

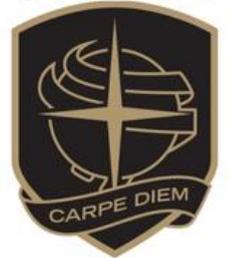
# Careers Policy

**Date of policy: September 2020**

**Developed by: Head of Sixth Form**

**Date of next review: August 2021**

Southfields  
Multi-Academy  
**TRUST**



Southfields  
Academy



Linden Lodge  
School  
A Specialist Sensory & Physical College

## Introduction

Linden Lodge aims to deliver a meaningful and engaging careers curriculum to confidently meet the needs and requirements of each student throughout their time at the school.

Linden Lodge careers policy provides high quality careers, education, information, advice and guidance (CEIAG), ensuring that students and the families are informed of the wide variety of options available to them at key transition points and that they are supported during the decision-making process.

Linden Lodge School puts the needs of each student at the very centre of all learning and social experiences and is committed to a high standard approach to CEIAG.

It is Linden Lodge School's aim to raise aspirations, promote equality of opportunity and ensure every student is prepared for adulthood in the best possible way.

School will review and monitor the CEIAG within school via termly updates submitted by the school career adviser to Head of 6<sup>th</sup> Form, Head of School and Headteacher on a termly basis.

Statutory requirements and recommendations:

The careers provision at Linden Lodge 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.

The School is also compliant with Updated Statutory Guidance (October 2018) as well as guidelines from Ofsted, the Career Development Institute and the Gatsby benchmarks for good career guidance.

School has incorporated the eight Gatsby benchmarks of good career guidance into this policy:

1. Stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

### **Statement and Provision overview**

Pupils are entitled to impartial and high-quality careers education, information and guidance, from the beginning of Key Stage 3 through to the end of Key Stage 5.

CEIAG looks different for students following different pathways (pre-formal, semi-formal, formal and formal+).

Each young person from year 8 onwards receives internal and external careers advice. Students are vocationally profiled by an experienced internal careers advisor- this is the beginning of their career education. Their individual vocational profile follows them throughout their time at the school. This information can then be used to inform future employers of individual aspiration and career experience. The vocational profile includes:

- Identifying career interests
- Long term outcomes and individual aspirations
- Baseline of the individual
- Individual learning programme
- Ongoing assessment of individual learning programme

Linden Lodge provides meaningful opportunities to gain real life work experience in a variety of internal and external settings. This is achieved by using student's vocational profiles and matching their individual interests and aspirations to work placements. We ensure that students are prepared for the world of work. Work related skills are embedded in the curriculum from Year 7 onwards.

Year 7 & 8 students begin to explore the world of work through their PSHE lessons. Students will be actively encouraged and supported by teachers to investigate work places of interest.

Year 9 students will begin internal work experience in Summer Term. This will give students a chance to begin to apply work skills learnt in class. Their long-term interests and aspiration for work will be included in 'My Aspiration' section of EHCP review.

Year 10 students will continue internal work experience. Students will use personalised careers portfolio assessment to address any skills that need to be worked on and improved.

Year 11 Students will move onto external voluntary / work experience placements. Work experience projects should be long term so skills can be worked on and ideally weekly. Pupil's interests and aspirations will be revisited through EHCP review.

Year 12, 13 and 14 students in Linden Lodge Post 16 provision will have access to broaden and highly individualised curriculum. This includes a wider range of on-site work experience opportunities such as Linden Lodge Café and Linden Lodge Radio. Students will now move onto external voluntary / work experience placements.

### **Careers Advice**

At Linden Lodge CEIAG is tailored to meet needs of all the students.

Dedicated Careers and Transition Team led by Head of 6<sup>th</sup> Form, Magdalena Karpik, supported by the trained Careers Advisor, Alex and Transition Coordinator, Sandra Cox, offers bespoke support and advise to all students and their families.

This includes:

- Exploring different post school provisions
- Accompanying students and parents on college visits
- Making applications to colleges

Transition and Careers Fair is an annual event held at Linden Lodge. This three-day event is structured to offer students and their families opportunity to meet representatives of purposely selected further education colleges, vocational courses, training providers, assisted living organisations and other key organisations. Each day is dedicated to one of the curriculum pathways: pre-formal, semi-formal and formal.

It is a chance for parents/carers and students to have an informal discussion with lots of providers under one roof and an opportunity to explore ideas and options for life after Linden Lodge School.

### **Working with Partners**

We work closely with the Department for Work and Pensions and Access to work. We work in partnership with: Blind in Business, Mencap, Sight for Surrey, RNIB, Rinova and local businesses.

Linden Lodge maintains links with further education providers: Conover College, Great Oaks College, Orchard Hill College, RSBC Dorton College, St. Elizabeth's College, St. Piers College/Young Epilepsy, The Orpheus Centre, WESC Foundation, Linden Lodge habilitation team/WSSS, Home From Home, Independence Homes, Wandsworth Disability Team, Aurora Centre and One Trust.

### **Strands of Careers Education at Linden Lodge:**

In order to prepare students for the transition to a high-quality life after Linden Lodge careers education at this school consists of the following strands:

1. Careers and preparing for life after Linden Lodge is one of main aspects of school curriculum in KS3, KS4 and KS5
2. Pupils take part in enterprise projects throughout the school year: Linden Lodge Café, Linden Lodge Radio and Green Fingers Gardening Project- Linden Lodge projects are differentiated and accessible to all students in KS3, KS4 and KS5
3. Students have opportunity to participate in the Bronze Duke of Edinburgh Award
4. Meaningful off-site visits support pupils in developing their understanding of different
5. On-site and Off-Site Work Experience carefully tailored to meet interest of the students post 16 pathways
6. Access to Career Adviser for all pupils and their families from KS3 onwards

7. Annual one-to-one meeting with students, families and Career and Transition Team in Y11 to support understanding of choices and pathways available for young people
8. One-to-one meetings with students, families and Career and Transition Team in Y12, 13 and 14 on a termly basis to support and evaluate careers options
9. Annual Careers and Transition Fairs organised for different pathways
10. Student destinations are held on the 'Beyond Linden Lodge' database. Progress is tracked and assistance is available to learners if they require information, advice and guidance after leaving school.