

Keyham Lodge School: Careers Work Experience Policy

Aims and Objectives

To prepare all students for the opportunities, responsibilities, and experiences of adult life. To cultivate a meaningful careers program, allowing students to make a positive contribution to society.

For pupils:

Integrated into the curriculum our careers offer seeks to:

- experience work at first hand in multiple workplace environments
- understand how an employing organisation functions
- experience the social relationships at work
- appreciate the expectations that employees will have
- assess how they will adapt to working patterns and relationships outside of school
- gain the self-confidence needed in an adult world
- develop both skills and knowledge to prepare them for adult life
- understand the labour market
- build resilience to break down anxieties surrounding new environments

For companies:

- understand the needs of our learners
- to develop a framework to support, harness and build relationships with students
- to mentor curriculum areas or students
- to lead by example and instill a work ethic, and desire to work for students

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Chris Bruce - Executive Headteacher



Our Offer: This Offer is also available on the School Website

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| <p><u>Careers Leaders:</u> Richard Doyle Sarie-Marais Crowcroft rdoyle@klms.leicester.sch.uk scrowcroft@klms.leicester.sch.uk Keyham Lodge School Keyham Lane Leicester Le5 1fg 0116 2416852</p> | |
| <p>KS3</p> <ul style="list-style-type: none"> • Opportunities for providers of technical education and apprenticeships to visit the school and talk to KS3 pupils • Completion of Fast Tomato online career guidance programme • Year 9: Interview for Pathway options • Year 9: Taster session 3 x 3 weeks in industry college placements (VESA) • Presentation to parents on pathway options evening | <p><u>SUCCESS</u> <u>MEASURES</u> STUDENTS ENGAGEMENT</p> <p>CHOICE OF PATHWAY OPTION</p> <p>ATTENDANCE</p> |
| <p>Year 10</p> <ul style="list-style-type: none"> • Year 10/year 11 – college study programme (taster or full course) • 2 x 1 week KS4 work place options per year • Extended workplace placement • Exposure to working environments • Leicestershire Cares – Work industry interviews from industry Experts • Personalised Pathway – Development for your career • Panel meeting for pathway suitability • Access to “Army in Education” • Visit to Skills show – NEC | <p>QUALIFICATION ACHIEVED</p> <p>REVIEWS FROM KEYWORKER</p> <p>FEEDBACK FROM EMPLOYERS OR TUTORS</p> <p>ATTAINMENT</p> <p>ATTITUDE</p> |
| <p>Year 11</p> <ul style="list-style-type: none"> • Year 10/year 11 – college study programme (taster or full course) • 1 x 1 week KS4 workplace options per year • Long-term workplace placement with supported business • Exposure to working environments • Leicestershire Cares – Work industry interviews from industry Experts • Visit to Skills Show - NEC • Connexions interview • Access to “Army in education” • Personalised Pathway – development for your career • Keyworker support for Application, visits, registration, enrolment of colleges | <p>OPTION CHOICE AT YEAR 11</p> <p>REVIEWS FROM KEYWORKER</p> <p>FEEDBACK FROM EMPLOYERS OR TUTORS</p> <p>UNDERSTANDING OF NECESSARY QUALIFICATION</p> <p>EVIDENCE / PHOTOS TESTIMONIALS</p> |

- Personalised visits to colleges and other Alternative providers

Procedures and Responsibilities

Every student in Year 10 and Year 11, will be offered the opportunity to go on Work Experience. This is in line with Section 14 of the Employment Act 1990, as amended from the Education (Work Experience) Act 1973.

The student will be supported to attend the interview and only when the student's form is returned to school with signatures of the student, the parents, and the employer, is the placement confirmed. Some students can chose a self-placement. In this case they will take the self-placement form to the employer who will complete it with details of their relevant insurances. LEBC will visit the placement in advance, complete a risk assessment, and check suitability.

During the period of Work Experience, a member of the school staff will visit the student at least once and will check that the student has received a suitable induction. An employer's report is sent to school on completion of the placement, and this is often used to compile references later in the year.

Extended Work Experience may be offered to students in Years 10 or 11 to supplement their pathway.

A report after each placement period is reviewed by the Career's leader and is fed back to the senior leadership team.

Measures and Assessment:

An action plan is developed to ensure the breadth and depth of the careers offer is effective and evaluated. The action plan is monitored and updated half-termly to ensure it meets with current legislation, and that we are fulfilling the potential of every student.

Key task and activities are formed around:

- Statutory duties
- What the governing body is expected to do
- Compliance with the duties and statutory guidance
- Responsibilities of schools
- Targeted support for vulnerable and disadvantaged young people
- Information sharing
- Careers guidance for pupils with special educational needs or disabilities
- New legal duty; access to providers of technical education and apprenticeships
- Meeting the Gatsby Benchmarks
 - Benchmark 1: A stable careers programme
 - Benchmark 2: Learning from career and labour market information
 - Benchmark 3: Addressing the needs of each pupil
 - Benchmark 4: Linking curriculum learning to careers

- Benchmark 5: Encounters with employers and employees
- Benchmark 6: Experiences of workplaces
- Benchmark 7: Encounters with further and higher education
- Benchmark 8: Personal guidance

Review

This process is reviewed annually. The action plan is reviewed every half term.

Next review Date:

January 2023