

The Lotus Academy Trust



Supporting children to find opportunities in every difficulty

The Damara School



Specialist SEMH Independent School

# Careers Information, Advice and Guidance Policy

Approved by: Trust Board

Initial Ratification: 31 August 2019

Review: October 2020; Sept 22; Sept 24

Next review due by: September 2026

Introduction

The Damara School provides an impartial, relevant and engaging careers curriculum which meets the differing needs and requirements of our pupils. This is developed throughout a pupil's time at the school and is always supportive of their abilities, strengths and skills.

## **Aims and purpose**

The delivery of careers guidance aims to:

- Prepare pupils for the transition to life after school
- Support pupils in making informed decisions about a broad range of career options and which are appropriate for them
- Provide pupils with well-rounded experiences
- Develop personal characteristics such as social skills, communication, independence and resilience
- Inspire and motivate pupils to develop themselves as individuals and live as independently as is possible
- Encourage pupils to fulfil their potential
- Encourage both sexes to consider options for their future working lives which are not stereotyped

This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

## **Statutory requirements and recommendations**

The careers provision at The Damara School is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.

This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including apprenticeships
- be adapted to the needs of the pupil

In addition, the school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all schools must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.

## **Careers Provision**

All pupils have access to the following:

- The World of Work curriculum Learning Area - Careers and preparing for life after school is a fundamental aspect of our preparation for life and world of work commitment
- Visitors in to school and offsite visits support pupils in developing their understanding of a range of different post 16 pathways.
- All pupils from Year 6 have access to advice and guidance from our Life Coach/Careers advisor
- All pupils in Year 10 access a meeting with Life Coach/Careers advisor to explore future pathways
- All pupils in Key Stage 4 will complete the BTEC Workskills course
- Pupils have access to relevant careers events hosted in Norfolk and Suffolk
- Bespoke Theme Day creates opportunities for careers talks and experiences

The overall organisation of work experience is undertaken by the Life Coach/Careers advisor to ensure the most relevant and engaging opportunities are taken.

Families are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.

All pupils on placement are covered by the employers' insurance and places of work are risk assessed by the Life Coach/Careers advisor in liaison with the LA work experience database.

	<b>Careers Provision</b>
KS1	<ul style="list-style-type: none"> <li>• The World of Work Learning Area</li> <li>• Life Skills and Functional Skills through assembly and class group opportunities</li> <li>• Theme Day</li> <li>• Guest speakers</li> </ul>
KS2	<ul style="list-style-type: none"> <li>• The World of Work Learning Area</li> <li>• Life Skills and Functional Skills through assembly and class group opportunities</li> <li>• Theme Day</li> <li>• Guest speakers</li> </ul>
KS3	<ul style="list-style-type: none"> <li>• The World of Work Learning Area</li> <li>• Life Skills and Functional Skills through assembly and class group opportunities</li> <li>• Theme Day</li> <li>• Careers events</li> <li>• Guest speakers</li> <li>• Pupil pathways onto accredited and vocational courses are planned and prepared for in KS3</li> <li>• Pupils take part in Enterprise projects across the school year</li> <li>• STEM events and projects are a key part of the KS3 curriculum</li> <li>• Pupils in Year 9 will have the opportunity to take part in the Bronze Duke of Edinburgh Award</li> </ul>
KS4	<ul style="list-style-type: none"> <li>• Life Skills and Functional Skills through assembly and class group opportunities</li> <li>• Theme Day</li> <li>• Enterprise projects</li> <li>• BTEC Workskills</li> <li>• Life Coach/Careers advisor in school regularly and working alongside young person and family</li> <li>• Post 16 event - meeting with previous pupils and their families</li> <li>• Guests- visiting speakers and role models</li> <li>• KS4 attend careers event</li> <li>• Mock Interviews</li> <li>• University and Vocational Centre visits</li> </ul>

*\*Although not a legal requirement below Year 8 but at The Damara School all pupils are part of our Careers Programme*

## **Providers Access Policy Statement**

### **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

### **Pupil entitlement**

All pupils in years 8-13 (from 10.8 years in an all through school) are entitled:

- to find out about 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 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
- to understand how to make applications for the full range of academic and technical courses

## **Management of provider access requests**

### Procedure:

A provider wishing to request access should contact Sandra Govender Telephone: 07860537119; Email: [ceo@lotustrust.org.uk](mailto:ceo@lotustrust.org.uk)

### **Opportunities for access**

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

### **Premises and facilities**

The school will make classrooms or meeting spaces available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Life Coach/Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the office. This will be made available to pupils and families as appropriate.