



## Newbury Manor School



## Careers Information, Advice and Guidance and Work Experience December 2024

<b>Local Procedure Title</b>	<b>Curriculum</b>
<b>Service</b>	<b>Newbury Manor School</b>
<b>ACS Policy number and title</b>	<b>ACS 31 Careers Information, Advice and Guidance (CIAG) and Work Experience</b>
<b>Local Procedure template reference</b>	<b>ACS LP 31</b>
<b>Local Procedure date</b>	<b>December 2024</b>
<b>Local Procedure review date</b>	<b>December 2025</b>
<b>Local Procedure Author(s)</b>	<b>Sally Taylorson</b>
<b>Local Procedure Ratification</b>	<b>Checked and approved by: Rebecca McArthur and Paul Gorham</b>

<b>1. Rationale</b>
<p>We aim for our careers education programme to make a major contribution to preparing our young people for opportunities, responsibilities and life experience to help them make decisions and manage transitions as learners and workers. It is vital that all pupils who attend Newbury Manor School have the opportunity to develop the knowledge and skills they need to make informed choices and achieve economic wellbeing in later life.</p>
<b>2. Aims</b>
<p>Newbury Manor School is committed to offering a planned careers programme for all pupils through implementing a whole-school approach. In line with the Gatsby Benchmarks (revised November 2024) our aim is that <i>"Every year, in every subject, every pupil should have opportunities to learn how the knowledge and skills developed in that subject helps people to gain entry to, and be more effective within, a wide range of careers."</i> ("Good Career Guidance; The Next 10 Years", 2024).</p> <p>The careers offer at Newbury Manor School, which includes careers education, 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:</p> <ul style="list-style-type: none"> <li>• receiving appropriate careers advice and guidance</li> <li>• gaining up to date labour market information</li> <li>• supporting pupils' development at key points throughout their education.</li> </ul> <p>Our careers offer aims to prepare all young people at Newbury Manor School 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.</p>
<b>3. Curriculum</b>
<p>In line with current guidance, careers education at Newbury Manor School is primarily embedded into the PSHE programme of study. In addition, all teachers highlight the progression routes for their subject and the relevance of the knowledge and skills developed in their subject for a wide range of careers pathways. 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 each student.</p>

Where possible, all pupils have the opportunity to 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 F.E colleges provide the pupils from Year 10 upwards the opportunity to explore the variety of courses on offer. Visit days occur throughout Years 10, 11 and 12, in preparation for transition to local F.E colleges when appropriate.

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

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

#### **4. Careers Information, Advice and Guidance Delivery**

Individual careers information, advice and guidance (CIAG) meetings will be delivered by appropriately trained, L6 qualified staff and be both person-centred and impartial. Combined with careers education activities which are embedded in the curriculum, this programme will raise aspirations, challenge stereotyping and promote equality and diversity. In line with the Gatsby Benchmarks (revised November 2024) every pupil will be offered at least one personal guidance meeting with a careers adviser by the time they are sixteen and a further meeting by the age of eighteen.

All pupils will:

- Understand their education, training and employment 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
- Be encouraged to contribute to ways in which they can improve their career pathway
- Be provided with information and advice that is up to date, impartial and individualised
- Have advice and guidance offered by experienced careers advisers who have the relevant L6 qualification, be they internal or external colleagues.

#### **5. Work Experience**

Work experience, including work shadowing, 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
- employers offering work experience have current public liability insurance in place
- 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.

**6. 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 (revised November 2024) 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 a summary of the changes to the Gatsby benchmarks please click [here](#).

**7. 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.

**Children's Services  
Local Procedure Template**

**Local Procedure Review History:**

<b>Date Reviewed</b>	<b>Reviewer</b>	<b>Summary of revisions</b>
28/04/2025	Paul Gorham & Sally Taylorson	