

Work Experience and Careers Education Policy

Adopted by Governors:	Full Governing body meeting 7 th March 2024
Reviewed:	June 2026
Next review due:	Summer 2028



Statement of intent

This policy is underpinned by Sections 42A and 45A of the Education Act 1997, and has due regard to the DfE's statutory guidance, 'Careers guidance and access for education and training providers'.

The main aims of careers provision at Kings Mill are to:

- Prepare pupils for life post-education.
- Develop an understanding of different career paths and challenge stereotypes.
- Develop an understanding of the differences between school and work.
- Inspire pupils to chase and achieve their dreams.
- Help pupils to access information on the full range of post-16 and post-19 education and training opportunities.
- Support pupils after leaving school.
- Offer targeted support for vulnerable and disadvantaged young people.
- Instil a healthy attitude towards work.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1997
- Education and Skills Act 2008
- Apprenticeships, Skills, Children and Learning Act 2009
- Equality Act 2010
- Children and Families Act 2014
- Technical and Further Education Act 2017
- The School Information (England) (Amendment) Regulations 2018
- DfE 'Careers guidance and access for education and training providers'
- DfE 'Keeping children safe in education'
- Data Protection Act 2018
- The UK General Data Protection Regulation

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Provider Access Policy Statement
- Child Protection and Safeguarding Policy
- Data Protection Policy
- Records Management Policy
- Equality Policy

Roles and responsibilities

The governing body is responsible for:

- Ensuring that the independent careers guidance is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.
- Ensuring that the guidance includes information on the range of education or training options, and has high expectations for our pupils.
- Ensuring this policy does not discriminate on any grounds.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- Providing clear advice and guidance to the headteacher on which they can base a strategy for careers education and guidance which meets the school's legal requirements.

The Assistant Headteacher responsible for the upper school and sixth form is responsible for:

- Ensuring that all year 11 and year 14 pupils are provided with independent careers guidance. This will be available for pupils in other years where appropriate.
- Ensuring that Annual EHCP reviews from year 8 onwards focus on preparing for adulthood.
- That the curriculum for Work Related Learning in all senior classes provides pupils with opportunities to experience the world of work at an appropriate level.
- Taking responsibility for the development, management and reporting of the school's careers programme.
- Monitoring teaching and learning in careers education.
- Using the [Gatsby Benchmarks](#) to improve the school's careers provision and ensure compliance with legal duties, with an ultimate aim to meet all benchmarks.
- Publishing details of the school's careers programme and a preparing for adulthood policy statement on its website.

The Level 3 LSA with responsibility for careers is responsible for:

- Managing the provision of careers information.
- Sharing responsibility for the development, management and reporting of the school's careers programme with the assistant head.
- Planning careers activities.
- Establishing and developing links with employers, education and training providers, and careers organisations, in accordance with the updated Provider Access Legislation (PAL) 2023

- Establishing, maintaining and developing links with FE colleges, universities, apprenticeship providers and employers.
- Being aware of the [Gatsby Benchmarks](#) to improve the school's careers provision and liaising with the assistant head to aim to meet all benchmarks.
- Ensuring that pupils with SEND understand their different career pathways, and enabling them to gain the skills, knowledge and experience they require to achieve their career goals.
- Arranging work experience placements for pupils in years 12-14.

The Level 3 LSA with responsibility for Person Centred Reviews is responsible for:

- Ensuring all year 9 pupils have a person centred review which focusses on their needs and on the four themes of preparing for adulthood with the support of the class teacher.

Teaching staff are responsible for:

- Ensuring careers education and Work Related Learning is planned into their lessons.
- Attending any relevant CPD or training to ensure they are up-to-date with the school's careers plan.
- Promoting careers guidance in the classroom through visual aids.
- Being good role models for their particular area of work or specialism.
- Creating a learning environment that allows and encourages pupils to tackle real life challenges, manage risks and develop skills that can be applied to the workplace.
- Organising visits to potential placements so pupils can make an informed choice.
- Organising college days for pupils in years 12-14

The Home School Liaison Officer is responsible for:

- Organising the information day, inviting a wide range of providers and promoting the event with parents.

Developing a stable careers programme

Our careers education begins in the lower school classes with tasks including taking messages, registers, shopping for items, working in small groups and teams, topic based group work, sharing sessions, turn taking and play with peers. We also provide residential experiences to develop these skills and encourage younger pupils to see what their older peers can achieve.

Our Senior classes all have Work Related Learning on their curriculum which includes Coffee Shop, Take Away, grounds maintenance and developments to the site and making items to sell.

The school will build partnerships with businesses and other employers, employment services, and disability and other voluntary organisations. Pupils will be prepared for

encounters with employers and provided with any special support that will allow them to benefit fully from the experience. In accordance with the updated Provider Access Legislation the school will provide at least six encounters with approved providers of apprenticeships and technical education for students that it is deemed appropriate.

- Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend
- Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend
- Two encounters for pupils during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend

An External careers advisor is employed to provide independent careers advice. Careers advisors will meet the professional standards outlined by the Career Development Institute. The careers advisor will produce a report and be available to answer question so that the interview can be followed up by the class teacher. Following an interview with the careers advisor more complex cases will be referred to the Local Authority IAG. In any case the annual review of the EHCP will be held in the Autumn term of the transition year and class staff will work closely with family and social care to ensure transition from Kings Mill is smooth and to an appropriate placement. A budget for 5 supported staff days for transition is set aside for each year 14 pupil.

Parents are encouraged to consider options after Kings Mill through our annual Information day, held in the summer term. Through discussions at Annual reviews they are also guided to the Local offer website. Where a placement is considered potentially suitable for a pupil leaving Kings Mill, Parents will be encouraged to make their own arrangements to visit or invited to accompany their child on a visit with school.

Addressing the needs of pupils

The school's careers programme will aim to raise the aspirations of all pupils whilst being tailored to individual needs. The programme will inform pupils of the range of opportunities available to them, encouraging them to aim higher and make choices relevant to what they feel they can achieve.

The school will embed equality and diversity considerations throughout its careers programme and actively seek to challenge stereotypical thinking.

The school will tailor careers activities and educational goals to the needs of each pupil, taking into account their prior knowledge and skills, the choices they may face, and any additional support they may need to overcome barriers to progression.

Comprehensive and accurate records will be kept to support the career development of individual pupils at all relevant stages of education, beginning from the first point of contact. These records will be stored securely in their pupil evidence folder. Access to this information will be permitted, should a pupil or their parent request it.

Destinations data will be retained by the school for at least three years. Data retained will be collected, stored and managed in line with the Data Protection Policy and Records Management Policy.

Providing work experience

The school will ensure that all year 14 pupils on the semi-formal pathway have at least one first-hand experience of an external work place, additional to any part-time jobs they may have.

The school will encourage pupils to experience a wide variety of workplaces and support them to plan for, reflect upon, and learning from these experiences.

Work experience will be designed to meet the needs of individual pupils. The school carefully match the placement to each pupil's ability, needs and aspirations. All external Work Experience placements will be supported by an LSA in the first instance until the employer and pupil are confident the support is no longer required.

The school will ensure that all year 13 pupils on the semi-formal pathway have at least one Work experience placement within the Kings Mill or Drifffield secondary school environment. This may also be appropriate for pupils on the other pathways and will be offered if considered beneficial to their learning.

Sharing information

The school will provide the relevant information about all pupils to the LA support services including:

- Basic information, such as the pupil's name or address.
- Other information that the LA requires to support the pupil to participate in education or training to track their progress.

The school's privacy notice will offer pupils and their parents the opportunity to ask for personal information not to be shared.

The senior EHCO will be informed when a 16 or 17 year old pupil leaves without completing their course and efforts will be made to secure them an alternative placement.

Review

This policy will be reviewed every two years by the headteacher and careers lead unless legislation changes. The next scheduled review date for this policy is Summer 2028.

Record of review/amendment

Review Date:	12/01/24	Page No (Other info):	1
Original:	DfE (2021) 'Careers guidance and access for education and training providers'		
Amendment:	DfE (2023) 'Careers guidance and access for education and training providers'		

Review Date:	12/01/24	Page No (Other info):	2
Original:	Establishing and developing links with employers, education and training providers, and careers organisations.		
Amendment:	Establishing and developing links with employers, education and training providers, and careers organisations, in accordance with the updated Provider Access Legislation (PAL) 2023		

Review Date:	12/01/24	Page No (Other info):	3-4
Original:	The school will build partnerships with businesses and other employers, employment services, and disability and other voluntary organisations. Pupils will be prepared for encounters with employers and provided with any special support that will allow them to benefit fully from the experience.		
Amendment:	The school will build partnerships with businesses and other employers, employment services, and disability and other voluntary organisations. Pupils will be prepared for encounters with employers and provided with any special support that will allow them to benefit fully from the experience. In accordance with the updated Provider Access Legislation the school will provide at least six encounters with approved providers of apprenticeships and technical education for students that it is deemed appropriate. - Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend - Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend - Two encounters for pupils during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend		

Review Date:	June 2026	Page No (Other info):	1
Original:	Legal framework addition		
Amendment:	Data Protection Act 2018 The UK General Data protection Regulation Policies added Data Protection Policy Records Management Policy Equality Policy		

Review Date:	June 2026	Page No (Other info):	3 LSA responsible for PCR
Original:	Ensuring all year 9 pupils have a person centred review which focusses on their needs and on the four themes of preparing for adulthood		
Amendment:	Ensuring all year 9 pupils have a person centred review which focusses on their needs and on the four themes of preparing for adulthood with the support of the class teacher.		

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