



Careers Education Policy

Author: Deputy Head Academic
Date: November 2022
Review Cycle: Annually
Next Review Date: November 2023

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 pupils 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:

As a Dyslexia specialist Bredon treats all of its pupils as individuals, empowering them to achieve to the very best of their ability. Bredon School ensures that the individual flourishes and reaches their full academic potential by instilling a passion for learning through our broad and innovative curriculum, developing skills pupils will carry with them for life beyond the school gates.

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 and extra curricular opportunities.

Today's careers market is constantly changing, making it vital that pupils are aware of a range of opportunities. It is also important they have the skills that are needed to access those opportunities.

Aims of Careers education

- To encourage pupils to make positive careers choices
- To give pupils 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 pupils can access work experience, both weekly blocked placements and extended placements
- To prepare pupils for their next step and beyond in education and work
- To encourage businesses and individuals to come into school and give presentations to pupils 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 pupils will be introduced to Unifrog, a careers based platform, in Year 9. This will be repeated throughout the subsequent years
- Pupils 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.
- Pupils have the chance to practice interview skills in PSHE lessons and give each other feedback as to how they have performed. Sixth Form pupils will also gain mock interview practice with business leaders. This will be led by the Head of Sixth Form.
- Pupils 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 have opportunities to be on a placement. Other Sixth Form students will be encouraged to take part in a volunteering role within school. This will be led by the Head of Sixth Form.
- Pupils will be supported in producing a CV and updating the document.
- Pupils will be supported in creating a UCAS style personal statement, to be supplemented with a school subject reference which can be used for any required purpose. This will be led by the head of Sixth Form.
- Tutors will take on an active role in the above mentioned support
- All year 11 and 13 pupils have the opportunity to meet with a careers advisor. Those pupils

who have a EHCP/IDP will meet the advisor prior to their annual review and a subsequent report is submitted to the Local Authority.

Breakdown of Careers input within school

Year 9	Year 10	Year 11	Sixth Form
Introduction to Unifrog	CW work continued	CV update due to year 10 work experience	Study Skills
Introduction to work experience	Work experience preparation	Explore ideas for post KS4 using Unifrog	CV updates post GCSE and personal statements
Start to prepare CV	Practice interviews	Careers interview. Action plans produced	Unifrog to explore career ideas and aspirations
Team building games to develop soft skills	Practice phone calls to then make calls to employers	Opportunities to explore Unifrog	Interviews with Careers Advisor. Action plans shared and follow up
Opportunity to discuss options with careers advisor	Health and Safety in the workplace	Practice filling in application forms	UCAS process supervised by Head of Sixth Form
	Opportunities to explore Unifrog, both in lessons and free time	Skills audit and setting targets	Apprenticeship information
	Extension of team building to further develop soft skills	Mock interview practice	Presentations from employers and training providers via enrichment sessions
		Study Skills	Visit to Careers Conventions. Typically, Bristol
			Develop soft skills during Sixth Form Leadership Camp
			Extended work experience placements
			Mock Interviews

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.

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