



MAIDSTONE
GRAMMAR SCHOOL
FOUNDED 1549

Careers and Work Related Learning Policy 2023-2025

March 2023

Maidstone Grammar School

Careers and Work Related Learning Policy

Executive Summary

This policy is designed to provide a coherent overview of Maidstone Grammar School's provision of Careers Education, Information, Advice and Guidance (CEIAG) and Work Related Learning (WRL) opportunities. It provides a framework that ensures that the school offers an appropriate range of activities, experiences and support to help students choose 14-19 pathways that are right for them and to be able to manage their careers, sustain employability and achieve personal and economic wellbeing throughout their lives.

Contents

Introduction

- Rationale for CEIAG and WRL
- Commitment
- Development
- Links with other policies

Aims and Objectives

- CDI Careers Development Framework and Gatsby Benchmarks.
- Entitlement

Implementation

- Management
- Staffing
- Curriculum Provision - CEIAG and WRL programme
- Partnerships
- Collaboration
- Resources
- Staff development
- Monitoring, review and evaluation

Approvals

Introduction

Rationale for CEIAG and WRL

Careers education and work related learning is essential to the preparation of young people for transition to adulthood, equipping them with the knowledge, skills and attributes needed to enter and thrive in the working world. Young people are increasingly concerned with the role of education in occupational success. They want to see the relevance of education to their future lives, and they want assurance that what they are learning is developing their employability. Careers education and work-related learning provides the connection between learning and earning, which is a strong motivator for many.

A young person's career is their pathway through learning and work, and school is their first career step. All young people need a planned programme of activities to help them find the right course, training or employment from 14 to 19. Effective programmes of careers education and work related learning supplemented by personalised information, advice and guidance provide young people with a structured introduction to the world of work which opens their eyes to new opportunities and raises their ambitions about what they can achieve in their future lives.

Careers education and work related learning helps young people to develop the confidence, knowledge and skills that they need to make informed choices and plans that enable them to progress smoothly into further learning and work. Many of the skills that are essential for both higher education and future employment can be developed through these activities. Well thought-through decisions about learning and work, informed by effective programmes of careers and work-related learning can increase participation in learning and, in turn, raise attainment and support further progression.

Commitment

- Maidstone Grammar School recognises that it has a statutory duty to provide independent and impartial careers advice and guidance for all Year 8-13 pupils and to provide opportunities to a range of providers to access pupils to inform them about technical education qualifications or apprenticeships (*see separate Provider Access Policy*)
 - [Education Act \(2011\)](#)
 - [Careers Strategy: Making the most of everyone's skills and Talents \(DfE: December 2017\)](#)
 - [The Education \(Careers Guidance in Schools\) Act 2022](#)
 - [Careers Guidance and Access for Education and Training Providers \(DfE Statutory Guidance: January 2023\)](#)
- Maidstone Grammar School is committed to providing a planned programme of impartial careers education and information, advice and guidance (CEIAG) for all students in Years 7-13 and to achieve all eight of the Gatsby Charitable Foundation's Benchmarks.
- Maidstone Grammar School endeavours to follow best practice guidance from:
 - [Careers Guidance and Access for Education and Training Providers \(DfE Statutory Guidance: January 2023\)](#)
 - [Good Career Guidance: Reaching the Gatsby Benchmarks \(The Gatsby Charitable Foundation: 2018\)](#)
 - [Careers Guidance in Schools and Colleges – A Guide to Best Practice \(CDI, July 2021\)](#)
 - [Careers in the Curriculum: What Works? \(The Careers and Enterprise Company 2018\)](#)
 - [CDI Career Development Framework KS3, KS4 & Post 16 \(April 2021\)](#)
 - [The Quality in Careers Standard – The Guide to the National Standard \(January 2023\)](#)

Maidstone Grammar School has held *Investor in Careers*, a nationally recognised quality award for CEIAG, since 2012, and gained re-accreditation for this award in 2015. We were successful in gaining the *Quality in Careers Standard* award in 2018 and will be re-assessed for this award in 2023.

Development

This policy is reviewed on a two year basis in discussion with teaching and teaching support staff, students, parents, governors, advisory staff and other relevant external partners.

Links with other policies

The policy for Careers and Work Related Learning supports and is itself underpinned by a range of key school policies including the *Provider Access Policy* and policies for Teaching, Learning and Assessment, PSHCE, Equality Diversity & Inclusivity and SEN.

Aims and Objectives

Our CEIAG and Work Related Learning programme aims to reflect the six learning areas and their associated learning aims for lifelong career development of the [CDI Careers Development Framework \(April 2021\)](#)

- **Grow throughout life** - Grow throughout life by learning and reflecting on yourself, your background, and your strengths.
- **Explore possibilities** - Explore the full range of possibilities open to you and learn about recruitment processes and the culture of different workplaces.
- **Manage career** - Manage your career actively, make the most of opportunities and learn from setbacks.
- **Create opportunities** - Create opportunities by being proactive and building positive relationships with others.
- **Balance life and work** - Balance your life as a worker and/or entrepreneur with your wellbeing, other interests and your involvement with your family and community.
- **See the big picture** - See the big picture by paying attention to how the economy, politics and society connect with your own life and career.

Our programme was evaluated in March 2023, using the Careers and Enterprise [Compass Evaluation Tool](#), and, although there is still room for further improvement and development, it meets the eight [Gatsby Benchmarks](#), as follows:

1. **A stable careers programme:** Every school should have an embedded programme of careers education and guidance
2. **Learning from career and labour market information:** Every pupil, and their parents, should have access to good quality information about future study options and labour market opportunities
3. **Addressing the needs of each pupil:** Every pupil, and their parents, should have access to personalised guidance to ensure they know all the career paths open to them.
4. **Linking curriculum learning to careers:** All teachers should link curriculum learning with careers.
5. **Encounters with employers and employees:** All pupils should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace.
6. **Experiences of workplaces:** All pupils should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience.
7. **Encounters with further and higher education:** All pupils should understand the full range of learning opportunities that are available to them.
8. **Personal Guidance:** Every student should have opportunities for guidance interviews with a professionally qualified careers adviser.

Our careers and work-related learning programme is designed to meet the needs of students at this school. Currently the majority of students will continue into the school 6th Form to study 'A' levels and then onto Higher Education, with an increasing proportion interested in higher and degree apprenticeships. The careers and work-related learning programme recognises, however, that this is not necessarily the preferred or most appropriate route for all. The programme is differentiated and personalised through

activities that are appropriate to students' stages of career learning, planning and development, enabling students to make reasoned and appropriate choices at the end of Key Stages 3, 4 and 5.

Our Careers and Work-Related Learning Programme must:

- Link effectively with PSHCE and the National Curriculum in order to maximise student learning. (All subject areas of the curriculum will help plan and deliver these experiences)
- Provide totally impartial and up to date information through close working with CXK, employers, training and apprenticeship providers and FE and HE institutions
- Challenge stereotyping and encourage students to widen their career ideas
- Reflect the true nature of today's and tomorrow's world of work,

Entitlement

All students have an equal entitlement to high quality CEIAG and WRL that provides them with an understanding of the world of work, helps them to explore career options and supports them in making decisions on the opportunities open to them. Our Student Summary of Entitlement is detailed in the MGS Careers Plan and on the school website careers page.

Students are entitled to CEIAG which meets professional standards of practice and which is delivered by trained staff and which is person-centred, impartial and confidential.

Activities will be embedded in the curriculum and based on a partnership with students and their parents/carers. The programme will raise aspirations, challenge stereotyping and promote equality and diversity.

Implementation

Management

- A member of the Senior Management Team (Assistant Head/Head of 6th Form) has overall responsibility for careers and work-related learning within the school.
- There is a Link Governor for Careers and Work-Related Learning.
- The role of Careers Leader is undertaken by the Careers and Enterprise Manager, who plans and co-ordinates the careers and work-related learning programme and is responsible to the Assistant Head. A job description is available to explain this role.

Staffing

- Careers Team: We employ two Careers Advisers in school. The Careers and Enterprise Manager holds the *Post-Graduate Diploma in Careers Guidance Level 6 (QCG)* and the Careers Adviser holds the *Level 4 Advice and Guidance* qualification
- Careers Lessons are delivered through our PSHCE programme by our Head of PSHCE
- Additional, specialist sessions are delivered by the Careers Team, members of the Senior Management Team and are supported by CXK Advisers and other external agencies.
- All staff contribute to CEIAG and WRL through their roles as tutors and subject teachers, particularly with regard to delivery of Gatsby 4 – Linking Curriculum Learning to Careers
- The careers and work-related learning programme is planned, monitored and evaluated by the Careers and Enterprise Manager in consultation with the Assistant Head and Head of PSHCE.
- Careers information is available in the school Careers Library which is maintained by the school librarian.
- A dedicated member of the front office staff has responsibility for the administration of work experience
- Personal guidance is provided by the Careers Team and CXK Advisers

Curriculum Provision - CEIAG and WRL programme

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

- Timetabled careers and WRL/Enterprise education lessons in Years 7-11 (delivered through the PSHCE programme). *The timetabled PSHCE programme will be extended in the next academic year to include the 6th Form*
- Careers and WRL/Enterprise education activities delivered through off-timetable/Applied Learning Days. E.g. Year 7 BAE STEM Roadshow, Year 8 Careers Days, Year 9 Business Challenge Days, Year 12 UCAS Day
- A programme of individual careers guidance interviews with the Careers Team for all Year 11 and 12 students.
- A programme of small group Careers Guidance interviews with CXK Advisers for all Year 10 students.
- Career guidance activities (e.g. small group and individual interviews with the Careers Team available for students in all year groups)
- Career Mentoring (through the Old Maidstonian Society) for students in Year 10 upwards
- Careers education activities delivered through extended tutorial periods, E.g. National Careers Week and National Apprenticeship Week activities
- Careers education and work-related learning delivered through curriculum subjects (Gatsby 4)
- Information and research activities (using the school careers library, careers software and websites accessed from the school curriculum network, school website and VLE.
- Work experience placements in Year 10 and 12 (minimum of one week) and Work Shadowing Day in Year 8
- Specialist talks and presentations from visiting speakers (e.g. universities, employers, volunteer groups and other relevant organisations.) via lunchtime/after school talks, assembly talks, careers days and through departmental activities.
- Annual Higher Education Fair in September, open to Year 10-13 students and parents.
- Annual Careers Day in the spring term, open to Year 9-13 students
- Visits and trips to external events (e.g. Maidstone Apprenticeship Fair, Bletchley Park, departmental trips, University trips, Harvard Model UN, University Taster Days, Career in Medicine events)
- Morrisby Careers: All students, from Year 8 upwards, have access to a Morrisby Careers account and additional Morrisby Profile Psychometric Testing is offered to all Year 10 students.
- Business links (through curriculum subjects, Careers Mentoring and Enterprise activities)
- School clubs and societies (e.g. Medical Society, Business Society etc>))
- Careers notice boards and displays in prominent areas around the school,
- Curriculum evenings and other interactions with parents (to to keep parents informed about the key events and processes in school)

Partnerships

The careers and work-related learning programme is greatly enhanced through links with a number of partners who help us make the students' learning relevant and up to date, including colleges and universities, training and apprenticeship education providers, employers, voluntary organisations etc. An annual Partnership Agreement is negotiated between the school and CXK which identifies the contributions to the programme that each will make; the Old Maidstonian Society undertakes Career Mentoring with our Year 10, 11 and 6th Form students.

We are continually expanding and improve our involvement with other organisations, including employers, local colleges and higher education institutions. This involvement includes the provision of work experience placements, delivering careers and enterprise sessions in school, visiting speakers and projects linked to particular subjects.

Collaboration

We work collaboratively with CXK and local schools and colleges via the Kent and Maidstone CEIAG Networks, attending regular meetings and events organised by the groups to share good practice and keep updated with local and national developments.

Parents/carers are vital to students' understanding of career choices and the decisions they make.

- We provide all parents/carers with up-to-date information on choices at the key transition stages and also notify them about the careers and work-related learning provision in school: Parents have access to information via Curriculum and Options Evenings, Academic Interview Days and also information sent home via *Parent Mail*.
- Parents/Carers are sent copies of the notes following individual careers meetings with students, (providing the student has given permission to do so) Parents are also encouraged to contact the Careers Team to discuss individual issues.
- The Careers section of the school website and VLE offers more information to students and parents regarding the careers and work-related learning provision in school.

Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the area of careers and work-related learning. The Careers and Enterprise Manager is responsible for the effective deployment of resources for CEIAG and WRL.

Resources for students include:

- The Careers Library, situated within the main library and easily accessible to students and staff. Materials are audited and updated annually.
- Careers software and websites, including Morrisby Careers can be accessed via the school curriculum network. All students are shown how to use the relevant software and websites as part of the careers and work-related learning programme.
- A dedicated office is used by the Careers Team for individual careers meetings with students. In addition to the planned programme of Year 11 and 12 meetings, students from any year group can make appointments.

Development

- The school provides a number of opportunities for staff to undertake relevant and appropriate professional development to support the teaching of careers and work-related learning:
 - Our Careers and Enterprise Manager holds the *Post-Graduate Diploma in Careers Guidance Level 6 (QCG)*
 - Our new Careers Adviser holds the *Level 4 Advice and Guidance* qualification and started the *L6 Diploma in Careers Guidance and Development* in April 2023 – to be completed by May 2024
 - Our Assistant Head (Careers) will be undertaking *Careers Leader* training this year

Staff training needs, in respect of CEIAG, are identified in through the Performance Management process. Staff who will be delivering careers and work-related learning sessions are offered support with ideas and accessing relevant resources

A member of the Careers Team attends the *Kent CEIAG Briefings* and *Maidstone CEIAG* meetings on a regular basis, plus other relevant local and national training opportunities, including those offered by Higher Education institutions, in order to keep up-to-date with career and education issues and effectively support students in their decision making.

Monitoring, review and evaluation

Evaluation of different aspects of careers and work-related learning is undertaken regularly: A Careers Department Self-Evaluation (SEF) is completed annually.

All activities that form the careers and work-related programme are evaluated and information is used to inform planning for the next year. A mixture of evaluation methods are used, including informal observation and questioning in addition to evaluation forms and questionnaires completed by students after sessions. Evaluation focuses on how effective the event/activity has been in helping students achieve the intended learning outcomes of the session. Staff evaluation is gathered through discussion and feedback after sessions.

Evaluation of the Careers Advice in school also formed part of the 2018 Kirkland Rowell Survey, which was completed by students, parents and staff. The next review of the whole school careers programme will take place at the start of the 2023/24 Academic year.

The Careers and Enterprise Manager and Assistant Head meet on a monthly basis to discuss progress and report evaluation findings to the Senior Management Team.

The Partnership Agreement with CXK is reviewed annually with the Assistant Head, Careers and Enterprise Manager and CXK Local Manager.

Approvals

Signatures: Headmaster and Chair of Governors

Date of approval by Governors

Date of next review: 2025