknesses.
- Students will be able to understand how their own strengths and weaknesses may relate to different careers areas.
- Students will investigate a range of different careers areas via online platforms, class discussion and workplace experiences.
- Students will understand that there is a huge variety of job opportunities within different career areas and have the opportunity to research these.
- Students will understand the principal methods by which employers recruit new employees.
- Students will understand the skills sought after by employers, and in particular are clear as to what “soft skills” or “transferable skills” are, how these can be evidenced and how they relate to the workplace.
- Students will understand how their option choices at different transition points may affect their career opportunities and help motivate them to pursue ambitious career opportunities.
- Students will understand the range of different qualifications available, including GCSEs, A-Levels and BTECS, and the options they offer.
- Students will recognise how their overall achievement will affect their career opportunities and help them to achieve their highest potential.
- Students will explore all options for further progression including apprenticeships and other alternatives outside of higher education, university and employment.
- Students in Years 8, 9, 10 and 11 will have Careers Education delivered in blocked sessions during the Form Period as part of the PSHE rotation.
- Students in Years 12 and 13 will have Careers Education sessions as part of their Enriched Curriculum.
- A range of targeted and bespoke opportunities will be available for widening participation students.



Primary Pupils

Pupils receive appropriate work related learning and employer engagement throughout each key stage.

Year 7

In Year 7, students participate in an enterprise project. This project looks at different roles within an organisation and aims to develop their Thinking, Leadership, Presentation and Teamwork skills, as well as helping them to evolve as independent enquirers.

Year 8

Through the PSHE programme, students are introduced to START (online careers tool). Students will begin to identify their strengths and weaknesses, understand different types of jobs and job families. They engage in a Careers Carousel which aims to broaden their ideas around routes, careers and job options.

Year 9

In Year 9, students develop their START profiles. This helps them to explore the many different career opportunities open to them. It is accurate, relevant and easy to use. START engages students and motivate them to consider options they may previously have thought were unattainable by opening up a rich world of course and career opportunities. Following some simple, but powerful assessments, START offers a wealth of career, course and subject information, coupled with independent adviser support, and videos to inspire students and to help them make informed decisions about their future.

Using appropriate psychometric assessments to highlight each person's interests, attitudes and motivations, START suggests individualised and personally tailored careers and courses. Students are given accurate and highly relevant career and subject information.

Within the PSHE rotation, using START, students choose a career and research job descriptions, personal skills and qualities needed, the environment they will be working in, entry qualifications needed, details of any training and professional qualifications needed and why they would like to do it. By the end of this module, all students will have completed a research project and understand what is needed for their future career choices. Students have the opportunity to develop their presentation skills by presenting their project to their peers and assessing each other's projects. Following on from this, the students set themselves targets for the end of Year 10 and Year 11. The National Careers website is also used to look at different pathways, routes and options Post 16 and students then develop some next step targets for the end of Year 10 and Year 11.



Year 10

In Year 10, students focus on the targets set in Year 9. They discuss, via Form Tutors, their next steps and research the different courses and colleges available to them via START.

All students will participate in the Experience of Work Programme throughout the year. The main purpose of this is to:

- Develop students' employability and business competency skills.
- Understand world of work etiquette and expectations.
- Experience employer engagement.
- Prepare for transition to Year 11 and Post 16 study.
- Fulfil statutory requirements for CEIAG (Gatsby Benchmarks).

The programme may also enable some students to refine further their own long-term career goals and aspirations.

There are also discrete days off timetable offering students the opportunity to develop their teambuilding, leadership, creativity and presentation skills as well as reflecting on their skills and knowledge and planning for the demands of Year 11.

Throughout Year 10, we will continue to provide a programme of employer engagement opportunities, challenges and interventions all giving students a chance to talk to employers, understand which industries and jobs they may want to consider and further develop their employability skills.

Year 11

In Year 11, students follow a programme based on progression. We work with the Year Leader and Form Tutors to ensure students receive relevant guidance through the next steps of their education. In addition, students have the opportunity for a 1:1 conversation with our Careers Consultant. Additional sessions are built in for specific students around need, in particular children looked after, SEND, Pupil Premium and other vulnerable learners.

A programme of external speakers is delivered, involving all of the local Post 16 and Post 18 study providers such as local colleges, universities, training providers and apprenticeship providers – as per the Provider Access requirements.

Students have the opportunity to attend bespoke workshops and activities focused on supporting them for the future: for example, writing their personal statements and completing applications for the next steps.

All Year 11 students have the opportunity to attend:

- Post 16 Taster Day
- Post 16 College and Apprenticeship Event
- The Apprenticeship Fair
- Subject specific Careers Engage Evening for students and parents (H&SC)
- University Summer Schools
- In-school Careers Fair
- Lunch & Learn

Students continue to use START and UCAS Progress to do the initial research for their chosen careers and the courses that they want to go on.



In the Autumn term, parents are invited to attend our Careers Information and Advice evening. Talks are planned to inform parents about the different pathways Post 16, such as A Levels, BTECs, Apprenticeships and Employment.

Through our "Careers Panel", students will have the opportunity to take part in a question and answer session with employers. This is enhanced via START where students can watch short videos of employers and employees giving talks about their business, sharing qualifications required etc.

Through registration time, there is a weekly careers focus to ensure:

- Students investigate all local colleges and sixth form colleges, gaining understanding of what they are offering, what courses they might be interested in and how they go about applying.
- Students complete the Post 16 application process, personal statements where necessary (drafted at the end of Year 10 and stored either on START or school network) for the colleges or sixth form colleges they may be applying to.
- Students focus on securing their college / sixth form or apprenticeship places.

Students will follow a money & life skills financial capability scheme of work via PSHE to develop financial independence and understanding.

We aim to continue our series of Lunch & Learn lectures where students can further engage in specific occupations with real professionals. Examples of the types of employer who have supported this are – Banking (First Direct), Accountancy (PwC), Retail (ASDA), Health & Social Care (Forensic Psychiatrist), Entrepreneurs (thebigword), Construction (Keepmoat), Logistics (XPO) to name a few.

Sixth Form

Sixth Form students are supported to access work experience and careers education via the Enriched Curriculum. This takes place during assemblies, registration and on alternate Wednesday afternoons.

Year 12 students complete one week of work experience at the end of the summer term. The school has a partnership with North Yorkshire Business & Education Partnership (NYBEP) which allows students to have a variety of placement options. In sought after sectors, e.g., the NHS and STEM, we aim to establish strong links with potential providers in specific areas of interest, in particular Pediatrics, Genetic Research, Oncology and Pathology. The school employs a dedicated Sixth Form Work Experience Coordinator who advises and facilitates student placements. Health & Social Care students complete a two-week work placement as part of their course requirements. In addition, some students complete a number of statutory hours/days of work experience in order to fulfil course requirements and university expectations.

Year 12 students will take part in transition programmes in preparation for progression to Year 13 and beyond. Parents are invited to attend the Year 12 Information Evening which details expectations, Post 18 routes, advice and guidance on how to support students throughout their sixth form journey.

Sixth Form students receive talks by outside speakers on university life, student finance, preparation for personal statements and UCAS forms, interview skills, employability skills, labour market information and all aspects of progression. Each student has access to the Careers Enrichment and Engagement resources and can request interviews with the Careers Consultant. The role of the Form Tutor is also vital in supporting students at this crucial stage.

Year 13 Job Seekers take part in a comprehensive programme of preparation for the world of work and apprenticeships, including CV writing, interview skills and employer engagement.



Careers Enrichment and Engagement Resources

There is an annual allocation of money for CEE resources agreed via the Headteacher. Appropriate resources are available. Professional development is emphasised and provided in line with the school's commitment to CPD. In house training is ongoing for newly-appointed staff and designated bespoke training is delivered for specific issues related to the CEE curriculum. The CEE Leader ensures that staff are updated on CEE areas and given the appropriate training either through formal requests or informal sessions.

Staffing and Staff Development

The CEE Leader participates in Middle Leader meetings, information sessions, attends pastoral team meetings (where appropriate), governors' meetings (by invitation) on a regular basis and updates staff on current trends. The latest careers strategies inform the nature and frequency of in-service training.

The CEE Leader is also a member of Leeds Schools CEIAG Network and the Leeds City Council Transition & Destinations Partnership.

Assessment, Review and Evaluation

The CEE Leader is responsible for annual review of CEE.

Review and evaluation is continuous. The CEE Leader attends pastoral meetings on a regular basis. Feedback from staff, students and year teams also helps in evaluating the CEE programme and targets are set for the next year. The learning outcomes are a tool for measuring the effectiveness of the CEE programme and specific events using SMART SURVEY. Feedback from staff, students and parents helps to monitor any deficiencies.

Student voice is encouraged through the use of the SMART SURVEY, website/VLE, school council and focus groups.

The responsibility for Careers Education, Information, Advice and Guidance at Roundhay sits with the Careers Enrichment & Engagement Leader who is line managed by the Assistant Headteacher (Quality Assurance).

The CEE Leader is supported by a range of colleagues:

- The Careers Enrichment and Engagement Co-ordinator
- An impartial Careers Consultant
- The mentoring teams in Key Stages 4 and 5
- Other colleagues across the subject and progress teams

The quality of CEIAG is enhanced through the existence of the extended CEE working group which seeks to provide a high quality, cohesive, collaborative, and progressive careers enrichment & engagement guidance for all key stages.

Anne Powley, Careers Enrichment & Engagement Leader

