



Careers Guidance Policy

Annexe 1 Careers Guidance Provision: Academic Year 2021-22 et seq.

Set out below is the current, planned Careers Guidance provision for all Beaumont students. This will be adapted and added to as needs or opportunities arise, such as programmes of Extended Work Experience or bespoke, targeted interventions. Where appropriate, Careers-related activities are recorded in the Unifrog online impartial advice and guidance platform.

KS3 Provision

Year 7

A PSHCEE unit on *Careers* covers types of work, a consideration of jobs versus careers and types of income from work.

All Year 7 students spend a day in a working environment, typically a parent/carer's, on a *Work-Shadowing* Personal Development Day (PDD). Follow-up work in PSHCEE is targeted towards developing students' Self-Development and Careers Exploration as well as Beaumont *Skills for Success*.

Year 8

A PSHCEE unit on *Careers* explores types of work and careers in more detail as well as employability skills and financial awareness.

All Year 8 students participate in a Careers "speed-dating", Personal Development Day, where they explore the skills and qualifications requirements and the entry routes into a range of careers.

Year 9

A PSHCEE unit on *Careers* develops further students' financial awareness, including lessons on taxation, money management and debt.

As part of the **Year 9 KS4 Options** process, students are able receive individual guidance from their Form Tutors and Subject Teachers (Year 9 Parent Consultation Evening) as well as the Careers Leader and Heads of Subject at the Year 9 Options Evening. All Year 9 students have a guidance meeting with a member of SLT prior to completing the Options process and they are guided in the use of the Unifrog platform by their Form Tutors in Tutor Periods, as a source of IAG.

Groups of KS3 students routinely take part in work-related extra-curricular activities, including, the *Robot Rumble* and *Lego Challenge* STEM competitions and events to promote *Women in Engineering* week.



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KS4 Provision

Year 10

A PSHCEE unit on *Careers* covers Health & Safety in the workplace - related to Work Experience - and writing a C.V.

All Year 10 students participate in a *Next Steps* PDD, where they visit Oaklands College and the University of Hertfordshire. Through a combination of tours and lectures, the pathways of Further and Higher Education are explained to them. There are also presentations and group activities provided by *Ask Apprenticeships*.

All Year 10 students take part in a week's Work Experience in Summer Term during Personal Development Week. Preparatory and follow-up work in Tutor Periods and PSHCEE is targeted towards developing students' Self-Development and Careers Exploration as well as Beaumont *Skills for Success*.

Year 11

All Year 11 students take part in the *Moving On* PDD which comprises a carousel of activities including practising interview techniques, local Labour Market Information, making positive and informed life choices as well as completing assessment tasks to identify their skills and values relating to future employment. The school's Herts SfYP Personal Adviser takes students through a range of careers, training and higher education websites and the latest resources kept in the school's careers library. The day also includes an on-site 'Careers & Training Fair' where students visit stalls and displays hosted by local and national employers, apprenticeship providers, universities and colleges.

The **Year 11, Post-16 Options** guidance process begins with a '*Pathways at 16+*' Parents Information Evening with speakers from Oaklands College and the BeauSandVer Consortium as well as a presentation on Higher and Degree Apprenticeships from Herts SfYP. Students are able to receive individual guidance from their Form Tutors and Subject Teachers (Year 11 Parent Consultation Evening) as well as the Head of Sixth Form, members of LT and Heads of Subject at the Year 11 *Choices at 16+* evening. All Year 11 students have a guidance meeting with a member of SLT prior to completing their 16+ Choices Form.

Post-16 (Years 12 & 13)

All students continue to have access to an individual consultation with the school's Herts SfYP Personal Adviser.

Year 12 students are introduced to the Sixth Form *Employer Contact Programme* in the September PDD. This entails thirty hours of employer contact time before the December of Year 13. Fourteen hours of this may be part-time employment and six hours will be a day of Work-Shadowing on the November PDD. The remaining ten hours are for students to arrange independently and can include activities such as



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work experience and web-based employer interactions. All work-related activities are logged in Unifrog and certificates are presented on completion of the programme.

An *Introduction to Beyond Beaumont* PDD day in March introduces Year 12 students to the UCAS process and this is supplemented by Tutor Time presentations by representatives and student ambassadors from the University of Bath (about the application process and choosing a university) and ASK Apprenticeships (about Degree Apprenticeships). They are followed up with a *Beyond Beaumont* PD Week in July, which allows students to deepen their research into their options at 18+, including a Personal Impact training session (provided by an HR Consultant) and university visits.

Year 13 students complete further work on their UCAS applications in their September PDD and they take part in a mock Assessment Centre activity on the March PDD.

All students also have access to the Beaumont Sixth Form Google Classroom, which contains a wealth of detail on career options, including Apprenticeships, work placements and structured career development programmes.

Ongoing general guidance:

- The Careers Library is based within the main School Library and contains a wide range of up-to-date and recommended Careers Guidance texts, including the HEAPS guide to universities and the *Apprenticeships Guide*. The library also has a wide range of guides to individual careers, categorised by type, and current prospectuses from most UK universities.
- The Beaumont School Careers blog is maintained by the Careers Leader and posts a wide range of information relating to careers, training, higher and further education and Labour Market Information (LMI).
- The school has a Herts SfYP Personal Adviser who sees students in school each week by appointment as well as at weekly, lunchtime “drop-in” sessions. The PA sees all potential NEET students (at Year 11 and early exit from the Sixth Form) as well as supporting all College applications and overseeing any Section 40a requirements. Pastoral post-holders take part in an annual *Risk Assessment for Participation Post-16* (RAPP) conference to facilitate targeted support in Years 8 – 13.
- The school maintains close links with Oaklands College, our local FE provider. Open Days, “taster days” and other events are publicised to parents and students and Year 10 and 11 students, highlighted in discussions with the Herts SfYP PA, may be offered bespoke, guided visits to the Oaklands campuses, accompanied by Beaumont staff.