



Careers Education Information Advice & Guidance Policy

Policy Date: July 26

Review Date: July 27

Contents

Introduction.....	4
Aims and Purpose	4
Statutory requirements and recommendations	5
Careers Provision at Rowan Education.....	6
Supporting the Rowan Education Personal Development Curriculum	10
Providers Access Policy Statement	11
Procedure.....	11
Safeguarding	12
Monitoring, review, evaluation and development of the careers programme.....	13

Introduction

Rowan Education School provides a relevant and engaging careers programme as part of the Personal Development Curriculum to inspire excellence in all learners. It will be adapted where necessary to meet the differing needs and requirements of our learners, so they are ready for their next steps in life whether that is college, apprenticeships or work.

The variety and challenge of activities provided increase with the length of time learners are with us, but the programme will always be respectful of their abilities, strengths and skills. The policy aims to ensure that every student receives the support and opportunities they need to make informed decisions about their future education, training, and career pathways.

Aims and Purpose

The purpose of this policy is to ensure that careers education and guidance are an integral part of the curriculum and overall educational experience, supporting the academic, personal, and social development of each student. Rowan Education aims to empower students to make well-informed decisions that will help them achieve their aspirations.

The policy aims to ensure that learners are:

- Ready for their transition to life after Rowan Education;
- Ready to make informed decisions which are appropriate for them;
- Provided with well-rounded experiences that enables them to be respectful and safe after life at Rowan Education;
- Given the opportunity to develop personal characteristics such as social skills, communication, independence, and resilience so that they are respectful of themselves and others;
- Provided with access to independent careers, post-16 and industry experts to inspire excellence in them;
- Inspired and motivated to personal excellence, developing themselves as individuals so they have safe, fulfilled and independent futures.

Statutory requirements and recommendations

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in [section 42B of the Education Act 1997](#).

This policy demonstrates how our school complies with these requirements.

Careers Provision at Rowan Education

Rowan Education is committed to providing a reviewed and evaluated programme of careers education, which meets the eight Gatsby Benchmarks for careers guidance:

1. A Stable Careers Programme

Rowan Education will provide a clear and stable careers program that is embedded into the curriculum and school activities, ensuring that every student has access to consistent and quality careers advice from KS3 to KS4.

2. Learning from Career and Labour Market Information

All students will have access to up-to-date and accurate careers information, including labour market trends, career opportunities, and post-16 pathways. This will be provided through career guidance sessions, external speakers, and interactive resources.

3. Addressing the Needs of Each Student

Careers guidance will be personalized to ensure it meets the needs of every student. This includes one-to-one guidance meetings, support for students with special educational needs and disabilities (SEND), and ensuring all students are aware of their options based on their skills and interests.

4. Linking Curriculum Learning to Careers

Rowan Education will embed career-related learning into the curriculum. Students will be encouraged to understand how their subjects and skills relate to specific career paths. Teachers will highlight career connections in their lessons, particularly in subjects such as Business Studies, ICT, and Science.

5. Encounters with Employers and Employees

Students will have opportunities to meet with employers and employees from a wide range of industries. This will include employer visits, guest speaker sessions, work experience placements, and job shadowing opportunities. These encounters will allow students to understand the practical aspects of different careers.

6. Experiences of Workplaces

Rowan Education will support students in gaining real-world

experience through work placements, virtual work experience, internships, or visits to local businesses. These experiences will help students develop an understanding of work environments and enhance their employability skills.

7. Encounters with Further and Higher Education

Students will be given opportunities to explore further education options such as colleges, universities, and apprenticeships. Visits to further education institutions, careers fairs, and talks from representatives will be incorporated into the program to help students make informed decisions about their next steps.

8. Personal Guidance

Every student will have access to individualized careers guidance through one-to-one sessions with a qualified careers adviser. These sessions will support students in making well-informed decisions regarding subject choices, future career options, and post-16 education routes.

All learners have access to the following during their time at Rowan Education:

- Rowan Education Life and PSHE curriculum - careers and preparing for life after Rowan Education is a fundamental aspect of our curriculum;
- Visitors to the School and offsite visits support learners in developing their understanding of a range of different post 16 pathways;
- All learners from Year 7 have access to advice and guidance throughout the PSHE curriculum
- All learners in Year 11 access a meeting with a careers advisor and School careers coordinator to explore future pathways

Learners have access to relevant careers events and careers talks from a range of employers.

At KS3, the emphasis is on developing self-awareness and broadening students' horizons. The focus is on helping students understand their

interests, strengths, and the importance of making informed choices for their future.

Objectives for KS3:

- To introduce students to the world of work, various industries, and potential career pathways.
- To provide opportunities for students to explore different skills, interests, and career preferences.
- To raise awareness of the importance of a strong work ethic, resilience, and teamwork.
- To offer opportunities for students to take part in activities such as:
 - Guest speaker sessions from various professions.
 - Career-focused workshops (e.g., CV writing, interview skills).
 - Work experience opportunities (if appropriate).
 - Discussions around subject choices and how they impact future career pathways.

By the end of Key Stage 3, learners will have:

- Visited a workplace;
- Spoken with a local employer;
- Completed a careers activity that will make them think about the world of work and a future career;
- Enjoyed lessons that are linked to the real world/world of work.
- Support for transition onto GCSE and vocational courses, planned and prepared for in KS3 through careers interviews and work-related learning activities;
- Taken part in Enterprise projects across the school year eg Barclay Life Skills, Matrix Challenge;
- Had the opportunity to engage with STEM events and projects as part of the KS3 curriculum.

At KS4, students are expected to make more focused decisions about their futures, including subject choices and post-16 pathways. Careers education at this stage aims to equip students with the knowledge and support they need to make well-informed choices about their post-16 education, training, or employment.

Objectives for KS4:

- To support students in making informed decisions regarding their GCSE options, career paths, and future aspirations.
- To develop students' employability skills, including teamwork, problem-solving, communication, and time management.
- To ensure that students are aware of the full range of post-16 options, including college, apprenticeships, training, and employment.
- To provide individualized careers guidance to support students in making decisions about their next steps after Year 11.
- To assist students in preparing for life beyond school, including the development of CVs, personal statements, and interview techniques.

By the end of Key Stage 4, learners will have (in addition to KS3 ongoing provision):

- Had review meetings with their families to consider career opportunities and needs;
- Met the school careers coordinator by the end of year 10;
- Met the careers counsellor and careers coordinator by the end of year 11 to inform individual routes into post 16 provision;
- Undertaken work experience and/or work based placements and/or work related learning opportunities. These may be extended if desirable and appropriate for the individual learner.

Rowan Education will ensure that careers education and guidance are embedded across the curriculum and beyond the classroom:

- **Curriculum:** Careers-related learning will be integrated into appropriate subjects, particularly in areas such as Business Studies, ICT, and PSHE.
- **Careers Staff:** A designated Careers Coordinator, supported by form tutors and subject teachers, will deliver careers education. External careers advisors will also be available for individual guidance sessions.
- **Work Experience:** Students will be encouraged to engage in relevant work experience opportunities where possible, either through school-arranged placements or self-sourced experiences.
- **External Partnerships:** Rowan Education will partner with local businesses, universities, apprenticeship providers, and career professionals to provide students with a wide range of opportunities to explore potential career options.

Families are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.

All learners on placement are covered by the employer's insurance and places of work are risk assessed.

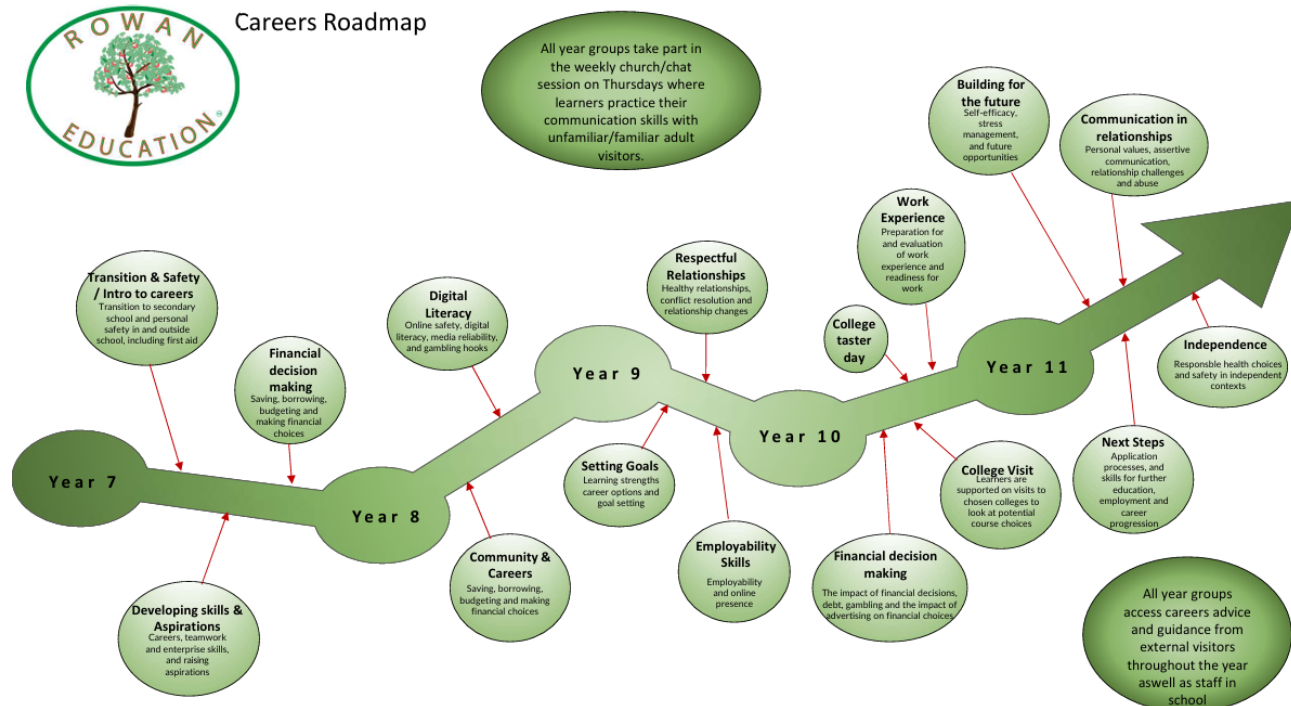
Supporting the Rowan Education Personal Development Curriculum

Careers activities will support the Personal Development curriculum and help develop learners to be safe, ready, respectful and to inspire excellence.

Activities will be included on our cultural calendar which is shared with learners, staff and families at the start of each term.



Careers Roadmap



Providers Access Policy Statement

This policy statement sets out the School's arrangements for managing the access of providers to learners 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.

Procedure

A provider wishing to request access to learners at Rowan Education should contact the career's co-ordinator, in the first instance.

Telephone: 07586805178

Email : info.rowaneducation@gmail.com

Roles: Careers Coordinator: Chelsea Nicholas (Deputy: Lisa Noble)
Premises and facilities

The School will make classrooms, meeting spaces and resources available for discussions between the provider and learners, as appropriate to the activity.

Safeguarding

Rowan Education's [Safeguarding and Child Protection Policy](#) outlines the School's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

Monitoring, review, evaluation and development of the careers programme

Our partnerships are reviewed regularly. The following provision is reviewed:

- Review of all careers events by the Careers Coordinator;
- Developmental activity is identified annually in the AIP by the careers leader.
- Feedback on the effectiveness of the careers programme is sought through student focus groups, parent and student questionnaires. Resulting action points then feed into the following years' planning process to ensure they are addressed.
- Review of the School's adherence to the [Gatsby Benchmarks](#) through [Compass+](#), an online self-evaluation tool for schools.