



## **Grantham Additional Needs Fellowship Policy for Careers Guidance and Details of CEG Programme**

At Grantham Additional Needs Fellowship, we recognise the importance of CEIAG and that effective careers guidance contributes to raising aspirations, improving motivation and overcoming barriers to success regardless of ability. As such we prepare our students for the next stage of their education, training and beyond. Every student is challenged appropriately and gains the knowledge and attitudes to enable them to continue lifelong learning.

The Careers Leaders are Sara Ellis and Jo Corral

### **Careers Education**

- Employability education from Year 9
- PSHE lessons
- Pathways (Years 10/11 and post 16) – Hospitality & Horticulture

In addition, each curriculum area identifies careers education elements and these are included in lesson planning;

- Schemes of work recognise the importance of Careers education
- Lesson plans include work related learning opportunities
- Departments display subject links to occupations and progression
- Class visits to Employers/Businesses linked to a subject qualification

During employability lessons students are introduced to a variety of working environments that enables them to select areas of individual interest. Other guidance work carried out in lessons is then followed on with one to one conversations with the work experience coordinator to identify possible work experience placements for the student.

### **Work Experience**

As part of the learning programme it helps students to:

- Experience work at first hand
- Understand how an employing organisation functions
- Experience the social relationships at work
- Appreciate the expectations that employees will have of fellow workers
- Assess how they will adapt to working patterns and relationships outside school



- Gain the self-confidence needed in the adult world which in turn increases self-esteem and self-worth
- Develop skills and knowledge for adult life

Work experience opportunities are advertised and student's complete application forms and go through an interview process.

A work experience TA is available both at Ambergate and Sandon to support students and will accompany those who may require it.

Targets are discussed and set with the pupil. During the period of work experience the student is required to complete a work experience diary provided by the school documenting what they have achieved through photographic and written evidence. The work experience co-ordinator or TA will visit the student during their time on placement and will keep a record of this. All employers complete a short report on each student at the end of the placement, and parent/carers are also asked to feedback.

Extended work experience may be offered to students to support engagement, and enhance the prospects of a pupil getting onto a chosen college course where practical work experience evidence may be required. We also offer bespoke placements, where a pupil may have a very specific request we will always explore opportunities for individuals

### **Advice and Guidance**

All Year 10 students have an initial careers discussion towards the end of Year 10. This is then followed up in Year 11 and 13 to ensure actions have taken place or if further action is required. A Careers/Transitions Evenings are held on a regular basis for Ambergate Year 9/10/11 and Sandon years 10/11 and all Sixth Form students. This is when other colleges and educational providers are invited, along with support agencies to give advice and guidance on post 16 and beyond. Annual reviews at Ambergate are held for Year 10 in the summer term Jo Corrall attends to advise on Post 16 options, Year 11 transition reviews are held in the Summer term before pupils leave and Post 16 Providers will be invited to attend to support transition.

Our Career Advisor is always on hand to provide impromptu advice as and when required by students. We offer extensive support not only to students but parents and carers alike.



All post 16 students (Sandon) access the local college once a week where they undertake an employability session and provides them with an experience of post school provision.

Annual Post 16 and Careers information evening held for all pupils from year 9 – local colleges, post 16 providers, apprentice/traineeship/supported internship providers invited, this is an opportunity for pupils/parents/carers to gain further information on options they had not previously considered or talk directly to those they have.

ASK - Independent provider used to give assemblies to both Ambergate and Sandon on apprentice/traineeship/supported internship

Sara Ellis and Jo attend the annual careers conference to keep up to date with all the legislation changes through Complete Careers and other networking organisations. SE part of the SEND Employment Project with other SEN schools across Lincolnshire which looks at ways to further improve career opportunities.

### **Developing Self**

Self-development is a lifelong process of consistent learning in order to reach one's full potential and at GANF we encourage pupils to take ownership of their self-development through the 'Developing-Self Programme'.

Through vocational profiling pupils from Year 9 upwards are given the opportunity to identify their own strengths and areas for development. With support from their Tutors they will then set themselves targets to work on, with achievements being acknowledged through an Award system.

### **The Gatsby Benchmarks of Good Career Guidance**

The report "Good Career Guidance" was published in 2014 and identified eight benchmarks that are the core of good careers provision. Known as the Gatsby Benchmarks GANF are committed to these;

- A stable career's programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees



- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance

## **The Gatsby Benchmarks of Good Careers Advice – How GANF are meeting them**

### **1. A stable career's programme**

Well work experience programme that all pupils encouraged to engage with from year 9.

Work experience placements (external and internal opportunities)

Work place visits (local businesses)

Career events – internal and external

External provider delivers information through assemblies, and attending our post 16 evening on apprenticeships/traineeships/supported internships

We have built up very good relationships with local businesses who support our programme, understand our pupils and support them incredibly well providing them will a really valuable and realistic experience.

### **2. Learning from career & labour market information**

Pupils get this from the career events we regularly attend, such as the Construction Day and events put on by local colleges, we have also attended the Field to Fork and SPARKs events, and visited the local Job Centre.

### **3. Addressing the needs of each pupil**

Placements are either advertised, where pupils apply and then are interviewed, or targeted, where we are meeting a specific request from a pupil, or feel an individual pupil will benefit from a placement.

Placements can also support pupils getting on a chosen post 16 course where the need to demonstrate experience, passion and commitment enhances the opportunity of getting on a perhaps oversubscribe course.

Career aspirations are discussed during annual reviews and this information is communicated to the Careers Advisor/Work Experience Coordinator to follow up. JoCorrall attends all Yr10 and Yr11 annual reviews at Ambergate to support Post 16 options and transitions.



#### **4. Linking curriculum learning to careers**

Visits to linked to areas of study, for example Btec Travel & Tourism visited EMA to explore the different career opportunities available within the airport and Hospitality visit McDonalds.

PHSE

Post 16 at Sandon through the AIMs Vocational Qualifications in Hospitality and Horticulture.

#### **5. Encounters with employers and employees & 6. Experiences of the workplace**

All pupils from year 9 have the opportunity to visit local employers on our Work Place visits. Whilst on a visit pupil's will learn all about the business and the various jobs that are done there. The discussions are always targeted at the level of the student so we are not giving false expectations of their ability, but giving aspiration to what they can achieve.

Pupils in years 10 & 11 all have the opportunity to either internal or external work experience placements.

Sandon 6<sup>th</sup> Form pupils attend Grantham College on a weekly basis.

#### **7. Encounters with Further and Higher Education**

We have very close relationships with all our local colleges and regularly attend events and arrange visits for pupils.

All local Post 16 providers are invited to our annual Post 16 & Careers information Event, where information on apprenticeships is also available.

#### **8. Personal Guidance**

We try and give every pupil the opportunity to explore their own aspirations and give support and guidance on an individual basis though personalised one to one chat's, review feedback and by having an open-door policy where by pupils can pop in to discuss opportunities they would like us to look at. We are very realistic with our pupil's requests and aspirations ensuring that we are not encouraging them unrealistically.

Support is given looking at Post 16 options from looking at courses, the application processes and transition. This includes college visits and in-house travel training.



ASK – provide information through assemblies and attending our Post 16 evening on apprenticeships/traineeships/supported internships

Annual Post 16/Careers information evening – information provided by local colleges and post 16 providers, ASK and DWP available to all pupils from yr9

We strive to keep our programme updated and relevant and are constantly look at ways in which we can move it forward.