

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE POLICY

A route to a positive future :

Committed to providing a quality education to pupils with complex needs, including autism and sensory impairment in West Berkshire and Greater Reading



Brookfields
Specialist SEN School

Reviewed : Spring 2020
Due for Review : Spring 2021
Policy Holder : Maurice George

Brookfields School Equalities Statement

All pupils at the school are offered a broad, balanced, stimulating and relevant curriculum regardless of their background, culture or ability. Each pupil is valued for who they are and what they bring to the school. We appreciate and celebrate the richness of diversity within the school community as well as the wider community. Through the work we do across the school on developing Values, we actively promote the importance of tolerance, co-operation, courage, determination, friendship and respect. Through this approach, pupils develop independence, confidence and integrity which prepares them for their future lives.

Introduction

The purpose of this policy document is to provide an explanation of the Careers Education, Advice and Guidance at Brookfields School. This policy includes, and is intrinsically linked with, Work Related Learning, Business Enterprise Education and Work Experience.

Our Vision

“To increase the probability and possibility of paid employment for our students”

Rationale

Our Careers Education and Guidance is known as “Pathway to Employment”.

It is based on the following 6 principles:

1. Real – it offers exposure to the world or work and employment
2. Relevant – it builds skills, knowledge, understanding and experiences
3. Structured – it allows progression towards realistic and achievable goals
4. Mentored – it includes mentoring and coaching from staff, employers, businesses and ex-students in employment
5. Partnerships – this involves partnerships with *local businesses* through the ‘Brookfields Business Advisory Group’, *families, supported employment provider (Ways into Work), independent Careers Advice (Talentino!)* and the Careers and Enterprise Company.
6. Formalised – through timetabled lessons, structured activities & opportunities, students’ progress is monitored

Our Pathway to Employment teaches students the skills, knowledge and understanding they will need to enter the world of work. Our Pathway allows for individualised support and guidance to position each student for the best chance of paid employment.

Aims and objectives

At Brookfields School, we provide our students with an outstanding and relevant Careers Education programme that enables them to:

- Increase their understanding of what it means to work to think more about work as a real possibility
- Plan for work as a career goal
- Increase their chances of employability
- Develop independence skills such as travelling to work
- Rehearse being at work
- Gain relevant experience in a working environment
- Develop employers awareness of how a young person with learning difficulties and additional needs can contribute to their business

Students can expect to:

- Develop a Personal Career Development Plan
- Develop a CV which employers can easily understand and one which is not purely based on qualifications
- Engage in individually supported Work Based Placements (Work Experience), which suits the student and their interests
- Participate in a co-collaboration/enterprise project(s) in a way that suits them including working with mainstream students from other schools
- Join in activities which will differentiate them positively on their CV's and which will support their employment aspirations
- Benefit from weekly 'job skills' lessons using the resources and materials from the Careers at Every Level Programme (Talentino!)
- Participate in a 5 year tracking exercise

We will do this by:

- Providing challenging lessons for student with a range of different learning styles and needs
- Providing opportunities for students to become increasingly confident and realistic about their chance of working when they are older
- Encouraging our students and their families to believe that employment is a realistic prospect
- Working in partnership with Talentino!, local businesses and Ways into Work create a clear progressive Careers Education programme
- Creating and use recording systems and vocational profiles to measure the skills, knowledge and understanding gained by our students.
- Ensuring these systems are shared appropriately with students and their families
- Developing the class based knowledge through real, hands on practical opportunities to include the possibility of Work Experience placements, off site Work Related Learning, Enterprise Education and Route to Recruit supported internship.
- Visiting and assessing the suitability of Work Experience providers
- Maintaining a programme of Enterprise products, developing new products and locating retail outlets and sales opportunities

- Accessing appropriate WRL venues and providers and monitoring the suitability of the programmes available.
- By contributing to the record of objectives attained on the Independent Living Skills profile and appropriate evidence documented through our online assessment platform (Earwig).
- Considering feedback from students, staff and interested parties in order to evaluate appropriateness of venues and programmes.
- By attending INSET and considering related initiatives, including Health and Safety aspects of off site educational experiences.

Our Pathway to Employment consists of the following elements

- Timetabled lessons – Careers at Every Level (Way2Work)
- Business Enterprise
- Work Related Learning
- Work Experience
- Supported Internship (Route to Recruit)

How the subject will be taught

‘Careers at Every Level’ - How it works

Careers at every level is organised into five modules, which contain topic-based units. The modules are deliberately ordered so as to support a process: going from very little or no knowledge about careers, progressing through to practising skills to achieve employment.



Each module has a medium-term plan in which details:

- The module's **long term objective**
 - These objectives, one per module, all link directly to the goals of the element detailed above, and thus back to the programme's overall aims.
- The **medium-term objectives**
 - These derive from the long-term objective and break it down into the different topics covered in the module
- The individual **session titles**

- These are organised into the relevant units of work and are labelled so as to make the topic more accessible for the pupils.
- The **unit titles**

As with the session titles, they are labelled to support the pupils' understanding

Individual Sessions

Each session, planned to be around 45minutes and based on an important step on the path to employment, has an individual plan which articulates:

- Where the session links in with the unit and module
- Differentiated learning **objectives** and corresponding **outcomes**
- A **detailed** account of the **activities** to achieve the objective for that session
- A list of possible **resources**
- An example of the **evidence** to result / collect from the session
- **Coaching Guidance Notes** to support the coach deliver the **key focus** of the session

The Classroom-based Career Coaching element of the programme is designed to provide an **engaging range of opportunities** for the pupils to gain work-related **knowledge, skills and experience** in a structured and **sequential manner**. It supports pupils on a journey: from learning the difference between a job and a career; through deciding on a goal; and onwards to the job application and interview process, with a lot more in between.

Delivery of the programme across the Key Stages

Key Stage 3:

Students who have Moderate Learning Difficulties in Y8 and Y9 will follow a unit of work on Careers Education as part of their PSHE course in the summer term.

Key Stage 4:

Students with Moderate Learning Difficulties will receive weekly timetabled “Way2Work” (Careers at Every Level) lessons delivered by a trained Careers Coach who are members of the Pathway to Employment team. We use a coaching model using resources from ‘Talentino!’.

Students have opportunities to participate in Work Based Learning (Work Experience), Business Enterprise and Work Related Learning. Business Enterprise, Work Related Learning and Work Based Learning at Brookfields offers practical, hands on learning that informs and develops the students understanding of the world of work and enhances potential for independent living as a young adult. The triumvirate of experiences are mutually interlinked in giving each student a rounded appreciation of what work and the economic cycle is.

Students build on the classroom skills and understanding found in Way2Work and PSHE lessons. These are intrinsically linked in supporting the successful transition to Work Related Learning and Work Based Learning, as is the application and development of functional skills learnt in Maths, English and Science.

Students with severe learning difficulties will have follow the Way2Work life skills programme called ‘Life After School’. It will be delivered across the curriculum. Students also have the opportunity to participate in Enterprise, Work Related Learning and, as appropriate, Work Experience.

6th Form

Students with Moderate Learning Difficulties will receive timetabled Way2Work lessons, using the career coaching session and resources from ‘Talentino!’. They will also have opportunities for Work Based Learning, Business Enterprise and Work Related Learning.

For students in Y13, they can apply for a Y14 place on our Route to Recruit supported internship programme.

Students with Severe Learning Difficulties continue with the Life After School programme and access high quality work experience through the onsite catering enterprise ‘Brookfeast’. This is delivered using systematic instruction and replicates working at a recognised standard for food preparation and hygiene.

Throughout Key Stage 4 and 6th Form, students’ progress is tracked and monitored through SILSAF (Specialist Independent Living Skills Assessment Framework), feedback from work experience placements (including Work Based Learning books) and coaching sessions.

Resources

The resources we have developed in conjunction with 'Talentino!' are used to support each Way2Work.

Resources are stored in a central location accessible to all staff that use them. New resources are purchased as required to meet the needs of the students.

The programme in Business Enterprise, Work Related Learning and Work Based Learning offers distinct timetabled opportunities commencing in Key Stage 4. Business Enterprise activities will have allocated lesson time. Work Related Learning will typically take place at off site venues such as Rushall Farm and Englefield Garden Centre and are usually full day experiences.

Work Based Learning is tailored to the aspirations of the student to allow them to develop their work based skills from one placement to another. Each student will identify 3 targets to work on for each placement. All students will do an initial placements Sainsbury's in Calcot.

Staff Roles and Staff Development

Brookfields School's Careers Education Programme involves a range of key staff involved in the strategic and operational development of the programme (see Appendix 1).

Staff training and development is fundamental. We aim to train staff supporting students on Work Based Learning as Job Coaches, staff delivering the Way2Work programmes in TSI and Careers Coaching (European Mentoring and Coaching Council). In addition team members are encouraged to attend local and national conferences.

Working with Families

Families are involved in a variety of ways. In their Y9 Person Centred Review, students will identify in their Action Plan what their future aspirations are in terms of life after school and entering the world of work. These aspirations inform the Work Based Learning placements that student might access. Families are invited to be involved in their child's Work Based Learning placement via pre and post placement assessments.

We run regular workshops for families supporting and empowering them to understand how they might support their child's aspirations to work.

Our annual 'What Next?' evening involving a range of local providers and colleges is held enabling families and students to find out about post 16 opportunities.

We encourage families to attend similar evenings hosted by other BASS schools (namely The Avenue and Addington) if they are unable to attend the Brookfields events.

Monitoring, Review and Evaluation

The Pathway to Employment team meet regularly to monitor, review and evaluate the teaching of Careers, Work Related Learning, Enterprise Education and Work Based Learning.

The governor who monitors the schools CEIAG is invited to meet with the Assistant Head who is appointed Careers Leader on a regular basis.

This policy will be updated in accordance with the school procedures.

The school in collaboration with our appointed Careers and Enterprise Company (CEC) coordinator will carry out an audit of our careers programme a minimum of twice a year against the 8 Gatsby benchmarks using the online auditing tool 'Compass'. From this appropriate actions will be recorded and followed up. This process will be monitored by the careers leader.

Contribution made by Careers, Work Related Learning, Business Enterprise Education and Work Experience to Spiritual, Moral, Social and Cultural Development (SMSC)

At Brookfields School, we aim to encourage each student to achieve as much independence as possible by providing them with a curriculum that enables them to participate and contribute to school and wider community based activities. In doing so we "are preparing all students for the opportunities, responsibilities and experiences of life." In order to achieve this aim Enterprise, Work Related Learning and Work Experience can be used to promote SMSC in the following ways:

- Equip students with the knowledge, skills, attitudes and values necessary for their futures as citizens and employees.
- Promote equality, diversity and equal opportunities.
- Develop knowledge which contributes to their economic and social well being.
- Recognition of particular gifts and talents of students and groups.
- Learn the importance of team work, initiative and helping others.
- Appreciate that we all contribute to a community in different ways.
- Recognise that these values have a local, national and global perspective.

The above list is not exhaustive. However, it does provide a good range of examples showing what an important contribution that Business Enterprise, Work Related Learning and Work Experience makes to the development of students' SMSC.

Signed:
Policy Holder

Date:

Signed:
Head Teacher/Governor

Date:

Brookfields School
Pathways to Employment – 2019/20
Coordination & Responsibility

Component	Strategic responsibility	Management responsibility	Delivery responsibility
Policy development (National and local level)	Brandon Mills Jenny Connick Maurice George	Maurice George	All stakeholders
Pathway to employment at school level	Maurice George	Maurice George	Sandy Boyle James Gearing Trevor Coles Lucy Bellman Kerri Flint KS3,KS4 & 6 th form – Teachers Delivery advisor – Jenny Connick
Impact recording, reporting and analysis	Maurice George Jenny Connick	Maurice George	Maurice George Julie Grant All stakeholders
Way 2 Work curriculum	Maurice George Jenny Connick	Maurice George Julie Grant James Gearing	Heads of Key Stage KS3, KS4 & 6 th form – Teachers
Work Related Learning	Trevor Coles Maurice George	Trevor Coles	Trevor Coles Placement providers (Rushall farm, Newbury rugby club, Englefield Garden Centre)
Brookfields Enterprise Education	Maurice George	Vacant	TBC
Brookfeast	Maurice George	Mel Kemp	Mel Kemp
DofE Programme	Maurice George	Bruce Taylor	Louise Bedwell
Route to Recruit	Maurice George & Steering Group	Maurice George Becky Beecham	Becci Maslen Mel Thorne Alice Salvesson
Supplier Management	Maurice George Brandon Mills	Maurice George	Julie Grant Ways into Work Talentino!

Appendix 2

Links to Department for Education guidance:

Careers guidance and access for education and training providers Statutory guidance for governing bodies, school leaders and school staff October 2018

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/748474/181008_schools_statutory_guidance_final.pdf