



Careers Education, Information, Advice and Guidance Policy

Legal Status / statutory duty

The DfE published a revised Careers Guidance Strategy in December 2017, closely followed by revised statutory guidance 'Careers Guidance and Access for Education and Training Providers' in January 2023.

The statutory career guidance duty (2011 Education Act, subsequently extended) requires schools to ensure that all students are provided with independent careers guidance from Year 7 to Year 11 which is presented in an impartial manner, provides information on the range of education or training options, including apprenticeships and other vocational pathways and is guidance that the person giving it considers will promote the best interests of the students to whom it is given.

Statutory guidance: Careers guidance and access for education and training providers (DfE, 2023).

The school also has a statutory duty to publish a policy statement setting out details of the opportunities for providers of technical education and apprenticeships to visit our school to talk to all year 7-11 pupils, and to make sure the statement is followed. However for children that are in KS3 and 4, we have teamed up with Careers Seekers Direct with Ian Simpson being our independent Careers and Information consultant. Ian and his team are on hand for our pupils to ensure that they receive the very best support and information as they move onto KS4 and Post 16 placements ready to take on their new venture into adulthood.

Related Documents:

- Curriculum policy
- SEN Policy

Availability

This policy is made available to parents, staff and pupils in the following ways: via the School website and on request a copy may be obtained from the School Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Head teacher.
- The Proprietors will undertake a formal biennial review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

L.Taylor Headteacher

A.Marshall Proprietor

February 2023

Reviewed August 2024

Reviewed July 2025

Aim, Intent, Implementation and delivery

The aims of the policy are to inform all individuals of Lake Haven School content in relation to our Career Education and Guidance Policy.

This policy is underpinned by our core values of Nurture, Belonging and Respect; ensuring all our students receive the correct guidance and support to enable them to flourish within and beyond their school years. We are committed to implementing a careers programme that allows students to be aspirational in their pursuit of their chosen career paths which helps foster wellbeing, promote success and improve life chances. We are all very aware of the reasons for the children arriving at Lake Haven and we will provide our learners with as many avenues to make sure they have every opportunity available to them.

Intent

To develop a strong work ethic and an appreciation of the dignity of service, along with an awareness of career options and opportunities. Taking guidance from our Independent Careers Advisor from Careers Seekers Direct, we will ensure that all of our learners receive the most up to date and current independent guidance to support them into their adult lives.

Implementation

1. Develop a strong work ethic
2. Develop an awareness of career options and opportunities as they relate to the changing world
3. Recognise the role of useful work in achieving and maintaining self-worth and self development
4. Develop practical work skills that will enhance employability
5. Experience the joy of serving others
6. Identify the match between one's talents and career options.

Delivery

Whole school assemblies, Community Services Day, PSHE lessons, workshops, visitors/speakers from various career options alongside our day to day curriculum in school.

YEAR 7

- Learners are supported to recognise the skills and qualities they need in life to be successful through an emphasis on transferable skills
- Students learn about Personal finance and money management through our PSHE programme.
- During Careers Week students engage in careers learning through presentations by different presenters in assemblies.

YEAR 8

- The emphasis in this year is subject choices and options.
- Options will be discussed this year and a forethought to GCSEs given and where they may be able to sit their exams.
- Students are supported to recognise the skills and qualities they need in life to be successful through an emphasis on transferable skills
- During Careers Week students engage in careers learning through presentations by different presenters in assemblies
- Students are encouraged to explore and discuss possible career choices with their teachers at school and their parents at home.

| | Autumn Term | Spring Term | Summer Term |
|---------------|---|---|---|
| Year 8 | <ul style="list-style-type: none"> • Annual Review meetings: set goals and aspirations • Vocational opportunities | <ul style="list-style-type: none"> • Annual Review meetings: set goals and aspirations • Vocational opportunities | <ul style="list-style-type: none"> • Annual Review meetings: set goals and aspirations • Vocational opportunities |

YEAR 9

- Students to have a Careers day dedicated to employability skills and Interview skills delivered by employers and training providers
- Students attend aspiration visits to universities
- During Careers Week students engage in careers learning through presentations by different presenters in assemblies
- Year 9s must choose their option subjects. Parents will be invited to a Parents evening to discuss their children’s choices.
- KS4 Providers to be invited into the school to present their courses and subjects available to our learners and for their needs.

- Offered 1:1 interview with an external Careers Adviser, Kathryn Rawlins from Careers Seekers Direct for identified, targeted students (especially SEND). We have partnered with Career Seekers who will support our pupils with independent advice.
- Learners will attend a special meeting at the beginning of September to discuss their final year and outline the process of applying for KS4 places
- Schools, Further Education colleges, Apprenticeship providers will attend assembly time during Autumn to present options available to them

| | Autumn Term | Spring Term | Summer Term |
|--------|---|---|--|
| Year 8 | <ul style="list-style-type: none"> • Annual Review meetings: set goals and aspirations • Vocational opportunities | <ul style="list-style-type: none"> • Annual Review meetings: set goals and aspirations • Vocational opportunities | <ul style="list-style-type: none"> • Annual Review meetings: set goals and aspirations • Vocational opportunities |
| Year 9 | <ul style="list-style-type: none"> • Annual Review meetings: set goals and aspirations • Vocational opportunities | <ul style="list-style-type: none"> • Annual Review meetings: set goals and aspirations • Vocational opportunities | <ul style="list-style-type: none"> • Annual Review meetings: set goals and aspirations • Vocational opportunities • Identify vocational options |

Ongoing across all year groups:

- Development of self-awareness and confidence through PSHE
- College links
- Vocational opportunities
- Transition event held within school for parents/carers and pupils – Autumn term
- Class based opportunities – employability skills
- Financial planning through PSHE curriculum

PARENTS/CARERS

Children require parental support in making the big decisions about his/her future career. Parents are advised to discuss the different options with your child. You might find the following websites helpful:

- www.parentalguidance.org.uk
- <https://www.youthemployment.org.uk/careers-advice-for-parents/>
- <https://www.parentkind.org.uk/for-parents/careers/careers-guidance-and-access>

Future Plans for extension to KS4 for Lake Haven School

Opportunities for access:

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

Careers Curriculum

| | Autumn Term | Spring Term | Summer Term |
|--------|--|--|--|
| Year 8 | <ul style="list-style-type: none">• Annual Review meetings: set goals and aspirations• Vocational opportunities | <ul style="list-style-type: none">• Annual Review meetings: set goals and aspirations• Vocational opportunities | <ul style="list-style-type: none">• Annual Review meetings: set goals and aspirations• Vocational opportunities |
| Year 9 | <ul style="list-style-type: none">• Annual Review meetings: set goals and aspirations• Vocational opportunities | <ul style="list-style-type: none">• Annual Review meetings: set goals and aspirations• Vocational opportunities | <ul style="list-style-type: none">• Annual Review meetings: set goals and aspirations• Vocational opportunities• Identify vocational options |

Moving onto KS4

We have aspirations for Lake Haven School to continue our educational provision through to KS4. Once we have this organised, we will continue to work alongside Career Seekers Direct and Kathryn for our independent guidance. We will ensure that all of our learners will have

| | | | |
|----------------|--|---|--|
| Year 10 | <ul style="list-style-type: none"> • Vocational curriculum • LIFT travel training • Work experience opportunities | <ul style="list-style-type: none"> • Vocational curriculum • LIFT travel training • Work experience opportunities • DIY – Construction | <ul style="list-style-type: none"> • Vocational curriculum • LIFT travel training • Work experience opportunities |
| Year 11 | <ul style="list-style-type: none"> • Vocational curriculum • LIFT travel training • Meeting with impartial Careers Advisor • Work experience opportunities | <ul style="list-style-type: none"> • Vocational curriculum • LIFT travel training • Meeting with impartial Careers Advisor • College visits | <ul style="list-style-type: none"> • Vocational curriculum • LIFT travel training • Work experience opportunities • Meeting with impartial Careers Advisor |
| Year 12 | <ul style="list-style-type: none"> • Vocational curriculum • LIFT travel training • Work experience opportunities | <ul style="list-style-type: none"> • LIFT travel training • Meeting with impartial Careers Advisor • College visits | <ul style="list-style-type: none"> • Vocational curriculum • LIFT travel training • Work experience opportunities |
| Year 13 | <ul style="list-style-type: none"> • Vocational curriculum • LIFT travel training • Work experience opportunities • Meeting with impartial Careers Advisor | <ul style="list-style-type: none"> • Vocational curriculum • LIFT travel training • Work experience opportunities • College visits | <ul style="list-style-type: none"> • Vocational curriculum • LIFT travel training • Work experience opportunities • Meeting with impartial Careers Advisor |

The vocational curriculum 14-19 can include:

Floristry

Hair dressing & Beauty

Fashion

Horticulture

Drama

Catering

Multi skills

Art

Child Care

Sport

Ongoing across all year groups:

- Development of self-awareness and confidence through PSHE
- College links
- Vocational opportunities
- Transition event held within school for parents/carers and pupils – Autumn term
- Class based opportunities – employability skills
- Financial planning through PSHE curriculum

Premises and Facilities:

Room access will be provided for meetings with the Careers Advisor and any assistive technologies be made available where required.

Kathryn Rawlins (KRCareers) is our Independent Careers Advisor. Please contact via the School Office. Tel: 01455 221369 email: hello@lakehavenschool.co.uk