



**The Dales School**  
*North Yorkshire*

# **Careers Education & Guidance and Work- Related Learning Policy**

**Person Responsible:**

Headteacher

**Reviewed by Committee:**

20<sup>th</sup> February 2019

**Approved by the Full Governing Body:**

20<sup>th</sup> March 2019

**Next Review Date:**

Spring 2020

**Signed**.....

**Date:** .....

**The Dales School**  
**Careers Education & Guidance**  
**and Work-Related Learning Policy**

The Dales School, which has been successfully nationally accredited against the “Quality in Careers Standard”, aims to provide all pupils and students with experiences and opportunities, in different learning situations and contexts; so that they have a basis for comparing and understanding a wide range of concepts and issues; and therefore can ultimately make informed decisions about their future role in society.

**Careers Education, Information, Advice & Guidance (CEIAG)**

In addition to meeting the national criteria for the Quality in Careers Standard, the school will undertake periodic self-assessment reviews against Compass and the Gatsby Benchmarks in respect of its overall careers programme.

The CEIAG Programme at key stages 3 and 4 and Post 16 emphasises that pupils and students will take an active role in their own career-related learning. Consequently the following aims underpin the Programme:

- Self-development - to enable pupils and students to understand themselves and the influences on them (for example through the P.S.H.C.E. curriculum and Person-Centred Planning).
- Career exploration - to enable pupils and students to investigate opportunities in learning and work (such as work-related learning programmes, college link courses and leisure opportunities).
- Career management - to enable pupils and students to gain the knowledge, skills and confidence in order to make and adjust plans to manage change and transition (this will involve the contracted specialist careers support service of the North Yorkshire County Council, as well as additional careers guidance services secured by the school to fulfil its statutory duty as described in the Statutory Guidance on the Education Act 2011 published by the Department for Education in January 2018).

**Careers Guidance**

For the coming academic year, the School has entered into a service level agreement with the local authority (NYCC) and has a named Careers Adviser who works closely with the pupils/students, families and the School. This agreement includes the completion of the Section 139a assessments for students and support with the Learning for Life and Work frame pilot.

External, impartial and independent support is a vital component of the transition process that takes place for each student as they reach fourteen years of age. Students from this time onwards will have individual career action plans, drawn up with the Careers Adviser, following consultation with students, parents and school. Such plans are updated on an annual basis and presented at the educational annual review.

The Careers Adviser will be accessible to provide advice and support to pupils/students and their families with regard to future opportunities/ placements beyond compulsory school life.

An annual “Passport to the Future” event will be organised by the School and our named Careers Adviser to enhance information sharing, transition planning and to open up pathways to employment and independent living.

The school's overall CEIAG programme has been externally accredited against the national Quality in Careers Standard as 'strongly recommended' by the DfE in its 2018 "statutory Guidance". It is also supported by the "Equals" Moving On Curriculum & ASDAN Personal Progress, PSD and Life Skills Qualifications also through ASDAN. A national case study on the school's provision is on the national Quality in Careers website as a model of good professional practice [http://www.qualityincareers.org.uk/documents/caseStudies/case-study-  
dales-school.pdf](http://www.qualityincareers.org.uk/documents/caseStudies/case-study-dales-school.pdf)

### Work-related learning

Work-related learning is defined as "planned activity that uses the context of work to develop knowledge, skills and understanding useful in work, including learning through the experience of work, learning about work and working practices and learning the skills for work".

The content of the work-related learning programme at the Dales School will be based on statutory and non-statutory guidance, which will be modified to take account of the individual needs of pupils/students.

It will encompass the three strands, outlined within the framework for work-related learning, of:

- Learning through work by providing opportunities for students to learn direct experiences of work or work shadowing:
- Learning about work by providing opportunities for students to develop skills and understanding of work and enterprise, for example through vocational courses:
- Learning for work by developing skills for enterprise and employability for example through School-based enterprise activities and North Yorkshire Business and Education Partnership projects.

All key stage 4 pupils have a statutory entitlement to 5 days of enterprise activity.

### Assessment

The assessment of CEIAG and of work-related learning will be reflected in the School's policy for Assessment and Recording.

Individual students will be encouraged to record (with appropriate support) their own achievements which will be retained within a Progress File or as evidence for internal assessment or externally accredited schemes.

Pupils and students will follow the "Equals" curriculum and be accredited. Leading to a Personal Progress qualification, the school now also delivers PSD and Life Skills qualifications at Levels 1,2,3.

The School will follow the guidelines produced by NYBEP for work experience.

### Monitoring and evaluation

The delivery of CEIAG and of work-related learning will be by class teachers, monitored by the subject leader.

The monitoring will include:

- Observation of activities
- Discussion with staff, pupils/students and parents
- Discussion with work place providers and NYBEP
- Meetings with the Careers Adviser including termly review of the Agreement.
- Scrutiny of pupils' and students' work
- Scrutiny of accredited modules and other related schemes
- Maintaining a comprehensive data-base of destinations of students.
- The school will be working towards maintaining its national accreditation by the externally-assessed Quality in Careers Standard as its national criteria include meeting the eight Gatsby Benchmarks from September 2018 (the school's next reaccreditation will be due at the latest by early 2021).

#### References

- DfE, January 2018, revised Statutory Guidance on the duty of schools to secure independent careers guidance
- The Career Development Institute *"Framework for Careers, Employability and Enterprise Education"* 2018
- The Dales School pupil entitlement statement.

#### Web sites for reference:

[www.qualityincareers.org.uk](http://www.qualityincareers.org.uk)  
Quality in Careers Standard

This policy is available on the school website [www.thedalesschool.org](http://www.thedalesschool.org) and a copy will be available at Annual reviews.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/672418/Careers\\_guidance\\_and\\_access\\_for\\_education\\_and\\_training\\_providers.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers_guidance_and_access_for_education_and_training_providers.pdf)

- <http://www.thecdi.net/Careers-Framework-2018>

#### **www.cegnet.co.uk**

The Careers Education Support Programme

**www.skillsfundingagency.bis.gov.uk**

#### **www.ofsted.gov.uk**

Office for Standards in Education

#### **www.qca.org.uk**

Qualifications and Curriculum Authority

#### **www.teachernet.gov.uk**

includes PSHE website

#### **www.equals.co.uk**

Details of all programmes of study.

#### **www.asdan.co.uk**