



Careers Policy (Cavendish School)

Believing in Excellence means that the Trust has key values that all members of our schools' community live by.

These are:

- Respect;
- Resilience;
- Responsibility.

Date of Policy	March 2023
Date agreed by CEO	March 2023
Date of next review	January 2025

Cavendish Education Trust (Eastbourne) is an exempt charity and a company limited by guarantee, registered in England and Wales with Company Number 8135372. Its registered office is at Eldon Road, Eastbourne, East Sussex BN21 1UE

Introduction

High quality Careers Education, information, advice and guidance (CEIAG) raises aspirations, increases motivation and raises achievement. CEIAG is a term that covers a range of activities and interventions that help young people become more self-reliant and better able to manage their own lives and career development.

The Main aims of careers provision at Cavendish School are to:

- Prepare pupils for life, post school education
- Develop an understanding of different career paths
- To raise pupil aspiration
- Support pupils to access the information they need for their 'next steps'
- Support pupils transition into their post 16 pathway
- Ensuring targeted support for pupils with SEND and who qualify as pupil premium
- Instil a healthy attitude to work

Provider Access Policy Statement

Introduction

This policy statement sets out the Cavendish's arrangements for managing the access of providers to 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.

Pupil entitlement

All pupils in years 8 to 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. For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for year 8 to 9 pupils and two encounters for year 10 to 11 pupils. These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:
 - Share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers.
 - Explain what career routes those options could lead to.
 - Provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider).
 - Answer questions from pupils.

Meaningful provider encounters

- One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the 'making it meaningful' checklist.

Additional provision

- Pupils with an EHC plan will be given extra support and opportunities to attend tailored events that will scaffold their journey through school and eventually into their post 16 pathway. The careers lead will liaise with the SENCO and the inclusive learning team to ensure that all our pupils fulfil their potential and succeed in their chosen career.
- When work experience is being organised, disadvantaged pupils (PP/SEND) will be consulted and be provided with a range of employers who are accustomed to providing additional support for pupil need.

Gatsby Benchmarks (GBM)

The Gatsby Charitable Foundation Benchmarks develop and improve careers provision. Below is how we are meeting these standards at Cavendish School.

GBM 1: A Stable Careers Programme

The Careers lead, will ensure and coordinate a quality careers provision for our school. This is overseen by the Assistant Headteacher responsible for Careers and there is a school governor overseeing careers on the Local Governing Board. The school's careers programme is found on our website <https://www.cavendishschool.net/careers/>. All pupils are entitled to a 1-1 careers interview and pupils are able to access careers education in tutor time. This is supplemented by trips and events that enhance their careers education.

Let's Do Business Group is our enterprise coordinator who helps the school with employer engagement and can network on our behalf in our local area.

Our intention is to gain pupil and parent voice after a range of experiences that pupils are given, to evaluate the effectiveness of the experience.

GBM 2: Learning from Career and Labour Market Information

There is a dedicated area in the Secondary library for careers materials, which is shared with pupils. They are able to access this information to assist on their career pathway knowledge and choices.

All Year 10 pupils have the opportunity to attend the local careers fair, which focuses on employment opportunities, further education, apprenticeships and training providers.

Labour Market Information is shared during assemblies and other points in the year such as National Careers Week and National Apprenticeship Week.

Pupils are informed of the KS4 options via taster days, a curriculum evening and assemblies, as well as bi-weekly careers education during tutor time.

GBM 3: Addressing the needs of each pupil

During the academic year every pupil has the opportunity to attend trips and events that are linked in with their careers and aspirations. A series of speakers are also invited into school to inform the pupils about their job and career. Mentoring groups are organised throughout the year and pupils are monitored and supported during this process.

The careers lead can see parents by appointment to assist with queries about college courses and post 16 choices.

Some pupils, who may be identified as being at risk of NEET (Not in Employment, Education or Training) may receive extra support from external agencies which also support the individual pupil with post 16 transitions.

Cavendish School will ensure that all Year 11 pupils have a September offer for either further education, employment or training.

GBM 4: Linking the curriculum learning to careers

Job sector and specific career information linked to a particular subject is delivered through departments and teachers. During training sessions, teachers and support staff are informed how to link their subjects to particular career pathways. Speakers who visit the school to talk with the pupils will be selected where it supports the curriculum learning.

Employability skills are identified and explored during our tutor time programme and will be enhanced with assemblies, trips and events.

GBM 5: Encounters with employers and employees

Each of our pupils are entitled to experience the world of work. This is through a variety of methods, such as our Year 10 WEX (work experience) programme, employer visits and through trips and events. Year 11 pupils also have an organised Mock Interview Day where each pupil will have a formal interview with a chosen employer and receive feedback on their interview skills in preparation for their college interviews.

Through our annual visit to a Careers Fair pupils get an opportunity to speak with and network amongst local employers and training providers.

The school will support national events such as STEM week when all pupils will attend assemblies and be able to access posters and informative materials during tutor times and break times.

GBM 6: Experiences of workplaces

In Year 10, every pupil has the opportunity to have one week of work experience at a placement.

During this week, pupils will be asked to keep a journal and record duties they have completed. On return to school, pupils will review and evaluate their experience.

Pupils from all year groups will be selected to attend a wide range of 'Open Doors' events with local businesses where they will experience a wide range of roles within the industry in which they are visiting. Pupils are invited and referred by staff, based on pupil interest or career aspiration. An emphasis is placed on ensuring disadvantaged (PP/SEND) pupils being offered these experiences. This strongly links to GM3.

GBM 7: Encounters with further and higher education

From years 7 to 11, pupils will have input from our local colleges through assemblies and visits (as per our provider access policy).

During National Careers Week, the whole school has a timetable of activities and presentations that will inform the pupils about the range of post 16 options.

Every Year 10 pupil will be offered 'Taster Days' at local colleges where they will be able to experience a personal selection of courses to aid their decision making when making an application. Local Universities offer visits for Cavendish pupils, which will stimulate interest for the pupils about a University pathway.

GBM 8: Personal Guidance

All pupils have the opportunity to receive a 1-1 interview with a level 6 qualified advisor. The careers advisor is located within Cavendish school, and pupils know where to access the careers advisor. They are able to self-refer for appointments, and can also be referred by parents and staff. We collaborate with the 'Youth Employability Service' (YES) who will be able to support pupils during college transitions. All information gathered during interviews will comply with confidentiality and Data Protection.