



Tomlinscote School

Careers Education and Work-Related Learning Policy

Policy Type:	Non-statutory
Approved by:	AQC
Effective from:	January 2023
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Tomlinscote School:

Work-Related Learning and Careers Guidance Policy

Tomlinscote School is fully committed to preparing our students for an ever changing world. Fully complying with the DfE statutory guidance and aligned with the eight 'Gatsby Benchmarks', our Careers Education and Work Related Learning opportunities enable our students to manage their Career planning and options for key transition points throughout their time at Tomlinscote. Throughout Years 7-11, we encourage students to develop an understanding of themselves, their strengths and their skills in order to assist them in their future choices on leaving school.

Work-related learning has an important contribution to make to the education of all of our students, in order for them to make an effective transition from the school to further education, apprenticeships or employment. In order for students to make this effective transition, the school provides a wide range of opportunities to learn about life in the workplace in a range of contexts. The school has clearly identified learning outcomes for all students, together with a set of procedures for assessing an individual student's progress.

Purposes

Careers education and work-related learning at Tomlinscote are concerned with ensuring that all pupils throughout the school have a series of planned activities that use the workplace as a context for learning or illustrate aspects of working life. The school encourages innovative approaches to Careers education and work-related learning in order to motivate students and to raise standards.

The school's aims for Careers education and work-related learning:

- To raise levels of attainment through high quality, appropriate work-related learning for identified students;
- To develop a range of opportunities that enhance the curriculum. In addition to this, to develop a series of planned activities that enable Careers education and work-related learning to be fully integrated into the school's curriculum in all key stages;
- To promote greater awareness for students about the world of work, the development of key skills and employability;
- To develop a range of appropriate and relevant activities that assist in raising all students' aspirations and achievement and which are of the highest possible quality and are regularly monitored;
- To promote awareness and understanding of work, industry, the economy and community;
- To relate skills, attitudes, concepts and knowledge learned in school to applications in the wider world;
- To develop students' personal and social skills in relationships in a range of contexts;
- To provide students with informed and impartial guidance on the choices available for education, training and employment as well as other interests;
- To improve employability through Careers education and work-related learning;
- To develop effective links with key partners and providers in order to provide impartial information, advice and guidance.

Curriculum Provision:

The school offers a wide range of activities that contribute towards Careers education and work-related opportunities in order to help prepare students effectively for further education and/or training, as well as adult and working life. These activities complement subject teaching; contribute towards the development of students' key skills as well as contributing to lifelong learning opportunities.

The range of activities the school is currently offering in order to help meet its objectives include:

- Vocational Level 1&2 qualifications
- STEM activities and workshops
- Assemblies and small focus groups on differing careers to all year groups 7-11
- Year 10 Work experience week
- Employer and local business visits
- Enterprise Days
- Problem solving workshops and activities, 'Insight into Work' activities, Careers Education modules and online career planning software in Personal and Social Education (PSE) and our Tutorial Programmes
- Industry days

Work-related learning with the school enables each curriculum area to make a full contribution through:

- The development of schemes of work across the curriculum that recognise the importance of Careers education and work-related learning in preparing students for adult and working life;
- Ensuring that all students have access to Careers education information, advice and guidance and work-related activities that are appropriate to their needs;
- The use of appropriate teaching and learning strategies;
- Ensuring continuity and progression in schemes of work, so that all students can build on work-related experiences from previous levels

Management of Careers education and work-related Learning:

The Assistant Principal (Transition and Progression, CEIAG Lead) and the AQC representative (Careers) are responsible for:

- Ensuring that the school is fully aligned to all eight 'Gatsby Benchmarks' for Good Careers Guidance and making sure that the school fully complies with the DfE statutory guidance for Careers Education;
- The management and co-ordination of the various aspects of Careers education and work-related learning;
- The range of activities in each key stage;
- The monitoring and evaluation of the effectiveness and benefits of all aspects of Careers education and work-related activities;
- The systems in place to secure balance, progression and continuity;
- Ensuring appropriate channels of communication at senior leadership level and at governing body level.

Individual subject areas in the curriculum are responsible for:

- Ensuring that their schemes of work contribute to Careers education and work-related aims;
- Identifying appropriate Careers and work-related learning activities at relevant points in their schemes of work;
- Identifying appropriate learning outcomes: skills, attitudes, concepts, knowledge and the strategies to achieve them;
- Clarifying how identified activities help progression and learning about, for and through work.
- Ensuring opportunities in a wide range of curriculum areas.