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**The Nest: Careers and Work – Related Learning Policy**

Careers in schools is increasingly important and plays a major role in supporting all students to make informed decisions about their career pathways and the options available to them Post16.

The Education (Careers Guidance in Schools) Act 2022 states that all schools must work with “employers, careers advisors, Local Authorities and other education and training providers to support students to prepare for the workplace and to make informed choices about their next step in education or training.”

In addition to a well- developed careers programme, schools must also “secure independent careers guidance for pupils in school from year 7 -13.” As stated in the Education (Careers Guidance in schools) Act 2022.

The Provider Access legislation requires “all schools to provide opportunities for a range of education and training providers to access all YR8-13” students to provide approved technical education qualifications and apprenticeships.

This means that the Nest will provide a range of visits to local colleges and training providers as well as developing a range of employer contacts to provide opportunities for students to go to a range of local businesses. The Skills and Post 16 Act 2022 states that a “minimum of 6 provider encounters” must be provided from YR8 -13. All of our students will have a variety of opportunities to a to give them as much information as possible about the many different types of careers and jobs available to them. These encounters will increase their knowledge as well as their aspirations which will allow them to achieve their full potential.

The Career Development Institute has developed a new framework which sets out how schools are to develop a students’ career journey throughout their entire education and into adulthood. (CDI Careers Framework April 2021)

The new framework provides clarity on the skills, knowledge and attitudes that all students need to have in order to have a positive career in adulthood.

The Nest is committed to enabling students to make well informed, realistic decisions about careers and their future employment, and raising aspirations. Whilst participating and enjoying academic lessons and appropriate work- related activities, students will be encouraged to develop enterprise, employability, practical and social skills with confidence to support their future goals.

The Nest aims to deliver and promote impartial, individually focused and quality Careers Information, Advice and Guidance (CEIAG), with the aim of enabling students to make well-informed and realistic choices, both now and in the future, as set out in the Education (Careers Guidance in Schools) Act 2022 for all students in Years 7-13.

Stoke-on-Trent and Staffordshire local enterprise partnership (SSLEP) identified growth potential in 10 key priority sectors, which sit centre-stage in the local enterprise partnership (LEP) plans for the future. The Nest will access support from the Careers and Enterprise Company and Stoke and staffs Careers hub, as well as the local council careers service. This ensures the Nest aligns strategically with these; mapping its work to the LEP priorities as well as the DfE statutory guidance and Gatsby Benchmarks for SEND.

The Nest will aim to embed enterprise, employability, careers guidance and inspiration into the schools’ culture and its curriculum, with a focus on local, regional and national employer engagement and development of structured and sustainable employer partnerships.

The Nest’s objective will be to ensure that LEP objectives and employer engagement are firmly embedded in curriculum subjects, giving students opportunities to understand the application of their studies to the real world of work, the local economy and local and national business growth.

There will be an annual review of provision that will be influenced by local business and the LEP, evaluating all documentation developed to ensure objectives are current and purposeful.

The Careers Co-Ordinator will remain up to date with Labour Market Information and regularly meet with other Careers Co-ordinators and Careers Advisers to share good practice.

This will include working with the LEP and inviting local employers to provide activities and to inform the curriculum. This will also include an ongoing awareness of the priority employment sectors in Stoke-on-Trent and Staffordshire. The Careers Co-ordinator will also attend any training necessary to ensure Professional Development.

The Nest is situated within an ‘opportunity area’ this means that government funding has been allocated to improve the education and post 16 opportunities available to students. This funding allocation means that as a school we are able to access support systems to improve students’ opportunities.

**Good Career Guidance Benchmarks/Gatsby Benchmarks**

The Nest is working to create a progressive LEP Engagement Work Plan and a sustainable CEIAG Programme that follows Gatsby Benchmarks for and statutory guidance for SEND.

The Gatsby Benchmarks assist in the development of:

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

**Work Related Learning**

At the Nest we believe that preparing our students for work and employment is essential if they are to be successful in their adult life. For our students, developing work related skills and having as many experiences as possible will help them to secure apprenticeships, college places and ultimately employment. As all of our students are SEND this comes with its own challenges and is even more crucial that our students are prepared appropriately for Post 16. This is especially important as the job market is ever changing and students will need to develop and acquire a different set of skills, knowledge and understanding to secure work in the twenty first century.

Work Related Learning skills falls into three areas which the CDI Framework outlines below:

* Developing yourself through careers, employability and enterprise education.
* Learning about careers and work
* Developing your career management, employability and enterprise skills.

The new CDI framework April 2021) sees developing these skills as essential which are embedded within the Careers and PSHE education so schools can deliver a programme that is broad and balanced and meets the students’ needs so they can be successful in life.

At the Nest we will cover these three areas in a combined Careers and Work- related Learning programme alongside PSHE and will map where this is delivered in both separate careers provision and within the curriculum and subject areas.

In addition, the careers programme will also incorporate activities that aim to develop a young person’s skills in the following areas:

* Help pupils to grow throughout life.
* Explore possibilities.
* Manage career.
* Create opportunities.
* Balance life and work
* See the big picture.

The careers and work- related provision will also be assessed in line with the CDI Skills framework with appropriate and relevant assessment statements being developed for students at the Nest.

**Access and Entitlement**

A Statement of Entitlement.

Within CEIAG, each student is entitled to:

* Be at the centre of the CEIAG process and the partnership between staff and appropriate outside agencies.
* Opportunities to develop employability and softer skills
* A broad, balanced programme of careers education that will move him/her forward in the career planning process by developing self-awareness and opportunity awareness.
* Have an awareness of the CEIAG process.
* Equal opportunity and access to current, impartial information about work, training and further education
* Direct experience of the world of work
* Access to individual, impartial and informed careers guidance

We offer a non-judgmental, open approach so students are listened to and have exposure to employers, in particular within LEP priority sectors – see below:

**Implementation and Objectives of CEIAG**

Every student will have the opportunity and will understand how to access a one-to one appointment with a careers Co-ordinator through the following routes:

* Staff request
* Email
* Face-to-face
* One-to-one guidance interviews for all Year 11s with the Careers Co-ordinator to help make final decisions and applications.

Every student will have access to up-to-date careers and labour market information via the promotion of local opportunities, careers tools and websites.

Careers information and employment application information to be delivered as part of PSHE Tutorials delivered by the NEST staff team, organised events, workshops, fairs and via electronic correspondence.

The Careers Coordinator will also be available to discuss future students’ options with parents/carers.

The Careers Education and Work- Related Programme will be organised by the Careers Co-ordinator, Senior Leaders and other appropriate members of staff.

This will include input from local and national employers, the local council, the LEP, Further, Higher Education and Training providers and other appropriate individuals.

Students will be encouraged to make realistic but inspirational decisions based on ability, aims and career aspirations.

Students will have access to support in preparation for the transition from The Nest to other destinations.

When necessary, there will be contact with parents/carers to support applications and transition arrangements.

External speakers will be invited in to support student understanding and provoke their thoughts around a diverse range of ideas.

The Careers Co-ordinator and Senior Leaders will maintain and oversee the tracking data of leavers.

All information will be given/delivered without bias and prejudice regardless of race, gender, religion, disability, background, financial context or sexuality.

Delivery Information, Advice and Guidance is overseen by a qualified external Careers Adviser and a member of the Senior Leadership Team who has obtained a Certifate in Careers Leadership.

It will be delivered from Year 7 to 11 by a designated team of staff and an insight into what they will study in each year group. A more detailed programme is outlined in a separate document.

Year 7 will have employability and careers related PSHE sessions. They will start to complete their Career Portfolios and start to have an awareness of personal qualities, interpersonal and study skills.

In Year 8, students will have PHSE sessions in line with their interests, research and explore different careers matched to their skills and qualities. They will start to have employer encounters and exposure to a variety of career and work- related resources.

In year 9 they will continue to explore careers using a variety of resources and begin planning a career pathway. They will start to look at apprenticeships and local college courses as well as learn through the curriculum.

Year 10 students will engage in a variety of activities. This incorporates identifying strengths, writing CVs, presenting yourself well, interview techniques, mock interviews and team-building skills.

Students also have day visits to the local FE Colleges to investigate areas of interest, which supports them to make the correct post-16 options

Year 11 students attend a series of workshops run by the school liaison teams from local colleges, where they can learn about the courses available, financial support and college life.

All Year 11 students will have at least one impartial careers guidance appointment to discuss opportunities and applications. More appointments will be offered where necessary and parents/carers will have an open invite to attend or arrange meetings with the Careers Co-ordinator

Year 11 students will have a clear understanding of the opportunities available to them after leaving and how to access them.

As most of our students are SEND and at high risk of being NEET, The RONI (Risk of NEET Indicator) will be identified from Year 9 upwards and will receive targeted input.

Year 11 students will be expected to have been interviewed and received offers by June.

They will be tracked and offered ongoing support from the Careers Coordinator until the end of the academic year.

Support will be put in place at local colleges through the summer for RONI students and those requiring additional SEN support.

Intended destinations will be passed to the Local Authority when requested.

Relevant trips will be arranged throughout Year 7 to 11 to encourage raised aspirations and informed decision making.

Visits will take place to destinations such as universities, local companies, national companies, learning providers and career fairs.

Wherever possible, curriculum will be relevant to the working world with advice and input from local businesses.

Students will be kept up to date with trends in the local economy and growth sector areas.

**Careers Co-ordinator Development**

At present the school does not have a specific Careers Co-ordinator so this role is being developed and led by the Deputy Head who has undergone Careers Leadership Certificate Level 6 with Derby University. In the future we will be looking to appoint a suitably qualified Careers Lead who will take on this role.

The below outlines the expectations of a Careers Lead in this role at the Nest.

The Careers Co-ordinator attends a regular meeting with careers staff from all other Alternative Provision Providers and further education providers in Stoke-on-Trent to discuss issues relating to delivering CEIAG in the region, and to work together to organise events and activities.

The Careers Co-ordinator will also attend training and conferences, where appropriate, to ensure knowledge is up to date.

The Careers Co-ordinator is line managed a member of the Senior Leadership Team and meets termly.

The Senior Leader responsible for Careers will attend regular meetings with the LEP and be a leading figure in an annual review of policies, procedures and employer links. They will also provide a termly report on the careers education to the governors and provide termly newsletters to parents/carers and staff.