

Headteacher: Ms T Wilden B.A. (HONS)

Initial Policy date	April 2018	Next scheduled review	October 2021
Governor approved	11 November 2020	Key person/people	AHT-Careers
Model Policy		Model localised	Yes
Pupil leadership team review		Y / N / N/A	

## CAREERS AND EMPLOYABILITY

Test Valley School considers Careers Education Information and Guidance (CEIG) to be part of core provision.

### Principles:

Test Valley School is committed to providing careers education, advice and guidance to all pupils through the curriculum and organised activities, in line with the Gatsby Benchmark Framework.

Careers Education will focus on providing current, relevant and up to date information and development of skills, which will enable each pupil to make informed decisions about their future career pathway.

### Statutory Requirements:

The careers provision at Test Valley School is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997. This states that all schools should provide independent careers education from Year 7 to Year 11 and that this guidance should be impartial; include information on a range of pathways, including university options or apprenticeships; to be adapted to the needs of pupils.

### Pupils' Entitlement in line with the Gatsby Benchmarks:

- A stable careers programme: All pupils will follow a programme which includes careers activities linked to National Careers events.
- Learning from career and labour market information: As part of the careers education programme, pupils will investigate and research a wide variety of careers and future study options. This includes learning about post 16 provision, job interviews and applications, employment sectors and local and national trends. The programme will also challenge stereotypes associated with employment and is designed to raise aspirations.
- Addressing the needs of each pupil: records will be kept of individual guidance from one to one mentoring sessions with tutors and meetings with the professional careers advisor; this is used to provide a tailored careers programme, with the aim of raising aspirations amongst key groups and ensuring equality of provision. The school collects and maintains a record of destination data.
- Linking curriculum learning to careers: all curriculum areas are encouraged to link curriculum learning with careers through direct reference where appropriate in lessons; by linking subjects to careers in displays; by providing impartial advice as part of the option process.

- Encounters with employers and employees: The School is planning future opportunities for encounters with employers.
- Experiences of workplaces: all Year 11 pupils are expected to have first-hand experience of at least one work place. This may either take form of a work experience, a virtual work experience offered by many partners in industry, work-shadowing; volunteering as part of Duke of Edinburgh programme and/or participation in National Citizenship Service.
- Encounters with Further and Higher Education: the school has strong links with local further and higher education providers. All pupils are given the opportunity to have talks and impartial information on further education/sixth form colleges as part of the application process for post 16 education.
- Personal Guidance: every pupil will have at least one interview with the school's Careers Advisor, with pupils from key groups receiving more than one meeting. Pupils can also self-refer to receive personal career guidance. Pupils from key groups will also receive additional small group career guidance prior to the Year 9 Option process.

### **Provision**

The School is currently developing its careers programme to achieve:

Key Stage 3 Provision:

- Careers guidance as part of the PSHE tutor programme in all year groups
- Access to the careers software programmes
- Year 9 Options Evening prior to their decision making
- Assemblies and events throughout the year with local employers/parents/alumni
- Annual Careers Fair
- Regular opportunities at tutor time for self-reflection on their own personal skills and transferable skills for the workplace.

By the end of KS3 we aim to provide pupils with:

- A better understanding of their strengths and achievements, and areas needed for personal development and how these can be addressed through the careers education programme to help inform future work and learning
- An understanding of the skills, qualities, attitudes and skills needed for employability.
- A good understanding of how to access careers resources and software.
- Know how to access careers education information and guidance
- An understanding of variabilities in the current and future labour market at national and local level.
- Appropriate advice and guidance on Key Stage 4 options.
- At least one encounter with employers

Key Stage 4 Provision we aim to provide:

- Specific careers related programme through the PSHE curriculum
- Annual Careers Fair
- Careers and guidance interview for all Year 11 pupils
- Assemblies and events throughout the year with local employers
- Continued access to the careers software programmes
- Curriculum Evenings which outline pathways and qualifications post 16.
- Opportunities to visit local colleges

By the end of Key Stage 4 all pupils will have:

- Received appropriate advice and guidance on post 16 Options
- A deeper understanding of their strengths and achievements.
- A clear destination pathway for post 16.
- Had a personal careers interview
- Visited local colleges
- Gained an understanding of variabilities in the current and future labour market at national and local level
- Had information about and understand the apprenticeship route
- Had at least two encounters with employers
- Had experience of the work place
- Been able to write a letter of application, a CV and a personal statement
- Access to careers education information and guidance