



# Oak Lodge School

## Careers and Work Experience Programme Policy

<b>Adopted</b>  <b>Date : 27.9.2023</b>	<b>Frequency to be updated:</b>  <b>every 2 years</b>	<b>Schools &amp; Resources committee</b>  <b>Signature:</b>
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### Introduction

Oak Lodge provides a planned programme of Careers Education, Information, Advice and Guidance (CEIAG) for pupils in year 7 – 13 that is impartial and engaging. The programme is designed to develop high aspirations and encourage pupils to consider a broad and ambitious range of career options. The curriculum meets the differing needs and requirements of our pupils. This is developed throughout a pupil's time at the school and is always supportive of their abilities, strengths and skills.

### Aims and Purpose

- Prepare pupils for the transition to life after Oak Lodge
- Support pupils in making informed decisions which are appropriate for them
- Provide pupils with well-rounded experiences
- Develop personal characteristics such as social skills, communication, independence and resilience
- Inspire and motivate pupils to develop themselves as individuals and live as independently as is possible

This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

### Statutory Requirements and Recommendations

The careers provision at Oak Lodge 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 later in this document, under Provider Access.

### **Careers Provision at Oak Lodge School**

All pupils have access to the following:

- Oak Lodge Careers and preparing for life after Oak Lodge is a fundamental aspect of the curriculum
- Visitors in to school and offsite visits support pupils in developing their understanding of a range of different post 16 pathways
- All pupils from Year 9 have access to advice and guidance from Royal Association of the Deaf, (RAD) independent Careers Advisor
- All pupils in Year 10 access a meeting with the RAD advisor and school's Careers Leader to explore future pathways

### **Key Stage 3**

- Within the pastoral programme pupils are encouraged to look at their personal skills and qualities
- Pupils visit Kidzania
- Pupils have access to weekly enrichment programmes giving them the opportunity to work with peers in different classes and groups focusing on short term and long projects
- Pupils take part in Enterprise projects across the school year
- The spring term focuses on Enterprise and Careers
- Pupils have the opportunity to participate in Careers week giving them opportunities to participate in a variety of career workshops

### **Key Stage 4**

- Opportunities for pupils and families to meet with the Careers Leader and RAD Advisor in Years 10 and Year 11 to inform them of individual routes into Post 16 provision
- Pupils in Years 10 and 11 undertake one week's work experience placements
- Pupils in years 10 and 11 visit Skills London
- Pupils visit "Wandsworth Get Set Go!"
- Pupils have access to weekly enrichment programmes giving them the opportunity to work with peers in different classes and groups focusing on short term and long projects
- Pupils take part in Enterprise projects across the school year
- The spring term focuses on Enterprise and Careers
- Pupils have the opportunity to participate in Careers week giving them opportunities to participate in a variety of career workshops
- Careers day gives pupils the opportunity to meet deaf role models from various professional backgrounds

### **Key Stage 5 (in addition to KS4 ongoing provision)**

- Further opportunities for pupils and families to meet with the Careers Leader and RAD Advisor to inform on Further Education, Higher Education, Supported
- Internships, Traineeships, and Apprenticeships
- Pupils participate in the Duke of Edinburgh Bronze Award
- Pupils complete Sports Leadership at Levels 1
- Pupils in Year 12 and year 13 undertake 3, one week work placements.
- Pupils have the opportunity to participate in Careers week giving them opportunities to participate in a variety of career workshops

- Careers day gives pupils the opportunity to meet deaf role models from various professional backgrounds
- Opportunities to participate in CV writing workshops and ongoing support to develop their CVs after completing work placements
- Pupils may access further mentoring from professionals in their preferred pathways
- Pupils participate in vocational taster courses on and off-site
- Pupils participate in the Wandsworth Enterprise schools week

The overall organisation of work experience is undertaken by the Work Experience Coordinator who liaises with the Independent Careers Advisor and Careers Leader to ensure the most relevant and engaging opportunities are taken. Families are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed. All pupils on placement are covered by the employers' insurance and places of work are risk assessed by the Work Experience Coordinator.

### **Measuring the Impact of the careers programme**

- Destinations
- Feedback from pupils, employers and parents
- CVs
- Career interviews
- Job opportunities

### **Providers Access Policy Statement**

#### **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose 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.

#### **Pupil Entitlement**

All pupils in years 8-13 are entitled to:

- Find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- Understand how to make applications for the full range of academic and technical courses
- Management of provider access requests

#### **Procedure:**

A provider wishing to request access should contact: Hana Mortimore.  
 Head of Sixth Form and Careers Programme Lead Telephone: 02086733453  
 Email: hmortimore@oaklodge.wandsworth.sch.uk

#### **Opportunities for access**

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