



# Linden Lodge School

Provider of specialist education since 1903

Title:	Careers Policy and Provider Access Policy Statement
Type:	POLICY

Review Cycle Frequency:	1 year
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Lead Staff:	Magdalena Karpik
Support:	Alex Stylianou

## VERSION CONTROL:

Version No	New document or reasons for revision	Agreed by	Date
1	Migration to new document version control system	Office	April 2021
2	Policy Update	Office	September 2022

## LINKED INTERNAL DOCUMENTS:

## LINKED EXTERNAL DOCUMENTS:

## Equalities Statement:

We have carefully considered and analysed the impact of these policies on equality and the possible implications for people with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

## Requests for Paper Copies:

If you require this policy in a different format e.g. print or braille please contact [Co-Headteachers@lindenlodge.wandsworth.sch.uk](mailto:Co-Headteachers@lindenlodge.wandsworth.sch.uk)

## Wellbeing statement of commitment

We are committed to providing a healthy working environment and improving the quality of working lives for all staff and students. The wellbeing strategy aims to support our mission, core values and freedom of thought and expression, freedom from discrimination and the recognition that our community is our greatest asset. For further information on our schools commitment to wellbeing, please see the Mental Health and Wellbeing Policy and Strategy document, or visit our school website.

## 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. Further information relating to this is set out in Provider Access part of this document.

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.

Each student has their own unique careers portfolio which follows them from Year 7 up to year 14. This is a key document over which the students have full ownership. The heart of the portfolio is the vocational profile which forms the foundation of everything we do in the Careers Department. The Vocational Profile is an in-depth document that enables us to ascertain our students' interests, readiness to work and passions. This is a key document to link students to meaningful, high-quality employers, bespoke workshops and enrichment sessions. The portfolio also includes our unique assessment tools which are linked to EHCP targets and outcomes. The students are involved in setting work place targets and also in the assessment and feedback process.

Each young person from year 7 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 and supported by the trained Careers Advisor, Alexandra Stylianou offers bespoke support and advice to all students and their families.

This includes:

- Exploring different post school provisions

- Accompanying students and parents on college visits
- Supporting applications to colleges

Transition and Careers Fair is an annual event held at Linden Lodge. This bespoke 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.

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.

### **Alumnae**

Alumnae work closely with Careers Team and take part in a range of workshops as speakers to share their profession, career path and further education with current students.

### **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, Springboard Charity, Career Ready, RNIB, Rinova and local businesses.

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

### **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 a range of acclaimed programmes: Duke of Edinburgh Award, Artsmark, The Equality Award, etc.

4. Meaningful off-site visits support pupils in developing their understanding of different career options
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 Fair 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.

#### Provider Access

11. This statement sets out the school's arrangements for managing the access of Providers to students at the school for the purposes 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.
12. Students in Year 8-13 are entitled:
  - a. 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
  - b. To hear from a range of local Providers about the opportunities they offer, including technical education and apprenticeships
  - c. To understand how to make applications for the full range of academic and technical courses
13. A Provider wishing to request access should contact the Career Lead, Magdalena Karpik, through the Main School Office, tel. 020878801078 or via the following email address:  
[Magdalena.Karpik@lindenlodge.wandsworth.sch.uk](mailto:Magdalena.Karpik@lindenlodge.wandsworth.sch.uk)

14. A number of events, integrated into the school careers programme, will offer Providers an opportunity to come into school to speak with students and/or their parents/carers.

Year group	Autumn term	Spring term	Summer term
Year 7 -9	Enrichment speakers	Enrichment speakers	Opportunities shared/provider talks during careers workshops
Year 10-11	Enrichment speakers Careers/Transition Fair	Careers workshops	Opportunities shared/provider talks during careers workshops
Year 12-14	Enrichment speakers Provider talks during careers sessions Careers/transition Fair	Careers workshops Enrichment speakers	Careers workshops Enrichment speakers Provider talks during careers sessions

15. The school will ensure an appropriate venue and support is provided through the Careers Lead.

16. Providers are welcome to leave a copy of their prospectus or other relevant course literature for the Careers Lead or Careers Advisor.