



## 1.32 Careers Guidance Policy

### Policy Statement

In line with our school's core values of Respect, Aspiration and Achievement we aim to ensure our pupils are equipped to meet the challenges of the life ahead of them. The Higher Education and Careers provision at Cranbrook School responds to the needs and aspirations of the students as individuals and we are committed to providing appropriate Careers, Higher Education and Professional Guidance.

This policy statement also sets out the school's arrangements for managing the access of providers to pupils 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.

Information on careers education, careers advice and guidance including apprenticeships and work related learning comes under the umbrella of 'Futures' at Cranbrook School.

Choice of subjects during a student's school career is important but it is equally important to look at other skills besides educational qualifications such as adaptability, versatility and the ability to cope with pressure and uncertainty. During their time in school, students are encouraged to look out for opportunities to develop these skills by taking part in extra-curricular activities, attending university courses and taster-days and volunteering. There is regular information published about these opportunities in the school's Futures bulletins which are available through tutors, the library and online and are emailed to the students school email accounts on a weekly basis and to parents.

All students at Cranbrook School receive careers information via the school's PSHE programme and Sixth Form and leaving students in Year 11 receive extensive careers and university advice in their last years. This includes independent careers advice and guidance from the School's provider, CXK, and enrolment on work-placement schemes after GCSEs.

**UCAS Guidance:** The school provides specific support to those selecting degree courses in Higher Education. Each student receives individual guidance from a number of teachers who have specialist knowledge of a particular range of degree courses. In addition, there are numerous group and individual sessions to assist with the completion of the UCAS application form.

**Oxbridge:** Students applying to Oxford or Cambridge are guided through the application process as part of the UCAS system. However, specialist teaching beyond the demands of A Level (and for the sixth term entrance papers for admission to Cambridge) may be available if appropriate.

**Lectures and visits:** Sixth Formers have the chance to hear speakers on a wide variety of topics, to meet and hold discussions with representatives of many professions and occupations, and to attend careers conferences and Higher Education Open Days either live or virtually.

<b>Date Approved:</b>	July 2021
<b>Date of Renewal:</b>	July 2024
<b>Reviewed by:</b>	FGB
<b>Ownership:</b>	Careers Officer

The 'Futures' programme at Cranbrook School is designed to enable students in all year groups to:

- Have access to impartial and balanced careers guidance throughout their school career
- Make realistic and informed decisions affecting their futures
- 'know themselves' and how their strengths, weaknesses and interests relate to the world of work
- Make appropriate curricular and extra-curricular choices at each stage of their schooling, including guidance regarding GCSE and post-16 courses
- Make appropriate choice of, and applications for, Higher and Further Education, and develop an awareness of careers that can be accessed without the need for a degree
- Learn about different careers and opportunities, obtain individual guidance and have some work experience
  
- Find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education apprenticeships, through options events, assemblies and group discussion and taster events either face to face or virtually
- Understand how to make applications for the full range of academic and technical courses

### Management of provider access requests

#### Procedure

A provider wishing to request access should contact Christine Newman, Head of Careers, 01580 711800, email [newmanc@cranbrook.kent.sch.uk](mailto:newmanc@cranbrook.kent.sch.uk)

### Opportunities for access

A number of events/initiatives integrated into the school careers programme will offer providers an opportunity to come into school to speak to pupils or for their information to be shared widely with pupils (see table in main Careers Policy). Please speak to our head of careers to identify the most suitable opportunity for you. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school office which will be passed to the head of careers for display in the careers section of the library.

## THE 'FUTURES' YEAR

	AUTUMN TERM	SPRING TERM	SUMMER TERM
Year 8	Annual Careers Fair Weekly 'Futures' bulletin	Weekly 'Futures' bulletin	Weekly 'Futures' bulletin
Year 9	Annual Careers Fair Weekly 'Futures' bulletin	KS4 Options evening Enrichment session with independent careers advice provider CXK Weekly 'Futures' bulletin	Weekly 'Futures' bulletin
Year 10	Annual Careers Fair Weekly 'Futures' bulletin Year 10 information evening Enrichment session with independent careers advice provider CXK	Weekly 'Futures' bulletin	Weekly 'Futures' bulletin
Year 11	Annual Careers Fair Weekly 'Futures' bulletin One to one sessions with independent careers advisor	Year 11 Information evening Enrichment session – apprenticeships (Crossrail) Weekly 'Futures' bulletin One to one sessions with independent careers advisor	Two weeks work experience One to one sessions with independent careers advisor
Year 12	Annual Careers Fair Weekly 'Futures' bulletin One to one sessions with independent careers advisor	Weekly 'Futures' bulletin One to one sessions with independent careers advisor	Weekly 'Futures' bulletin One to one sessions with independent careers advisor Year 12 Careers day 'What Next'
Year 13	HE and Apprenticeship application sessions Annual Careers Fair Weekly 'Futures' bulletin One to one sessions with independent careers advisor	Weekly 'Futures' bulletin One to one sessions with independent careers advisor	Weekly 'Futures' bulletin One to one sessions with independent careers advisor

The 'Futures' programme is reviewed annually, updated and mapped against the Gatsby Benchmarks (see Appendix A).

## APPENDIX A

### Gatsby benchmarks to be met by 2022

The Gatsby charitable foundation, set up in 1967 by David Sainsbury, is committed to strengthening the country's science and engineering skills. Their focus is primarily technical education and this is done via four strands: Technical Education Reform, STEM skills in the workplace, science and maths in schools and good career guidance. It is the good career guidance that is focussed on here:

All schools are expected to work towards meeting all 8 Gatsby benchmarks by 2022

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking the curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance