



## Policy for Careers Education & Guidance (CEG)

Reviewed: April 2023

Next Review: April 2024

### Introduction

This policy document sets out the school's aims, principles and strategies for delivering Careers Education and Guidance (CEG) to students at Oaklands School.

Oaklands School is a special school in the London Borough of Hounslow. It has a history of outstanding provision in meeting the needs of both young people with severe learning difficulties, those with profound and multiple learning difficulties and students with a diagnosis of autism spectrum disorder

The head of sixth form is currently in the role of Careers Leader delivering the careers programme across the eight Gatsby Benchmarks. The Careers Leader's name and contact details is published on the school website. The school is using the Benchmarks now and is working towards meeting them fully for each student by the end of 2022 over a three-year programme. The benchmarks will be adapted to fit the needs of all the students at Oaklands as well as fulfilling the criteria.

### Gatsby Benchmarks

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

### Statutory Requirements:

Schools are required to ensure that there is an opportunity for a range of education and training providers for students to access in years 8 to 14, for the purposes of informing them about approved technical education, qualifications or apprenticeships. Students are also entitled to receive impartial career advice from a qualified Careers Advisor. Oaklands School currently commissions the Educational Development Trust (EDT) to deliver this service. Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students. This is outlined in section 42B of



the Education Act 1997. This policy shows how our school complies with these requirements

### Rationale

A planned, progressive programme of vocational activities and experiences is needed to support students in preparing for the next phase of work, education, training and beyond into their adult life.

### Aim

We recognise the wide variety of needs of the students at Oaklands School. CEG will be based on the individual needs, interests and skills of each student, aiming to provide an ongoing pathway that will be appropriate for each young person.

We aim to have high aspirations for all young people. We aim to work closely with all agencies (Local Authority, Connexions, Local Authority Colleges, Specialist Colleges, Day placements and employers) to ensure that students are given full information on the range of education, employment and training opportunities available, including specialist provision. We aim to support students to access the provision appropriate to their needs.

### Equal Opportunities & Inclusion:

At Oaklands we aim for all pupils to access the broad range of curriculum activities available in school. At the same time, we plan for pupils on an individual basis according to their needs, learning styles and personal interests. All pupils at Oaklands receive equal access to a broad range of curriculum activities in line with their needs which will include access to specialist rooms as appropriate, access teaching delivered by subject specialists where appropriate, access to community based learning, access to therapy in line with their needs as outlined in their current EHCP.

### Curriculum

CEG is taught discretely in Vocational sessions. Vocational Education is central to Foundation Learning for students and is also developed through cross curricula themes including elements of PSHEC, Independent Life Skills and Functional Maths, English and ICT.

Long term plans have been formulated on a two year rolling programme for all students in Key stage 4 and Key stage 5. Students have the opportunity to work towards achieving units from nationally accredited awards (Laser Learning Awards - Personal Progress and Independent Living)



Three job coaches are employed (two full time and one Teaching Assistant, working part time as a job coach). The job coaches liaise with employers in the local community, set up placements and support individual KS4 and KS5 students working on employer premises.

Other elements of the CEG curriculum include

- Record of Achievement/Progress File.
- Duke of Edinburgh Award Scheme.
- Work Experience Programme.
- Supported Employment placements
- Work style pre-employment skills sessions
- Annual Reviews.
- Visits to Careers Exhibitions/Fairs
- Visits to Work Places.
- PSHEC Programme.
- Transition Programme for School Leavers.

Next Review: April 2024

Appendix: The Gatsby Benchmarks



## The eight Gatsby Benchmarks are:

### Benchmark

#### 1. A stable careers programme

### Description

Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.

#### 2. Learning from career and labour market information

Every pupil, and their parents, should have access to good-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.

#### 3. Addressing the needs of each pupil

Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.

#### 4. Linking curriculum learning to careers

All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.

#### 5. Encounters with employers and employees

Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in



the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.

## **6. Experiences of workplaces**

Every pupil should have first-hand experiences\* of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.

## **7. Encounters with further and higher education**

All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.

## **8. Personal guidance**

Every pupil should have opportunities for guidance interviews with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs.