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 student’s exposure to the world of work. A sample of these can be seen below.

**KS3 & KS4**

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| **Year** | **Autumn Term** | **Gatsby** | **Spring Term** | **Gatsby** | **Summer Term** | **Gatsby** |
| 7 | Careers / apprenticeship newsletters | 1 & 2 | Careers talks programme  2 week Careers Focus (January)  Careers Fair  Tutor time / PSHCE lessons | 1,2 & 3  1,2,3,4,5  1,2,3,4, 5& 7 | Trip to ‘Kidzania’  Brilliant Club | 3, 4, 5 & 6  1, 2,4  3,4, 7 |
| 8 | Careers / apprenticeship newsletters  Houses of Parliament Trip  Faraday STEM Challenge Day | 1&2  3 & 6  1,2,4, 5, | 2 Week Careers Focus (January)  Taster lessons for Options  ‘Options Assembly’ launching pathways to students.  Options evening  Careers Fair  Lunch time drop in clinics with in house careers advisor.  Opportunity to make 1-1 appointments with careers advisor | 2, 3, 4, 5  1,3, 4,& 8  1,2 &4  1,2,& 4  1,2,3,4, 5& 7  8  2,4 &5  2,3,4,5 & 7 | Careers / apprenticeship newsletters  Brilliant Club | 1,2,& 3  3,4, 7 |
| 9 | Careers / apprenticeship newsletters  Digitial workshop MyKINDA future and Tata Consultancy Services  STEM Taster Day Brunel  Brilliant Club  Houses of Parliament Trip | 1&2  2,3,4,5  4 & 7  4 & 7  3 & 6 | Careers talks programme  Careers / apprenticeship newsletters  2 week Careers Focus (January)  Careers Fair  Tutor time / PSHCE lessons | 1, 2 & 3  1 & 2  2,3,4,&5  1,2,3,4, 5& 7  2,4, | Careers / apprenticeship newsletters | 1,2, & 3 |
| 10 | Lloyds Bank on line workshop  Life skills – assembly  Transferable skills of WEX  **WEX interviews** with external provider  Lllll | 2, 3, 4 & 5  1&2  3 & 5 | Careers / apprenticeship newsletters  Careers talks programme  **Skills For Life** session preparing for WEX  BT Skills Boot Camp Day  2 week Careers Focus (January)  Careers Fair (January)  Tutor time / PSHCE lessons  srewrwer | 1&2  1,2 & 3  3, 5  3, 4, 5, 6 7 & 8  1,2,3,4,5 & 7 | **2 weeks WEX. Learning about the world of work.**  Debrief session about transferable skills    Newsletters | 1,2,3,4,5, 6 & 8 |
| 11 | Careers / apprenticeship newsletters  Lloyds Bank online workshop  Post-16 evening  Apprenticeship assembly  PwC employability skills WS  Creative careers W/shop (National Trust) | 1 & 2  2,3,4 &  5  3 & 7  3 & 7  2,4 &5  3,4,5,6 | Careers talks programme  Post-16 taster sessions  IAG session for all Year 11’s  Uxbridge College talk  2 week Careers Focus (January)  Careers Fair (January)  Tutor time / PSHCE lessons | 1,2 & 3  2 & 3  3 & 7  1,2,3,4,5& 7 | Careers / apprenticeship newsletters |  |

**KS5**

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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Year** | **Autumn Term** | **Gatsby** | **Spring Term** | **Gatsby** | **Summer Term** | **Gatsby** |   12 | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Year** | **Autumn Term** | **Gatsby** | **Spring Term** | **Gatsby** | **Summer Term** | **Gatsby** |   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 | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Gatsby** | **Autumn Term** | **Gatsby** | **Spring Term** | **Gatsby** | **Summer Term** | **Gatsby** |   1&3  3,7,8  1, 6  7 | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Year** | **Autumn Term** | **Gatsby** | **Spring Term** | **Gatsby** | **Summer Term** | **Gatsby** |   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 | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Gatsby** | **Autumn Term** | **Gatsby** | **Spring Term** | **Gatsby** | **Summer Term** | **Gatsby** |   5    1, 3 & 5  7 | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Year** | **Autumn Term** | **Gatsby** | **Spring Term** | **Gatsby** | **Summer Term** | **Gatsby** |   University visits and taster days  Registration with UCAS  Personal statement workshops  Apprenticeship skills workshops (RW)  Social capital workshops (RW)  Promotion of university summer schools | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Gatsby** | **Autumn Term** | **Gatsby** | **Spring Term** | **Gatsby** | **Summer Term** | **Gatsby** |   7  7  7  1, 2, 3&8  1, 3&8  7 |
| 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 | 3&8  3&8  3, 7&8 | Apprenticeship skills workshops  Information on student finance from external providers during PSHCE | 3&8  1 & 7 | PSHCE sessions on UCAS Clearing and Adjustment | 1 & 7 |

**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