



# Clifton High School

co-educational nursery pre-school to sixth form

<b>Policy applies from EYFS to Sixth Form</b>	<b>Future and Skills</b>
Date policy updated	06.12.2019
Date policy to be reviewed	06.11.2020
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A shaded area denotes a regulation to which all schools must comply	

*Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.*

## **Related Policies/Documents**

Data Protection

Futures and Skills Schemes of Work

Oxbridge

Personal, Social Health and Economic Education (PSHE)

UCAS

The Futures and Skills Department aims to prepare pupils for adult and working life and to enable the pupils to progress to a fulfilling career which meets their abilities and aspirations. Impartial advice and guidance are given at key progression points as part of formal class sessions and on a one to one basis. The staff involved in delivering Information, Advice and Guidance will remain impartial and show no bias towards a particular education or career path. Guidance given will always endeavour to allow and encourage pupils to achieve their potential, and pupils will be actively encouraged to look beyond stereotypes to ensure that the widest range of careers are considered. It is an absolute priority to challenge stereotypical thinking and to raise aspirations through all Futures and Skills work. Clifton High School works closely with several outside organisations and Careers Information Providers to deliver Information, Advice and Guidance (IAG) that is fully up to date, impartial and that covers a broad spectrum of opportunities, including apprenticeships and sponsored degrees.

## **Self-awareness and Development of Capabilities**

All pupils need to be aware of their strengths, weaknesses, personal qualities and potential. They need to be encouraged to be self-motivated and to be responsible for their own decisions and career planning. Furthermore, they should be aware of their rights and responsibilities, the need for discipline and appropriate relationships in the workplace. All pupils are entitled to a planned programme of careers education and guidance. The programme is designed to help pupils to understand themselves and develop their capabilities, to investigate careers and opportunities and to put their career plans into practice.

## **Opportunity Awareness and Research**

Pupils need an awareness of the opportunities open to them. They should know about the world of work, education and training and the value of qualifications. Also, they need to understand the changing pattern of careers, the importance of core competencies and the relevance of lifelong learning. Pupils are given opportunities to learn about a range of differing careers paths, including those covered by STEM (Science, Technology, Engineering and Mathematics).

## **Implementation of Career Plans**

Pupils need to develop skills to make informed decisions by making effective use of information and guidance. They need to understand the possible consequences of these decisions. They can make and implement action plans and be able to review and evaluate those plans. Staff in the Sixth Form will keep copies of careers plans and conversations will be recorded onto timelines and/or tutor files. The Head of Futures and Skills passes records of meetings and action plans with pupils to tutors, who record on timelines.

Pupils are encouraged to develop the skills to cope with the transitions they will be faced with.

Pupils are 'signposted' to show them where they can access Futures and Skills help via posters in each academic department. Pupils are encouraged to make meetings with their tutors or the Head of Futures and Skills via email.

To understand themselves and develop their capabilities pupils will

- Learn how to use careers information
- Develop skills of self-awareness
- Know their strengths and weaknesses
- Develop and use a range of key skills
- Use a variety of computer programmes to develop self-awareness
- Learn through a range of work-related activities, including mock interviews

To investigate careers and opportunities pupils will be offered the opportunity to

- Experience a variety of work shadowing placements
- Take part in Industry Days
- Attend talks by visiting speakers
- Receive information on a wide range of Higher Education and Training Opportunities
- Have access to unbiased, up-to-date careers information
- Use a variety of computer programmes to investigate types of work/courses they may be interested in
- Attend open days, Higher Education Fair and a careers convention
- Educational visits – these are generally of two types
  - Higher Education Related
  - Industry Related

To enable pupils to put their career plans into practice they will

- Receive an individual and confidential guidance interview in Year 9, 11 and Sixth Form.
- Negotiate a careers action plan
- Receive help to put this plan into practice
- Receive help with applications for employment or Further and Higher Education courses

## **Futures and Skills Department Development Plan**

- Annually review the work shadowing scheme and implement necessary changes (to be completed by the end of the Autumn term)
- Annually review the procedure for Oxbridge candidates and implement necessary changes (to be completed by the end of the Autumn term)
- Update Year 7-11 Futures and Skills Schemes of Work (to be completed before teaching commences in each year group)
- Arrange Careers/UCAS interviews for Year 12 in July
- Review the Futures and Skills evening
- Streamline and review the UCAS procedure to improve the experience for pupils and teachers (to be completed before September)
- Review the workings of the Futures and Skills Department annually, with feedback from pupils to enable improvements to be made year on year.

### **Teaching strategies**

The following are strategies, which are used in tutor lessons and PSHE

- Use of videos, posters, CD ROMs
- Question and answer/discussion
- Small group work and role-play
- Production of display material
- Construction of action plans
- Personal research from the career's library software or the internet
- Visits
- Use of ICT Internet search for searching Databases

### **Access to the Futures and Skills Programme**

The Futures and Skills programme is delivered by many staff in a variety of departments. The schemes of work for all aspects of the programme are held by the Head Key Stages so that in the case of staff absence they can be accessed easily.

### **Equal opportunities**

The Futures and Skills Department is committed to providing equal opportunities for all pupils to unbiased advice regardless of sex, social, cultural background, linguistic background or physical ability. The Futures and Skills Department aims to make the pupils aware of the huge diversity of career opportunities available and the wide range of routes available for achieving their goals.

### **Special Education Needs**

The department liaises with the Head of Learning Support and other agencies to provide specialist advice and review for pupils with special needs.

### **Health and Safety**

Before commencing a work shadowing placement, pupils, parents and the work place must fill in employer forms. This is to check the legitimacy of the placement as well as making sure that all employers are covered by employer's liability insurance that covers work experience pupils. Pupils are informed that they must obey any safety rules given to them by the employer; this forms part of a work experience log book that each pupil must keep during their placement.