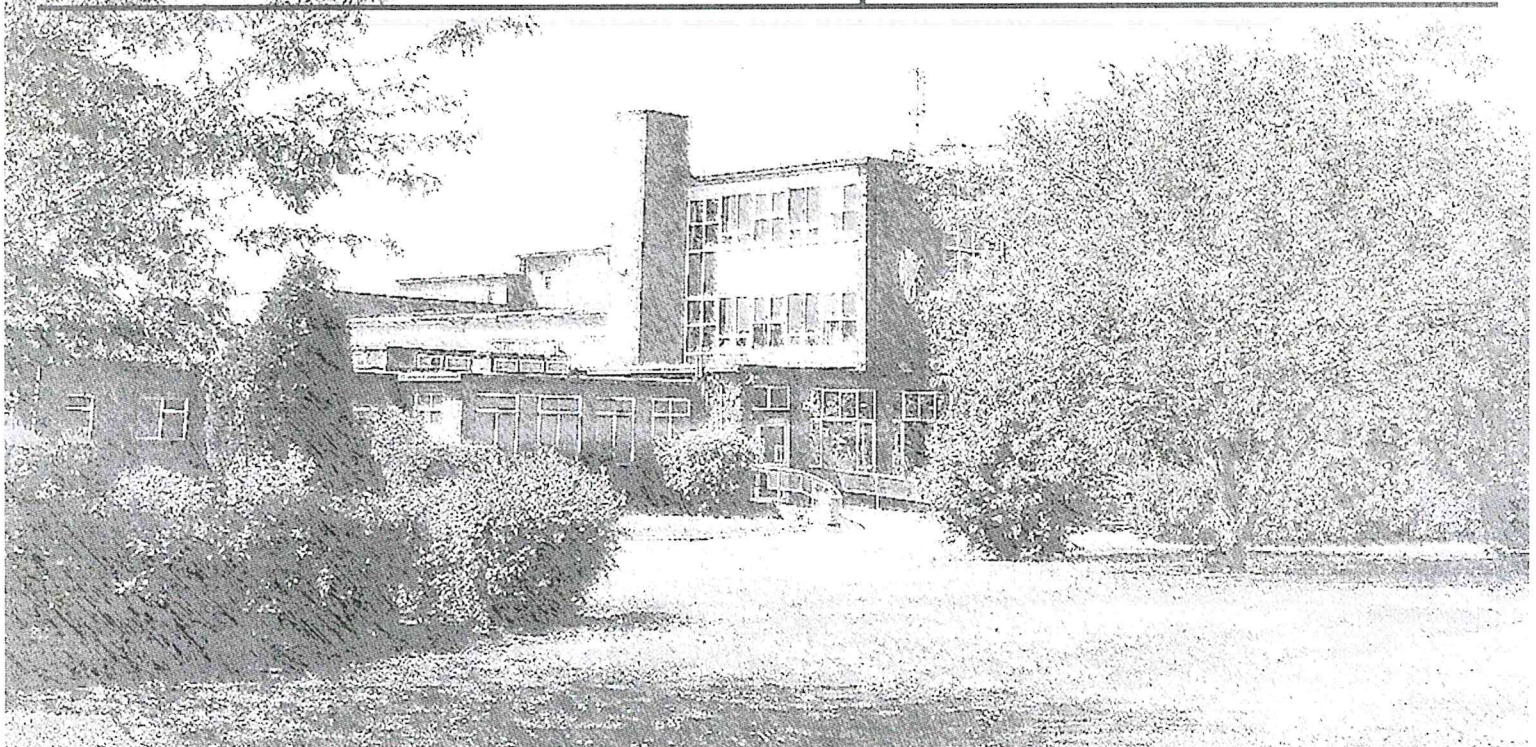




# Careers and Work Related Curriculum Policy

March

# 2023



# AIMS

We seek to fulfil the needs of learners in a caring, happy environment, enabling them to realise their true potential as young people and citizens.

We aim to enable our learners to:-

**P**REPARE for adult life in a happy, caring and purposeful environment

**A**CHIEVE their full potential regardless of individual need

**C**CARE for everyone and encourage respect and tolerance

**E**NJOY education and rejoice in success



Moving Forward Together

## **Vision and Values**

Our aims are encompassed within the word PACE, in that we PREPARE students for future; support all to ACHIEVE their best, CARE for themselves, others and their environment and ENJOY education and all the joy it can bring. Prepare, Achieve, Care and Enjoy the route by which all students succeed. We believe in hard work in pursuit of the highest possible academic, personal and moral standards that allow our young people to develop into independent, caring individuals with enquiring minds. The Whitby High School offers an excellent opportunity for your child to flourish regardless of their ability, ethnicity or gender.

## **Introduction**

The Whitby High School is committed to supporting all students to reach their full potential and take up suitable positive Post School opportunities.

Providing Careers Education and Guidance are part of this process.  
In years 10 and 12 students take part in Work Experience.

The Whitby High School has achieved the Inspiring Information Advice and Guidance Award. This is reviewed by external assessors each year. The award demonstrates commitment to meeting the statutory requirements and any guidelines and standards set out by Government.

## **Aims**

This policy aims to:

Set out Careers and Work Related Curriculum Provision at The Whitby High School  
To explain the roles and responsibilities of those involved in the delivery of Careers Education and Guidance



## **Introduction to Careers Education and Guidance**

Through Careers Education, information advice and guidance we aim to prepare students for their future. Students will be supported to understand their skills and areas for development, to make informed and realistic decisions about the options available to them and manage change. To achieve this students will have access to:-

- Careers lessons as part of PSHCE
- An annual Careers Fair
- Work Experience (years 10 and 12)
- External Speakers
- Assemblies and smaller group sessions
- Visits to Post School Opportunity Providers
- Educational visits e.g. STEM Events and the Skills Show
- Individual Careers appointments
- School Careers Adviser at Parents Evenings for years 8 - 13

More information about these can be found on the school website. In the Careers section.

## **Legislation and Guidance**

The Education Act 1997

The Education and Skills Act 2008

Careers strategy: making the most of everyone's skills and talents (Department for Education December 2017)

Careers guidance and access for education and training providers Statutory guidance for governing bodies, school leaders and school staff (Department for Education, January 2018 revised July 2021)

Data Protection Act (2018) including UK General Data Protection Regulation (GDPR)

Gatsby Benchmarks

Keeping Children Safe in Education (September 2021)

## **Roles and responsibilities**

The Head teacher - Mr E Barford

The Assistant Head teacher – Mrs R Hughes

The Careers Link Governor - Mr P Lewis

The Head of Sixth Form - Mrs Rhian Hughes

Careers and Work Experience Coordinator – Miss A Connor

All staff working with our students have Disclosure and Barring Service Certificates as do our visitors.

Risk Assessments are carried out before visits and Consent Forms are completed.

Work Experience Placements are Health and Safety and Insurance checked before a student takes up the placement.

### **Delivery**

Careers is delivered across the curriculum as well as in discrete careers lessons as part of PSHCE as such the following staff are involved

- PSHCE teachers
- Subject teachers
- Qualified Impartial Careers Advisers from CWAC and Mploy
- External Speakers/ visitors including former students
- Local Providers of Post School opportunities
- Work Experience Providers

### **Provider Access Statement**

The Whitby High School has arrangements for managing the access of providers to students at school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

All students in Years 8-13 are entitled to:

- Find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme, which provides information on the full range of education and training options available at each transition point.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- Understand how to make applications for the full range of academic and technical courses.

Any provider wishing to request access should contact Anne Connor Careers and Work Experience Coordinator on 0151 355 8445 or by email

[aconnor@whitbyhs.cheshire.sch](mailto:aconnor@whitbyhs.cheshire.sch).

Such events are integrated into the school careers programme and will offer providers an opportunity to come into school to speak to students and/or their parents/carers for example at the Annual Careers Fair, presentations by local Post 16 Providers in assembly and during lessons and as part of the Pathways Days for Sixth Form. Details are given in the Careers and Work Experience section on the

website and will be notified to students through student briefings, form time and assemblies.

The Whitby High School makes the main hall, library and either classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school also makes available audio visual and other specialist equipment to support provider presentations.

This will all be discussed and agreed in advance of the visit with the Careers and Work Experience Coordinator.

Providers are welcome to leave a copy of their prospectus or other relevant course literature which will be placed in the Careers section of the Library in Overpool Building so that it is accessible to all students at lunch and break times.

Any queries can be directed to the Careers and work Experience Coordinator who also maintains the Carers library.

(A fuller version of this Provider Access Statement is available on the school website)

## Links

This policy also links with:

SEN Policy

Child Protection and Safeguarding Policy

Equality Opportunities Policy

## Monitoring and review

The Scheme of Work and other provision will be reviewed as part of the Inspiring Information Advice and Guidance Award and the School's internal processes. Government guidelines and guidance from e.g. the PHCSE Association will also influence provision.

This policy will be reviewed following any changes in legislation or new guidance from Government or School Management, otherwise, it is due for review in two years March 2025 time or earlier if required.

<b>Reviewed</b>	March 2023
<b>Next Review</b>	March 2025
<b>Approved by Senior Leadership Team:</b>	Date
<b>Approved by Governors:</b> <i>P. Lewis</i>	Date <i>26/4/23</i>

