

**Newbury Manor School**  
**Careers Education and Guidance**  
**November 2023**

**Newbury Manor Local Procedure for Careers Advice, Information and Guidance (CAIG) and  
Work Experience**

**Rationale**

Careers education programmes make a major contribution to preparing young people for opportunities, responsibilities and life experience. They help young people make decisions and manage transitions as learners and workers. It is vital that all 11-19-year-olds who attend Newbury Manor School have the knowledge and skills they need to make informed choices and achieve economic wellbeing in later life.

Careers Education is defined as:

*“..... a means of developing individuals’ knowledge, understanding and experience of opportunities in education, training and employment and the skills necessary to make informed decisions.’*

**Aims**

Newbury Manor School is committed to providing a planned careers programme for all pupils in years 7 to 13, and to give them access to impartial careers information, advice and guidance (CIAG). The careers programme at Newbury Manor School aims to assist pupils to develop a positive self-image, increase self-confidence and to raise personal aspirations. The school aims to provide opportunities for:

- appropriate careers guidance
- gaining up to date labour market information
- supporting pupils’ development at key points throughout their education.

Our CAIG offer aims to prepare all young people at Newbury Manor for the ever-changing opportunities, responsibilities and experiences of adult life and equip them with the skills to manage the choices, changes and transitions ahead of them.

**Curriculum**

The CIAG offer at Newbury Manor School is embedded into the PSHE programme of study. This programme of study will reflect the varying levels of ability within the school and will be tailor-made to fit the needs and cognitive ability of the student.

Where possible, all pupils undertake work experience in Year 10 to Year 12 – this is frequently for the equivalent of a week, with the specific timings planned to best meet the needs of both the individual pupil and the employer.

Links to local FE colleges provide the pupils from Year 10 upwards the opportunity to explore the variety of courses on offer. Visit days occur throughout Years 10 and 11, in preparation for transition to local FE College when appropriate.

Where possible, and according to pupil ability, level of anxiety, risk assessment and level of interaction the following may take place:

- Work experience

- Work-related learning
- Visits to local employers
- Visits to careers fairs
- Mock interviews
- Visits to local colleges
- Interaction with local careers providers

### **Development and Delivery**

Individual careers information, advice and guidance (CIAG) sessions will be delivered by appropriately trained and qualified staff and be both person-centred and impartial. Combined with careers education activities which are embedded in the curriculum the overall programme will raise aspirations, challenge stereotyping and promote equality and diversity.

All pupils will:

- Understand their education, training, employment and other opportunities
- Be offered the opportunity to develop the skills they need to plan and manage their own personal development and career progression
- Have access to relevant information and learning gained through visit days and work-experience
- Contribute to, and maintain, individual progression plans (Transition Plans) to help them identify their strengths and improve their prospects of success
- Be encouraged to contribute to ways in which they can improve their career pathway
- Be provided with information that is up to date and unbiased
- Be given advice and guidance that is unbiased, focusses on individual need and is fit for purpose
- Have guidance provided by careers advisers who have relevant training and experience

### **Work Experience**

Work experience is one of the most important links between local employers and schools. This exposure to work is a significant step in preparing young people for adult and working life by developing their personal and social skills as well as the key skills they will need for the world of work. Work experience that is well planned and well organised has an important role in developing a student's personal and social skills and gives them opportunities to learn directly about the world of work in preparation for their life after they leave school.

Work Experience; Responsibilities:

The Headteacher and Governing Body have overall responsibility to ensure the health, safety and welfare of students on work experience. They will ensure that:

- the suitability of work experience placements has been assessed by a competent person
- an individual risk assessment is written for each pupil prior to starting a work experience placement
- there is clear communication with all key parties involved with the work placement
- health and safety procedures are followed

- arrangements are in place to provide placement providers with information regarding any additional needs of the student
- lead staff are familiar with the risk assessments for placements being visited
- any identified personal protective equipment or clothing is worn
- staff comply with the school's incident reporting procedure and that all parties understand their responsibilities.

Successful ongoing management of work experience programmes relies on a process of evaluation; we ensure, therefore, that we gain feedback on each placement from both the employer and the student.

### **Outcomes for pupils**

At Newbury Manor School we aim to raise aspirations, challenge stereotypes and encourage pupils to consider a wide range of future pathways and careers. We do this by using the Gatsby Benchmarks as a framework for our careers policy and local procedure. Senior leaders audit progress against the Gatsby Benchmarks via the Compass Self-Assessment tool; this is carried out termly. For more information on the Gatsby Benchmarks click [here](#)

### **Links with other policies and procedures**

This local procedure is underpinned with a variety of other Aspris policies and local procedures. These include Curriculum policy, Teaching and Learning, SEN, and subject specific procedures.

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**Date:** September 2019

**Review:** September 2020

**Updated:** November 2023

**Next update due:** November 2024