



# Champion EDUCATION TRUST

## CAREERS POLICY

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A family of Schools

# CAREER EDUCATION & GUIDANCE POLICY

At Lotus School you are entitled to receive a planned programme of career education, information, advice and guidance (CEIAG) that is impartial and independent. This will help prepare you for the world of work and help you to lead an independent life.

## YOU CAN EXPECT AT KEY STAGE 3:

- Support from a personal tutor who knows you well and can help you to get the help you need.
- A high-quality programme of careers education lessons within PSHCE.
- Careers education, information, advice and guidance about your learning, linking to all curriculum areas.
- To be given the opportunity to feedback/discuss how well you think your careers lessons have helped you to prepare for the future.
- To know 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;

## BY THE END OF KEY STAGE 3 YOU WILL HAVE:

- Completed a series of career lessons as part of your PSHCE programme.
- Attended an interview with an Independent Careers Advisor who will work closely with school and within the local community to support you
- Had a Transitional Review with the local authority/ school / updating your EHCP.
- Taken part in an enterprise activity.
- Participated in National and internal Careers Week with a yearly cycled programme of focuses on:
  - Year 7 Public Services
  - Year 8 Catering and Hospitality
  - Year 9 Installation, repair and Maintenance
- Visited different place of work link to different subject offers.

## BY THE END OF KEY STAGE 3 YOU WILL BE ABLE TO:

- Describe your personal qualities and skills.
- Describe how you like to learn.
- Recognise the different skills you are developing in each curriculum area.
- Use computer programmes and internet to research future careers choices and criteria needed.
- Explain what careers you are interested in and which option choices will help you to reach your goals.
- To access STEM activities. (Science, Technology, Engineering and Maths)
- Follow the school options process.
- Describe the different levels of qualifications that are available.
- Early Career vision.

- Learning from career and labour market information.

## **BY THE END OF KEY STAGE 4 YOU WILL HAVE:**

- A high-quality programme of careers education lessons within PSHCE.
- 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;
- Heard 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.
- Known how to make applications for the full range of academic and technical courses.
- Taken part in an interview with the work experience coordinator to make choices about your work experience.
- Been on a work experience placement or visits.
- Taken part in an enterprise activity.
- Encounters with employers and employees.
- An impartial careers interview in Year 10 & 11 with our Independent Careers Advisor
- Supported Independence travel if required.
- Supported transition with colleges
- Visited post-16 establishments and had a taster day at preferred college.

## ***TAKEN PART IN ACTIVITIES TO ENABLE YOU TO:***

- Complete Progress Folder for interviews.
- Preparation of your curriculum vitae, an application form and attended a mock interview.
- Received support and guidance to apply for a place at local further education colleges for SEN and main stream courses. This is achieved by completing an application form attending an assessment and learning interviews techniques.
- Had a Transitional Review with the local authority/school updating your EHCP.
- Have an understanding of personal finances and money management.

## POLICY PROCEDURES

At Lotus School we aim to raise aspirations, challenge stereotypes and encourage pupils to consider a wider range of future pathways and careers. We do this by fulfilling the Gatsby benchmarks and use this as a framework for our careers policy.

### DELIVER A STABLE CAREERS PROGRAMME

Careers includes both education, information and guidance. Careers education helps our young people make informed choices about their next steps. Careers education forms an integral part of the curriculum at Lotus School. Our carers programme supports students to make better decisions about their future. Our programme of activities across the school includes:

- Opportunities across the curriculum for our young people to develop transferable life skills that support careers, employability and enterprise
- Opportunities for students to develop self-advocacy, negotiation, decision making and transition skills
- Building excellent partnerships with parents and outside agencies to ensure the best support for our young people
- Developing learner voice through classroom activities and the school council

To implement these activities we deliver flexibly tailored curriculums across the school. Furthermore in line with the SEND Code of Practice (2015) we ensure that annual reviews for Education Health Care Plans focus on long term outcomes.

Each year Lotus School runs a Career week for students. During this week students will take part in;

- Visits to places of employment
- Talks from local employers
- Hands-on team challenges
- Interactive STEM project work
- Work Experience

Also, every year, Lotus School hold an Enterprise week where all students will take part in group based enterprisework. Students will learn key employment skills including; working as a team, budgeting, making a profit, customer service and problem solving skills.

### LEARNING FROM CAREER AND LABOUR MARKET INFORMATION

Every young person at Lotus School will fall under the terms of the SEND code OF Practice (2015) take part in the yearly annual review process of their Education Health and Care Plan (EHCP). From year 9 all students will consider future pathways and EHC plan targets will be set in order to help students work towards their aspirations.

From year 10 all students will be invited to events both within Lotus School and externally regarding transitions. These will include visits to and from local and specialist colleges. Where possible these visits will include careers talks from Lotus School alumni or students who have successfully entered the work place. Students will have the opportunity to learn about the courses available to them including; supported internships, apprenticeships, training, employment and self-employment.

## ADDRESSING THE NEEDS OF EACH PUPIL

Lotus School offers a person centered approach to learning. The EHCP process provides opportunities to ensure all students are working towards their own aspirational outcomes for the future. All pupils will undergo vocational profiling when they are ready for work experience placements or supported internships. The aim of the vocational profile is to understand an individual's experience, skills, abilities, interests, aspirations and needs in relation to employment.

Each student from year 10 has the opportunity to meet with an independent Personal Guidance Advisor. Notes from these meetings are recorded and will feed in to EHCP meetings and will be shared with tutors.

## LINKING CURRICULUM LEARNING TO CAREERS

Lotus School ensures that learning throughout the curriculum is linked to student development, becoming more independent and future careers. Students learn to harness concepts, methods and perspectives through their STEM subjects. For example students learn about finances and time management through maths. They learn investigation and prediction skills through science and in English they learn aural presentation skills and how to present information visually. The personalisation of the curriculum at Lotus School lends itself to ensuring all students learn transferable skills in specific subjects.

In key stage 4 students have the opportunity to take part in optional subjects. Many of these are vocational and can be linked to specific future jobs. These options are changed annually to cater for the cohort's interest and aspirations.

Within the academic year 2023 – 2024 our school will begin to take part in an exciting programme called **Skills Builder**. There are 8 essential skills that our students will be taught, develop and use throughout the curriculum. They will practice these skills throughout all their learning at school. We think about these 8 essential skills with just the same rigour as those associated with literacy and maths.

The Skills Builder Framework takes each of these essential skills and breaks them down into sequential steps from expectations of children to a high level of mastery.

## Essential Skills



## ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES

Whole school – all students have multiple opportunities to access talks led by local employers about a range of differing jobs and careers.

Key Stage 4 - all students have at least one opportunity to take part in a work-based placement by the time they leave key stage 4.

All work experience is organised by Education Business Partnership who will match students to suitable placements. Student placements are person centred and are managed according to need. Students may have supported or unsupported placements.

## EXPERIENCES OF WORKPLACES

Every pupil in Lotus School will leave having had multiple experiences of the work place.

## 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. Lotus School understands the importance of 'next steps' and transitions for our pupils.

All pupils from year 10 onwards will have access to a number of various transition events. These include but are not limited to:

- School visits from local college providers
- Attendance at local fair's and open days
- Visits to their local college provision

A few students may choose not to move on to further education. In this instance we will support students to transition into the world of work if they have been successful in gaining employment.

## PERSONAL GUIDANCE

Our Career Advisor provides independent and impartial careers information, advice and guidance to all students in Years 10, 11 and will attend Annual Reviews.

The careers advisors role covers:

- Speaking with students regarding careers ideas, qualifications, skills, experiences, circumstances and life aims.
- Helping students to explore possible
- Supporting students to understand the labour market locally
- Referring students to any necessary outside agencies
- Supporting students to become aware of the possible next options available to them
- Signpost to other partners/agencies for support around personal issues

### Lotus School Careers Team

- Careers Lead – Rachel Strachan (KS4 Pastoral Teacher) and Tiarnan Hamill (SLT)
- Work Placement & College Co-ordinator – Tiarnan Hamill
- Careers Governor – Ms Susan Strother