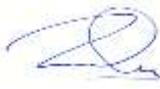


# Careers Policy

## Leehurst Swan School



<b>Approved by:</b>	 Headmaster  Chair of Governors	<b>Date:</b> 10/05/2021
<b>Last reviewed on:</b>	10/05/2021	
<b>Next review due by:</b>	10/05/2022	

Last Reviewed: 10/05/2021, Next Review: 10/05/2022 or as required by a change in regulatory legislation.

**This policy is published on the school website for access by parents.**

Careers at Leehurst Swan has two main overlapping aims:

- to advise pupils on post 16 choices and to help them achieve their preferred destination
- to equip pupils for the world of work through work related learning. To do this they need to be helped to realise their potential and interests and to develop skills which will be useful in seeking employment.

Careers takes place within the pastoral and PSHCE education frameworks and the Careers Leader liaises with PSHCE teachers and the Pastoral Co-ordinators, particularly KS4. Careers education is delivered by the Careers Leader and PSHCE teachers.

**New for 2020 ...**

Designed for students aged 11-19, Kudos takes students on a journey of discovery where they explore their potential through a **personalised experience based on their interests and aspirations**. Students will discover new ideas, understand which careers best suit them and uncover how what they are learning in school links to future opportunities and their career destination.

The aim of Kudos is to **help young people plan and make better decisions about their future**. It provides impartial careers guidance information and encourages a young person to explore their likes and dislikes, their personality type and helps them assess the skills they already have and relate them to future learning, training and career decisions.

At Leehurst Swan, Kudos does not stand alone, but is coupled with support and advice from the careers adviser, form teacher and subject teachers.

From Year 7, students are encouraged to not only use the programme for careers guidance but also to create a progress file by recording achievements and qualifications throughout their senior school years.

## Current delivery

### Year 7 and 8 Exploring citizenship

Year 7 and Year 8 pupils take part in a Young Enterprise workshop called Route to Success. The aim of the programme is to provide opportunities for students to develop essential skills and attitudes which not only enrich their academic learning, but also provide a strong foundation for the future. They take on various roles e.g. chairperson, IT manager, secretary, marketing, finance director and learn to work together. Citizenship is taught by the PSHCE teachers within their lessons.

### Year 9 Exploring GCSE options and careers

Year 9 pupils begin to look at job groups, the changing world of work and transferable key skills. In the Spring term, they are given help with **GCSE choices and introduced to the Careers Hub** where they are welcome to browse and ask for advice. Many choose to have formal careers interviews and receive written feedback.

### Year 10 Post-16 choices and action plans

Students are encouraged to begin to consider **choices after 16**. They are shown useful websites, given ideas about popular choices and directed to Open Days and prospectuses. They are offered formal careers advice and the chance to undertake a 'MyFuture' questionnaire through Kudos, which gives students bespoke guidance on suitable post 16 choices and careers. Students are encouraged to complete action plans to reach their post 16 goals.

Year 10 students can also choose to take part in various enterprise activities such as the Chamber of Commerce Education Challenge and the Peter Jones Foundation Insight into Entrepreneurship workshop. Such events may vary year on year.

### Year 11 Formal careers advice and help with applications

Students all have careers interviews and they are offered help with **applications and interview techniques**. In the Autumn or Spring term prospective schools, colleges and apprenticeship providers attend a 'GCSE and Beyond' evening for students and parents (biannual, next event 2021). They are given information about open days and taster days and encouraged to attend and told where they can find out about local apprenticeships. They are advised how to complete **curriculum vitae and apply for jobs**.

Students are helped to find **work experience** placements and undertake preparation for this, including an information about Health and Safety. At the end of the year they complete one or two weeks' work experience and are offered a debriefing tea afterwards.