



Registered Charity 1171812

Careers and Work Experience Policy

Summary	
Policy Reference Number	073
Category	Education
Authorised by	Curriculum Committee
Responsibility of	SEND/CO/Careers Lead
Status	Updated September 2025
Next Review Date	September 2026

Contents

Introduction	2
Aims and Purpose	2
Statutory Requirements and Recommendations	3
Provider Access Legislation	3
Careers Provision at Connie Rothman Learning Trust	4
Careers Advisor	4
Work Experience Provision at Connie Rothman Learning Trust	4
Proposed Activities for Academic Year 2024 – 2025	5
Gatsby Benchmark	5
1. A stable careers programme	5
2. Learning from career and labour market information	5
3. Addressing the needs of each pupil	6
4. Linking curriculum learning to careers	6
5. Encounters with employers and employees	6
6. Experiences of workplaces	6
7. Encounters with further and higher education	6
8. Personal Guidance	6

Introduction

Connie Rothman Learning Trust aims for every student to leave us prepared for life whether this is further education, training or entering the work force. With support and guidance through a comprehensive Careers programme that is embedded across the curriculum, our students develop the skills they need to progress along their personalised learning journey into adulthood and beyond. Our careers programme is underpinned by the Gatsby Benchmarks, this is a framework that defines best practice for careers provisions across schools and colleges.

Aims and Purpose

- Prepare students for the transition to life beyond secondary school (higher education and the world of work)
- Support students in making informed decisions, which are suitable for them
- Provide students with well-rounded experiences
- Develop characteristics, for example, social skills, communication, innovation, resilience and leadership, which support each student depending on their needs.
- Inspire and motivate students to develop their aspirations
- Provide career guidance throughout their time with the trust.
- Provide all students with a wide range of experiences.
- Provide students with opportunities to develop their communication, social skills and confidence.
- Promote lifelong learning.
- Work in conjunction with a range of stakeholders including parents and families, a wide range of education providers both further and higher as well as local and national businesses.

To meet these aims we will:

- Ensure all students meet with our qualified careers leader (Careers Advisor) Louise Evenden a minimum of twice throughout their time with the trust.
- Ensure all students, attend organised trips to a range of further and higher education providers. To explore the next steps.
- Ensure all students attend a minimum of one career's fayre.
- Ensure all students have lessons to develop their skills and knowledge with regards to, CV writing, application writing and developing their skills and confidence as individuals.
- The trust will fulfil the Gatsby Benchmarks, using Compass as an evaluation tool.
- Provide parents and families with information and advice on the implementation of careers strategy in relation to their child.
- To ensure the trust has a positive working relationship with key stakeholders including BCP Council's Careers Hub, local Further and Higher education providers as well as local and national businesses.

This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

Statutory Requirements and Recommendations

The careers provision at Connie Rothman Learning Trust is in line with the [statutory guidance](#) developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 2011.

Provider Access Legislation

The provider access legislation was enacted in January 2023. It is a key mechanism to further help learners understand and take-up, not just apprenticeships, but wider technical education options such as T-Levels and Higher Technical Qualifications.

The updated provider access legislation (PAL) specifies schools must provide at least six encounters for all their students:

- 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.

In the context of the provider access legislation, a provider is an organisation that offers approved technical education qualifications or their representative, for example an FE college or training provider.

A provider, to whom access is given, must deliver an encounter that includes the following:

- Information about the provider and the approved technical education qualifications or apprenticeships that the provider offers
- Information about the careers to which those technical education qualifications or apprenticeships might lead
- A description of what learning or training with the provider is like
- Responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships.

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 university options or apprenticeships
- be adapted to the needs to the student

In addition, the school is compliant with the careers guidance that the government set out for delivery from 2021 in the ‘Careers Guidance and Inspiration for young people in schools.’ This states that 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 document, under Provider Access. The recommendations include:

- to ensure that young people have a better understanding about career choice, subsequent progression

- to develop better, and more carefully planned opportunities for students to meet professionals working in non-stereotypical roles, and to learn more about what such work entails
- to strengthen the knowledge and understanding of staff about the wide range of progression routes available so that students can make informed choices
- to consider how to link the contents of lessons and skills to be developed more frequently to career opportunities
- to consider ways in which mentoring could be used to help support students in overcoming barriers to achievement

Careers Provision at Connie Rothman Learning Trust

All students have access to the following:

- Trips to support students in developing their understanding of a range of different subjects
- General careers information is delivered in our PSHE programme

Careers Advisor

At Connie Rothman School, there is a Careers Advisor, who works alongside the Headteacher, SENDCO, and Pastoral (and Careers) Lead.

Work Experience Provision at Connie Rothman Learning Trust

The aim of work experience is to provide an opportunity for all students to learn in the work place; an experience that cannot be replicated in school.

All students are offered the opportunity of work experience that meets their individual needs.

The overall organisation of work experience is undertaken by the Careers Lead.

- The students are encouraged to arrange their own work experience, however, as a Special School the needs and abilities of each student are taken into consideration.

Parents/carers are informed and communicated with throughout the process and a work experience agreement form is completed.

The Life skills, Personal Development and Pastoral and Careers Lead alongside the Business Manager checks that the placement meets with the schools requirements, the students will be treated fairly and they will undertake meaningful work.

All students on placement are covered by the employers' insurance and places of work are risk assessed by the Pastoral and Careers Lead.

Proposed Activities for Academic Year 2024 – 2025

Year Group	Activities
KS3 10 11	• All students will have access to the school's career advisor on a termly basis. • All students will have access to the school's teaching and learning lead. • All students will have access to the schools' career lead. • All families will be invited to a careers event in school. • All families will access support and signposting to career advice. • All families will receive a copy of the careers policy and strategy and access to career Sways. • To access the career show at the BIC. • All students will access a careers week in school, this will include visits from different industries.
Sixth Form	• All students will have access to the school's career advisor on a termly basis. • All students will have access to the school's teaching and learning lead. • All students will have access to the schools' career lead. • All families will be invited to a careers event in school. • All families will access support and signposting to career advice. • All families will receive a copy of the careers policy and strategy and access to career Sways. • Planned trips to Bournemouth University. • Planned trips to career fairs. • To access the career show at the BIC. • All students will access a careers week in school, this will include visits from different industries.

Gatsby Benchmark

No.	Gatsby Benchmark
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

1. A stable careers programme

All students at the Connie Rothman trust access support and advice from the career's advisor. Appointments are made on a half termly basis. All students and their families will be given a calendar of events within the first half term.

2. Learning from career and labour market information

The school's website hosts a Careers section within this section is a career and labour market information area. This has been updated to include the Careerometer and Skillsometer. These invaluable tools have been downloaded from the LMI For All website [LMI For All – LMI For All](#)

3. Addressing the needs of each pupil

All pupils have EHCPs these are shared with all staff and are taken into consideration when addressing all children's needs. Visits are arranged with all the student's needs in mind and if appropriate separate visits can be arranged on a small group basis. A SEN Transition Navigator from BCP is used with students on a regular basis to advise with next steps and plans for individual students.

4. Linking curriculum learning to careers

All teachers will support with careers week to develop student's knowledge on opportunities within their subject for further learning and career development. Discussions and exploration of different career ideas, inspirations and pathways.

5. Encounters with employers and employees

Students in years 10 will have access to work experience. The school will also hold careers week where we will be able to invite a range of different industries and businesses into the school to discuss their work and progression. All students from across the school will access a minimum of one careers fayre.

6. Experiences of workplaces

Students in Year 10, and sixth form will access work experience as part of their courses. There will also be a group visit to a minimum of one workplace.

7. Encounters with further and higher education

As a school we are implementing the new PAL legislation which ensures all students have a minimum of six encounters with employers and FE providers as per the PAL legislation above.

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.

8. Personal Guidance

Every student will have guidance interviews with a career adviser, who is trained to an appropriate level. These appointments are available on a half termly basis.