Ratified by the Full Governing Body on November 28th 2018

**Swakeleys School for Girls: Careers Guidance and Education policy**

**Rationale**

This policy sets out the school’s arrangements for managing careers guidance and education.

This complies with the school’s legal obligations under Section 42B of the Education Act 1997.

Careers education at Swakeleys School for Girls is committed to helping our students develop the skills and knowledge to make successful careers choices, manage their transitions in learning and feel prepared and confident in the next phase of their life. Whether this be in further education, entering the world of work or training through apprenticeships.

**Objectives**

For all pupils in years 8-13:

* to have access to independent careers guidance
* to be informed of technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point
* to understand how to make applications for the full range of academic and technical courses
* to be offered opportunities to have encounters with employers and people in industry as part of the Gatsby Benchmark criteria to implement effective careers provision
* to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events

**Methodology**

**Opportunities for access**

The Careers team at Swakeleys provides information, advice and guidance to students so they can develop the skills needed for a working life. This supports the more general careers education students receive in subject lessons, Form Group tutorials, assemblies and general careers events.

Careers guidance and education is delivered in all Key Stages as an integral part of the PSHCE programme. In sixth form, the careers guidance is expertly supported by external advisors who provide bespoke guidance on the UCAS process to students and parents.

Swakeleys School for Girls and Sixth Form works in partnership with an independent careers advice business, Education Development Trust (EDT). The advisor (**Richard Williams**) delivers impartial advice and guidance to learners and parents / carers of pupils in the school. Every student from Years 7 to 13 will have access to a careers interview which is individually tailored to their particular needs. Follow up careers interviews are also available on request.

Our Careers Advisor is present at our ***Year 8 Options Evening***, ***Year 11 Parents Evening*** and on ***GCSE / A-level Results Day*** to help and guide students in making informed choices about their future.

Swakeleys School for Girls and Sixth Form is keen to promote the STEM agenda and we are committed to promoting careers in science, technology, engineering and maths. Numerous events, integrated into the careers programme offers providers from different industries to share their knowledge and experience of their field of work.

Swakeleys School is committed to students experiencing the real world of work through **a two –week work experience programme** in **Year 10**. We work in partnership with an external agency to ensure that qualitative placements are sourced as part of this programme that will hopefully help to inform their future study pathway.

Throughout the year, we engage in events offered by companies and external agencies to maximise our students exposure to the world of work. A sample of these can be seen below.

**KS3 & KS4**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Autumn Term** | **Spring Term** | **Summer Term** |
| Year 7 | Clinical skills work shop KCL | Careers talks programme | Trip to ‘Kidzania’ |
| Year 8 | Careers / apprenticeship newsletters  Clinical skills work shop KCL | Options Assemblies launching pathways to students.  Options evening  Tutor time / PSHCE lessons delivering activities to support options process.  Lunch time drop in clinics with independent Careers Advisor.  Opportunity to make 1-1 appointments with Careers Advisor | ***Heathrow Coding Challenge*** – Careers in STEM / Heathrow and apprenticeships  Careers / apprenticeship newsletters |
| Year 9 | Clinical skills work shop KCL  Careers / apprenticeship newsletters  Sky Academy Studio  FUTURE ideas and innovation | Careers talks programme  Opportunity to make 1-1 appointments with Careers Advisor | Careers / apprenticeship newsletters  Digitial workshop MyKINDA future and Tata Consultancy Services |
| Year 10 | Clincal skills work shop KCL  Careers / apprenticeship newsletters  Life skills – assembly  Transferable skills of WEX  **1-1 WEX interviews** with external provider | Careers / apprenticeship newsletters  Careers talks programme  **Skills For Life** session preparing for WEX  Opportunity to make 1-1 appointments with Careers Advisor | 2 weeks WEX. Learning about the world of work.  Debrief session about transferable skills  Careers / apprenticeship newsletters  Dream Bigger Natwest event |
| Year 11 | Clinical skills work shop KCL  Careers / apprenticeship newsletters  Post-16 evening  Apprenticeship assembly  Uxbridge College talk | Careers talks programme  Post-16 taster sessions  IAG session for all Year 11’s  1-1 careers guidance interviews with an independent Careers Advisor | Careers / apprenticeship newsletters |

**KS5**

|  |  |  |  |
| --- | --- | --- | --- |
| Year 12 | Long-term options assembly (UCAS, apprenticeships, gap years etc)  Med/Vet/Dent/Oxbridge support with a UCAS advisor and Swakeleys alumni  PSHCE session on effective work experience  Promotion of university outreach schemes  Post-18 assembly - apprenticeships | Presentation on interview skills and networking by Kathleen Saxton, founder of the Lighthouse Company (headhunters)  PSHCE session on Gap Years  Visits to/from Oxford and Cambridge for potential applicants  1-1 careers guidance interviews with an independent Careers Advisor | University visits and taster days  Registration with UCAS  Personal statement workshops  Apprenticeship skills workshops (RW)  Social capital workshops (RW)  Promotion of university summer schools |
| Year 13 | Personal statement workshops/support from tutors/Head of 6th Form  Individual meetings for each student re university choices  Oxbridge/med/vet/dent interview workshops with a UCAS advisor  1-1 careers guidance interviews with an independent Careers Advisor | Apprenticeship skills workshops  Information on student finance from external providers during PSHCE | PSHCE sessions on UCAS Clearing and Adjustment |

**Procedure**

An educational provider wishing to request access should contact Pat Laguillo, Assistant Headteacher, Telephone: *01895 251 962,* Email: [office@swakeleys.org.uk](mailto:office@swakeleys.org.uk)

**Success Criteria**

For students to leave Swakeleys School with confidence in their career strategy and future career path. This will also be reflected in higher numbers of pupils progressing to positive destinations such as apprenticeships, technical routes, sixth form schools / colleges, universities or employment.

**Monitoring**

To keep records of destination data and carry out yearly comparisons.

**Approval and review**

Approved *[date]* by Governors at Curriculum Sub committee

Next review: *[date]*

Signed: *[name]* Chair of Governors *[name]* Head teacher