

Richard Challoner School

Careers Education Work Related Learning and Information, Advice & Guidance Strategy

Policy Date: September, 2023



All students, whilst at Richard Challoner School will have access to resources and support around making future choices. This support may be via lessons and curriculum based activities, or through individualised, focused support from staff or external visitors.

Richard Challoner School aims to give students access to the world of work to engage with employers and to raise aspirations, so that in the future students are able to progress into a career that is right for them.

Students will be given these opportunities in a variety of ways-

- ✓ Subject lessons
- ✓ Careers Advisor appointments
- ✓ Assemblies
- ✓ Tutorial lessons
- ✓ Careers library and resources
- ✓ Noticeboard displays
- ✓ Enterprise activities
- ✓ Work experience in year 8,10, & 12
- ✓ Visits to/from external businesses, conferences, universities
- ✓ Access to the working world via volunteers
- ✓ Apprenticeship and careers week activities

The programmes of careers and work related learning will aim to:

- Enable students to think about their own skills and skills they would like to develop to be able to offer later in life.
- Individuals will be able to reflect and think about influences others have on them as well as the impact they have on others.
- Students will be aware of all options available to them at ages 14, 16 and 18

Since 2013, following government changes, schools have been fully responsible for providing and organising their own careers education. With these changes, Richard Challoner School has strengthened its access to impartial and independent advice and guidance for students by employing a qualified careers professional. This role is responsible for overseeing the strategic elements of careers education, whilst also delivering independent careers information, advice and guidance.

The careers section of the main school library provides access to college and university prospectuses as well as a range of books with insights into various careers and professions. There is also a range of magazines and materials with up to date information on what is happening within the local area.

The careers office also has a wealth of information, with books, resources and displays on everything careers.



All students have access to Careers Education. Students who have an Education, Health and Care Plan will be seen as a priority at key transition times in year 9 and 11. This is in coordination with the local authority support provided. SEN students are offered additional support from the SENCO and Career's Advisor in making decisions regarding future career progress and/or educational placements. Parents are invited to meetings in order to be part of the decision making process.

New Careers Platform-Xello

This year we have invested in a new careers platform called Xello. Students and eventually parents will be able to use this resource to plot progress and use the research tools from year 7 through to year 13 tracking progress as they go. It has up to date careers information on all pathways and enhanced interaction with myself and staff to support them along the way. Trials in the summer term with students were positive and feedback on how improved it was on previous programmes a great indicator of its uses.

Careers Sections of Tutorial Programmes

Year 7

As an introduction to careers education students in year 7 will begin to explore what a job and career is and start to link in key elements and skills needed for those jobs.

Year 8

During the tutorial programme students will have an opportunity to think about themselves during 'me and my future' lessons in the summer term.

Year 9

Through the tutorial programmes students will use a computer based programme called 'Xello', alongside other online resources, to begin exploring careers they are interested in based on the skills they think they have. They will have an opportunity to think about jobs, and the qualifications they need for these. Helping them to think about which subjects to choose for GCSE options.

Through class sessions students will have a lesson with the Careers Advisor to discuss the options process and to begin exploring future pathways.

Assemblies and Options evening will allow students an opportunity to reflect on choices they will make and relationships with careers.

Year 10

In the tutorial programme students will reflect on their skills and further explore their next steps post 16. They will think about their aspirations and use 'Xello', to explore their likes and dislikes related to jobs.

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In the summer term some students will meet with the careers advisor to begin planning ahead what they would like to do post 16 and reflect on their current position. Discussions around applications and the year ahead will help inform these decisions. Sessions will also be offered around next steps and alternative pathways.

Year 11

Students will be given the opportunity to review their options after year 11 and supported in these sessions to begin applying, attending interviews and planning ahead.

Students in year 11 will meet with the careers advisor individually to look at plans for the future within the first term back. There are also opportunities for students to 'drop in' during lunch and after school to get support with applications and interview preparation. Students will then be further identified to meet again after mock exams and in the run up to study leave to ensure students have made suitable applications for post 16 education.

Students will be aware of raising of the participation age (RPA) which states that students must remain in some form of education or training until they are 18 and how this doesn't mean school but will explore all options post 16 including 6th forms, college, apprenticeships, and training courses.

Support is then available on results days and during the enrolment and start of term process with destination data being collected to ensure all students have accessed suitable pathways.

Year 12/13

Students in the 6th form will have access to conferences and open days for post 18 opportunities and university selection. In tutorial sessions students will have opportunities to work on personal statements whether applying to university, apprenticeships or employments and will have support in completing their UCAS applications.

Students will also have opportunities to meet with the careers advisor to discuss their post 18 options and particularly for those not going to university to explore alternative pathways.

Support is available on results day, both for those going to university, unable to continue at 6th form or for those moving on to alternative pathways.

Parents' Evenings for Years 7 - 13

The careers advisor can be in attendance for general questions and for parents/students to book an appointment if required.

Students with Special Educational Needs and Disabilities (SEND)

Students with SEND will be seen as a priority group in each year and will be given in depth support if required by the local authority. At key transition points and at annual review the careers advisor and SENCo will work together to ensure students can access appropriate provision.



Non Full Level 2 Students

Students who are identified as not on track to achieve 5 grade 4-9 at GCSE have been supported by various projects and funding through school and the local authority. They will also have as part of their programme 3 additional careers focussed sessions.

School Governors

The Link Governor for Careers is Mrs Vera Bermingham.

The Governing Body ensures that the school complies with its statutory responsibilities for Careers Guidance in Secondary Schools.

RC Careers Database

Staff, parents, past students, governors and local businesses links are contacted to be part of the careers database which stores information about people who are willing to come in and be involved in careers activities. Whether this be a talk to students in class or tutorial, to running sessions on skills related to particular careers. Teachers can request visitors to fit alongside the curriculum and also careers related activities.

Richard Challoner School Alumni

As per the Gatsby Benchmarks Richard Challoner continue to try and track student destinations for 3 years post KS4. As a school we work with the local authority as they collect and collate destinations data, and have established an effective data-sharing agreement.

There is a great resource in students who have since left the school and are in the world of work. There is a connection to the school and these relationships are so essential in supporting the workforce of the future.

Please help us reach out to our former students using your own networks. From doctors to dancers, pilots to photographers, we need alumni from a range of careers to open our students' eyes to what is possible. If you are a former student who would like to stay in touch and give back to the school, please make contact.

Take your Sons to Work days

Students in year 8 will be offered a chance to shadow their parents/carers/family friends in to the workplace and experience different careers.

Year 10 Virtual work experience

During February half term students in year 10 will be able to access opportunities to investigate workplaces through a series of activities offered via Springpod. This will offer the change to talk with professionals, explore the workplace and help students to think about their options post 16.



Year 12 Work Experience Week

The last week of the summer term is dedicated to Year 12 students being out on placements. Students will receive support to seek their own placements through PSE and assemblies. This is launched by the Careers Lead in the September each year, giving students plenty of time to source appropriate placements. This is timely, as students when they return in year 13 will be thinking about their future pathways.

Future Plans.

- Increased opportunities to have businesses and professionals attend assemblies and tutorial session in school.
- Link with Transport for London as our enterprise advisor for this year

- National Careers and Apprenticeship Week in February and March each year will be celebrated with focused activities and information to inform students about all opportunities available to them.

- **Review Date:** September, 2024
- **Review Cycle:** Annual

