



BREDON  
SCHOOL

## Careers Education Policy

Date: May 2021

Review Cycle: Annually

Next Review Date: May 2022

Bredon School is owned and operated by Cavendish Education; the Proprietary Body also known as the Governing Body. Any reference to Governor's means any Director of Cavendish Education.

This Policy document is one of a series of Bredon Policies that, taken together, are designed to form a comprehensive, formal Statement of Bredon's aspiration to provide an outstanding education for each and every one of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this Policy needs to be read alongside all of these Policies in order to get the full picture; in particular it should be read in conjunction with the ***PHSCE Policy, Equality Policy, The Anti-bullying Policy and the Safeguarding Policy.***

All of these Policies have been written, not simply to meet statutory and other requirements, but to evidence the work that the whole School is undertaking to ensure the implementation of its core values:

'To be a small, family school that genuinely focuses on the individual; ensuring each pupil reaches his or her personal potential and destination by way of a rich and diverse journey based on breadth of opportunity, support and continuously striving towards excellence.'

In all Bredon Policies, unless the specific context requires otherwise, the word "parent" imports the meaning parent, guardian, carer or any person in whom is vested the legal duties and responsibilities of a child's primary caregiver.

**Bredon employs the services of the following consulting companies to ensure**

**compliance is met and the best practice is implemented: Peninsula HR Online**

**Peninsula Business Safe (Health and Safety)**

**Atlantic Data (DBS) Educare (online CPD)**

## **Introduction**

Careers education is an important part of PSHCE and is reinforced throughout the school via tutor times, lessons, extra curricular opportunities.

In this day and age where the careers market is constantly changing it is vital to make sure that students are aware of opportunities that arise. In addition it is also important they have the skills that they need to access those opportunities.

### **Aims of Careers education.**

- To encourage students to make positive careers choices
- To give students opportunities to discuss their idea with members of staff who are experienced in the differing career pathways
- To develop links with local businesses so that students can access work experience, both weekly blocked placements and extended placements
- To prepare students for the 'World of Work'
- To encourage businesses to come into school and give presentations to students so that they have all the information that they need
- To provide opportunities to research different careers using the Internet and software
- To work with professionals, staff and parents to ensure that positive destinations are met
- To visit Career Conventions, University Open Days as applicable

### **How the Aims are being met**

- All students will be introduced to Unifrog, a careers based platform, in year 9. This will be repeated throughout the subsequent years
- Students will have Career appointments with a trained member of staff. Action Plans will be drawn up and placed on the Team Drive and shared with relevant staff. Action Plans will be followed up at regular intervals.
- Students have the chance to practice interview skills in PSHE lessons and give each other feedback as to how they have performed
- Students in year 10 will have lessons based around work experience to prepare them for going out on placement.
- Sixth form who are studying L2 courses will be on placement for 1 day a week. Other Sixth form students will be encouraged to take part on a volunteering role within school
- Students will be supported in producing a cv and updating it.

## Breakdown of Careers input within school.

Year 9	Year 10	Year 11	6 <sup>th</sup> form
Introduction to Unifrog	CV work continued	CV update post work experience	Study skills
Introduction to work experience	Work experience preparation	Explore ideas for post KS4 using Unifrog	CV updates post GCSE + personal statements
Start to prepare cv	Practice Interviews	Careers interviews. Action plans produced	Unifrog to explore career ideas
Team building games to develop soft skills	Practice phone calls and make calls to employer.	Opportunities to explore Unifrog	Interviews with Careers advisor. Action plans. Follow up
Opportunity to discuss Options with careers advisor	Health and Safety in the work place	Practice filling in application forms	Help with UCAS process
Letters go home to parents advising of work experience	Opportunities to explore Unifrog ,both in lessons and free time	Skills audit set targets	Apprenticeship information
	Team building games to develop soft skills	Interview practice, mock interviews on request	Presentations from employers. Training providers vsa enrichment sessions
		Study skills	Visit to Careers conventions eg Bristol
			Develop soft skills via leadership Camp
			Extended work experience placements
			Mock interviews.

### Special Needs

An experienced specialist Careers Advisor will attend Annual Reviews

**Health and Safety**

All placements are referred to ERFA or Worcestershire EBP for Health and safety checks. Staff transporting students should have correct insurance and paperwork to enable them to do so.