



# 2023-2024 Career Related Learning Policy

St James School

<b>Approved by:</b>	Steve Brown	Date: September 2023
<b>Last reviewed on:</b>	N/A	
<b>Next review due by:</b>	September 2024	

# Career Related Learning

We empower our students to use their education to become their best selves, to thrive in fulfilling careers and lead great lives.

We encourage the personal development of kind, respectful and culturally and socially aware pupils who regularly engage in enriching activities.

Our career related learning policy aims to maximise opportunity awareness and self-belief among our students.

	Intent	Implementation
Year 7	<p><b>Inspire</b> students to develop aspirations and self-belief to pursue a fulfilling career.</p>	<ul style="list-style-type: none"> <li>• Careers in context lesson resources.</li> <li>• 2 employer encounter assemblies focussing on opportunity awareness and STEM.</li> <li>• An encounter with a college and/or training provider with a focus on the different pathways available to students. (Exeter College)</li> <li>• Participation in elective curriculum.</li> </ul>
Year 8	<p><b>Prepare</b> students to make informed curriculum choices by providing information about specific career pathways linked to options.</p> <p>Students are identifying employability skills and the value they add.</p>	<ul style="list-style-type: none"> <li>• Careers in context lesson resources.</li> <li>• 2 meaningful employer encounter assemblies focussing on opportunity awareness and STEM.</li> <li>• 5 hours in JBACC lessons learning about employability skills (LORIC).</li> <li>• Induction to CareerPilot with the use of quizzes to start students thinking about Pathways that interest them and Labour Market Information (LMI).</li> <li>• An encounter with a college and/or training provider with a focus on the different pathways available to students. (Exeter College).</li> <li>• Participation in electives curriculum.</li> <li>• Support to make informed decisions about curriculum choices.</li> <li>• Options process.</li> </ul>
Year 9	<p><b>Develop</b> students' employability and career management skills.</p> <p>Students are gaining an understanding of their education journey and the</p>	<ul style="list-style-type: none"> <li>• NSSW Introduction to Higher Education.</li> <li>• 3 meaningful employer encounters</li> </ul>

	<p>autonomy they will have to make decisions.</p>	<ul style="list-style-type: none"> <li>• An encounter with a college and/or training provider with a focus on the importance of developing employability skills.</li> <li>• Participation in electives curriculum.</li> <li>• College and Army at Parents evening with opportunities for Q&amp;A.</li> <li>• Career Pilot update focussing on Skills Profile.</li> </ul>
Year 10	<p><b>Identifying</b> the pathways available to them <b>empowers</b> students to explore the direction they would like to take their future in. This is further informed by experiences within the workplace.</p>	<ul style="list-style-type: none"> <li>• 2 meaningful employer encounters.</li> <li>• Career Pilot update focussing on job sectors and LMI.</li> <li>• 2 hours in JBACC lessons learning about opportunity awareness and CV writing. Prepare for work experience.</li> <li>• Mock interview days.</li> <li>• Participation in electives curriculum.</li> <li>• Work experience placements</li> <li>• 1:1 Career advisor appointments begin with a focus on DS students.</li> </ul>
Year 11	<p><b>Apply</b> – students are supported to make informed <b>post-16 option choices</b> grounded in the knowledge of post-16 pathways and the world of work.</p>	<ul style="list-style-type: none"> <li>• An encounter with a college and/or training provider with a focus on the application process.</li> <li>• Small group “specialist” career assemblies.</li> <li>• Participation in electives curriculum.</li> <li>• Higher Education assembly (NSSW).</li> <li>• Aspire Conference</li> <li>• 1:1 College meetings</li> <li>• 1:1 Career advisor appointments for every student.</li> <li>• All local colleges and Army at Parents evening with opportunities for Q&amp;A.</li> </ul>

# Provider Access Policy

## 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 to 9 are entitled:

- to find out about technical education qualifications and apprenticeship 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.

St James school will host encounters with technical education or apprenticeship providers:

- a minimum of two occasions between 1 September of Yr8 and 28<sup>th</sup> February of Y9.
- a minimum of two encounters between 1 September of Y10 and 28<sup>th</sup> February of Y11.
- these encounters are mandatory for all students to attend and will include the opportunity for Q&A and follow up.

## Management of provider access

### Procedure

A provider wishing to request access should contact Steve Brown, Careers Lead, by emailing [steve.brown@stjamesexeter.co.uk](mailto:steve.brown@stjamesexeter.co.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 or their parents/carers. We ensure that all encounters are meaningful. We do this by sending a preparatory message to students and parents/carers before any encounter. We then provide an opportunity for questions and 1:1 conversation after the encounter.

- Employer Encounters

- Y11 small group assemblies with students that have specific career interests
- Assemblies with local post-16 providers
- Post-16 providers at parent evenings

Please contact our Careers Leader to identify the most suitable opportunity for you.

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the Career Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Library, which is managed by the school librarian. The Library is available to all students at lunch and break times.

## Approval and review

Approved [date] by Governors at Curriculum and Standards Committee

Next review: [date]

Signed: [name] Chair of Governors [name] Headteacher