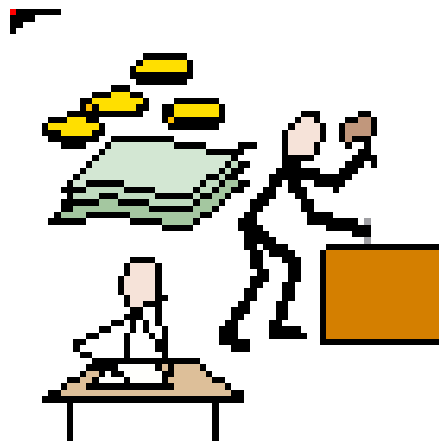




CAREERS POLICY



ADOPTED: MARCH 2022

REVIEW: FEBRUARY 2023

Status	Approve By	Date Approved	Review Period	Date for Review	Statutory/Optional	SLT
Adopted	Full Governors	March 2022 v4	1 YEARLY	Feb 2023 v5	S	TW

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Lampard Community School

Careers Policy Statement including Provider Access Policy Statement (The Baker Clause)

Date of publication: March 2022 Version 4

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Title: Careers	
Version number: 4	Author: TW
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Our Mission Statement:

We are a positive learning community built on the relationships we make. Our EMPOWER curriculum develops **independence, communication** and **emotional wellbeing**. We are committed to providing our students with the best education based on these to equip them to go on to live an active and fulfilled life as adults in the modern world. We want our students to realise their aspirations and make positive steps towards developing the skills needed for future employment.

Careers Policy Statement:

We are very pleased to announce that Lampard Community School has fully achieved the **Quality in Careers Standard**, through Investor in Careers and are now full holders of the award for the next three years. The new National Standard requires a judgement to be made when all the evidence has been submitted and assessed, including the evidence from the assessment visit. Following the external scrutiny of evidence provided and the assessment day on 09.12.21, Lampard Community School has been accredited as **“Fully meeting all the accreditation criteria, incorporating the Gatsby Benchmarks.”**

Introduction

At Lampard Community School we are fully committed to providing meaningful careers education and guidance to enable our students to prepare for adulthood, raise their goals and aspirations for the future and reach their full potential. We have a planned, progressive and highly differentiated programme of work to ensure careers education is accessible and meaningful to our whole cohort and this has been

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recognised against the national standard. The current career related programme of work at Lampard Community School is adapted from the CDI (Career Development Institution) framework and is mapped against the 8 Gatsby Benchmarks. We currently achieve 100% in all 8 of the benchmarks. In addition to this we have adhered to recommendations from the Department for Education revised SEND Code of Practice 2015 which includes setting goals and supporting needs in relation to Preparation for Adulthood: moving into paid employment and higher education, independent living, having friends and relationships and being part of the community and being as healthy as possible.

Aims of career related learning:

- Developing yourself through careers, employability and enterprise education.
- Learning about careers and the world of work
- Developing your career management and employability skills.

We are committed to measuring the impact of our Careers Programme, through tracking student destinations and obtaining evaluative feedback from all participants (including students, young people, parent-carers and employers). The next review will be in June 2022. Please see the Careers programme for full details.

Statutory Requirements:

Schools are required to adhere to 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 guidance from Years 8 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including apprenticeships
- be adapted to the needs of the pupil

In addition, careers guidance the government set out for delivery from 5 January 2018: ‘Careers Guidance and Inspiration for young people in schools.’ This states all schools must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this policy, under Provider Access Statement.

The careers strategy sets out that every school and academy providing secondary education should use the Gatsby Charitable Foundation’s Benchmarks to develop and improve their careers provision.

The professional standards adapted by Lampard Community School follows the CDI Code of Ethics and linked to the National Occupational Standards for leading and managing career development work in our organisation. We align this with our careers programme to meet the 8 Gatsby Benchmarks and CDI Learning Outcomes Framework in order to fully meet the DFE requirements. We are Gatsby compliant and have 100% across all 8 of the benchmarks.

The Lampard Community School, the Careers Policy Statement including Provider Access Policy Statement and Careers Programme, shows how our school complies with these requirements.

Aims of career related education at Lampard Community School:

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- To fully prepare all our students for the transition to adulthood and life after Lampard.
- To raise the aspirations and goals of our students and their families to enable them to live as independently as is possible.
- To support students and their families to make informed decisions about their futures and the variety of pathways available to them.
- To ensure students have access to quality, independent and impartial careers advice and guidance which is accessible and considerate to the needs of our students.
- To help students develop the transferable skills enabling them navigate adult life more successfully.
- To enable all our students to gain and develop skills through a wide range of work-based learning opportunities.
- To provide all our students with meaningful encounters with employers and information about the labour market.
- To help students investigate careers, career opportunities and the labour market.
- To use a blend of different career related learning models and delivery approaches to ensure career related education is accessible to our learners and enable them to achieve the career related learning outcomes.
- To ensure all students are working towards career related learning outcomes that are meaningful and progressive. These are adapted from the **CDI Frameworks for careers, employability and enterprise education**.
- To maintain a strong commitment to employer engagement and raise the profile of people with SEND in the labour market.
- To continue to embed and develop a stable careers programme and continue to achieve 100% in all 8 Gatsby Benchmarks lead by a qualified Careers Leader.

Careers Provision at Lampard Community School:

All students have access to the following:

- Students have exposure to visits and external speakers who provide impartial careers advice and opportunities to develop the students' understanding of a range of different Post 16 pathways.
- External agencies, such as CSW, Preparation for Adulthood Team (DCC) and local FE providers, are invited to attend our termly parent's evenings to be on hand to provide information and guidance to our students and their families.

Lower School (Years 2-7) and Middle School (Years 7-9)

- The careers' programme (including careers, work related learning and enterprise) is delivered by tutors through the PSHE curriculum.
- Students take part in work related projects (such as Enterprise and World of Work) at set points in the curriculum.
- All students from Year 9 have access to advice and guidance from a CSW Career Development Consultant and 1:1 meeting with the Careers Leader.
- In-house careers advice and guidance is available from Year 7.

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- Year 9 will explore the KS4 and future options available to them with a focus on individual career paths.

Upper School (Years 10-11).

- One-to-one meetings with families, the school's Careers Leader and CSW Career Development Consultant in Year 10 and Year 11 informs individual routes into Post 16 provision and appropriate and meaningful work experience opportunities
- All students in Year 11 access at least 1:1 meeting with CSW Career Development Consultant and school's Career Leader to make plans for their future pathways. A CSW Career Development Consultant present at all Year 11 Annual Reviews.
- All students in Year 10 access a 1:1 meeting with CSW Career Development Consultant and school's Careers Leader to explore future pathways.
- All students in Year 10 and 11 access Work Experience and work based placements and opportunities.
- All students have discreet WRL (Work Related Learning) lessons which focus on writing personal statements, CVs, applications and mock interviews for different pathways.
- Visits to The National Apprenticeship show are available to KS4 students.
- Students have access to a Mock Interview day which is organised by the Careers Team at Lampard Community School and the local Job Centre Plus advisors.
- All students have a bespoke transition programme to Post 16 provisions.

Work Experience:

The overall organisation of work experience is undertaken by the HTLAs with responsibility for work experience and overseen by the Careers Leader. The work experience co-coordinator liaises with Upper School staff and students to ensure the most relevant and engaging opportunities are taken. This is also informed by the 'Preparation for Adulthood' section on the EHCP. Families are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed. All students on placement are covered by the employers' insurance and places of work are risk assessed by the Careers Team in liaison with the CSW work experience database.

EHCP Reviews

As part of each student's Annual Review of the EHCP, future aspirations and goals are discussed and formally recorded from Year 9. The support network surrounding each student will endeavour to offer careers guidance in line with this. A representative from the transitioning college/placement will participate in the year 11 review meeting wherever possible. A CSW Career Development Consultant attends every Year 11 review meeting.

Please see the Career Programme for Upper School, Middle School and Lower School on our website for full details of our careers provision.

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Provider Access Policy Statement (The Baker Clause)

Introduction

This policy statement sets out Lampard Community School’s arrangements for managing the access of providers to students at the 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.

Student entitlement

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;
- To 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;
- To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure:

A provider wishing to request access relating to CEIAG should contact Tamsin Winter- Assistant Head with responsibility for KS4 Accreditation and Preparation for Adulthood and Careers Lead. Telephone: 01271 345416; Email: twinter@lampard.devon.sch.uk or for general enquiries careers@lampard.devon.sch.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to our students and/or their parents/carers. Provision, this year, may be adapted or amended due to the impact of Covid 19. Provider access for this year will be arranged in relation to current guidance and in accordance with the school risk assessment.

2021/2022:

	Autumn Term	Spring Term	Summer Term
Whole School	<ul style="list-style-type: none"> • Parents Evening (external providers invited) 	<ul style="list-style-type: none"> • Parents Evening (external providers invited) • National Careers Week activities and visitors • Careers Assembly 	<ul style="list-style-type: none"> • Parents Evening (external providers invited)
Lower School	<ul style="list-style-type: none"> • 1 x week ‘Enterprise’ project (visitors attend) 		
Middle School (KS3)	<ul style="list-style-type: none"> • 1 x week ‘Enterprise’ project (visitors attend) 	<ul style="list-style-type: none"> • Year 9 and 10 Options Event. • Post 16/ Next Steps Transition Event. • CSW meet with Year 9 students ahead of options. 	<ul style="list-style-type: none"> • Meeting with Job Centre Plus advisor

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Upper School (KS4)	<ul style="list-style-type: none"> CSW advisor visits school and works alongside young person and family (Year 11) CSW advisor attend EHCP meetings (Year 11) Local FE representative attends EHCP meeting (Year 11). Preparation for Adulthood Team attend EHCP meetings (Year 10) Visits from Job Centre plus Work based learning at Next Step Developments (Work Skills Group 1-Yr 11). Visits to local college. External visitors to talk about careers in options lessons. WOW visits 1 x week 'Enterprise' project (visitors attend) 	<ul style="list-style-type: none"> National Apprenticeship Week presentation by ASK Apprenticeships. Mock Interview Morning CSW 1:1 meeting with Year 10 students. Visits to local college National Apprenticeship show Bespoke College taster programme Petroc staff to visit Year 10 and 11 Visits from Job Centre plus Work based learning at Next Steps Development (Work Skills Group 2-Yr 11). KS4 Presentation Event. Post 16/ Next Steps Transition Event. External visitors to talk about careers in options lessons. WOW Visits 	<ul style="list-style-type: none"> Work Experience Week (Year 10 and 11). This includes pre-placement visits. (Virtual) Post 16 Transition Programme (Year 11). Visits to local college Visits from Job Centre plus (Work Skills Group 3- Yr. 11). Work based learning at Next Steps Development (Work Skills Group 3-Yr 11). Year 11 Leavers' assembly. External visitors to talk about careers in options lessons. WOW Visits
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Premises and facilities

The school will endeavour to make the main hall, meeting room, classrooms or small work spaces available for discussions between the provider and students, as appropriate to the activity. As a school we are open to supporting 'virtual' access for providers where appropriate, this can be discussed and agreed with Careers Leader/ SLT.

The school will also make available equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader.

Providers are welcome to leave a copy of their prospectus or other relevant course literature.

Appendix:

Careers Team at Lampard Community School:

Internal:

- **Tamsin Winter**- Careers Leader*. Assistant Head with responsibility for KS4 Accreditation and Preparation for Adulthood. (*Level 6 Careers Leader Qualification and Level 6 Diploma in Career Guidance and development). Contact: T: 01271 345416 (ext. 264)
- E: twinter@lampard.devon.sch.uk
- **Richard Challis** – PSHE Curriculum Co-ordinator.
- **Ben Mitchell**- Governor with responsibility for careers and careers education.
- **Lucy Wells**- HLTA with responsibility for Work Experience and Examinations (Level 2 Information and Guidance Qualification).

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- **Jo Worsley** – HLTA with responsibility for Upper School, Careers and Work Experience (Level 2 Information and Guidance Qualification)

If you require any further details about the careers provision at Lampard Community School or find out how you can support it please contact the careers team: careers@lampard.devon.sch.uk

External:

- **Natalie Bray** - Link CSW Career Development Consultant for Lampard Community School.
- **Ben Mitchell** - SEND Enterprise Co-ordinator (HOtSW Careers Hub)
- **Simon Vivian**- Enterprise Advisor

Appendix:

The headlines from the Quality in Careers Standard report:

- **Organisation**- There is a very **clear strategic direction** for CEIAG within the school. There is a **strong commitment to the delivery of high quality CEIAG** for the benefit of all its students. CEIAG is integrated within the school’s quality improvement processes, which are **robust, rigorous and of a high standard**. There is a strong commitment to continuous improvement within the School.
- **Delivery**- Students are afforded a wide range of CEIAG activities which are individualised to the needs of the students. There are **excellent relationships with local providers**. Students are supported to record their CEIAG learning.
- **Evaluation**- Evaluation procedures are **rigorous and timely**. All key stakeholders are **actively involved in contributing**. There is a **strong commitment for continuous improvement** of the CEIAG programme for the benefit of the students.

Page	Version	Section	Amendment	By Whom
2	3	Mission Statement	Updated version of the school mission statement added	TW
2	3	Careers Policy statement.	Amended section about the Quality in careers standard award, to reflect its achievement.	TW
3	3	Statutory Requirements	Update on our Gatsby Benchmarks compliancy.	TW
6	3	2021/2022	Updated information for this year	TW
7	3	Premises and facilities	Line about virtual access added.	TW
7, 8	3	Appendix	Updates/ amendments to the Careers Team to reflect 21/22	TW
8	3	Appendix	Addition of the Quality in Careers Standard report headlines.	TW