



**THE CAMDEN  
SCHOOL FOR GIRLS**

## Careers & Work Experience policy



<b>Lead Staff member:</b>	<b>Deirdre Toman and Pip Schofield</b>
<b>Link Governor:</b>	<b>Angela Mason</b>
<b>Approved by:</b>	<b>Curriculum and Staffing Committee</b>
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## **1. Introduction**

Camden School for Girls offers high quality careers advice and guidance, to support all our students by raising their aspirations and achievement and equipping them with skills attitudes knowledge and understanding as a foundation for managing their lifelong career and learning. The focus is on individualised support and guidance, appropriate to the range of students within the school community in choosing career pathways and further and higher education destinations. This is developed throughout the student's time at the school. The focus is on individualised support and guidance appropriate to the range of students within the school community in choosing career pathways and further and higher education destinations. Our careers policy is guided by the Gatsby benchmarks of good careers guidance (see appendix 1)

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal Guidance

## **2. Aims and purpose**

- To ensure that students develop the skills and attitudes of communication, innovation, enterprise, resilience and leadership necessary for success in adult and working life.
- To make students aware of the range of opportunities which are available to them at each transition stage.
- To equip students with the necessary decision-making skills to manage those same transitions.
- To develop in students an awareness of the wide variety of education, training and careers opportunities both locally and nationally.
- To foster links between the school, local businesses and further/higher education establishments;
- To promote greater awareness for students about the world of work, the development of key and transferable skills and employability.
- To ensure that, wherever possible, all young people leave the school to enter further /higher education, employment or training.
- To maintain a culture of high aspirations for students and their families with regard to future opportunities.
- To promote equality of opportunity, celebrate diversity, challenge stereotypes.
- To develop a range of appropriate and relevant activities which assist in raising all students' aspirations and achievement and which are of the highest possible quality and are regularly monitored.
- To develop students' personal and social skills in a range of contexts.
- To provide students with informed and impartial guidance on the choices available for education, training and employment as well as other interests.
- To enhance the curriculum offered by developing effective links with key partners including business links, training providers, Connexions, the local authority, further education providers and the voluntary sector.

### 3. Objectives

All students have an entitlement to CEIAG and the DfE recommend careers and work related contexts are incorporated into the school curriculum. At Camden School for Girls we help pupils to achieve the following learning outcomes:

- To raise levels of attainment through high quality careers education and work related learning for all students.
- To develop a range of opportunities which enhance the curriculum.
- Understand the requirements and possibilities within Further and Higher Education and gain knowledge of Apprenticeships and vocational pathways.
- To promote awareness and understanding of work, industry, the economy and community.
- Recognise, develop and apply their skills for enterprise and employability through work related learning.
- Know how to access unbiased, impartial, up-date CIAG (Information, Advice and Guidance)
- Have opportunities for a personalised careers guidance interview with a professionally accredited careers adviser
- Have opportunities to learn about STEAM related careers (Science, Technology, Engineering the Arts and Mathematics)
- Be able to career plan and set targets incorporating the use of dedicated careers IT software.

### 4. Statutory requirements and recommendations

The careers provision at Camden School for Girls is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997. This states that all schools should provide independent careers guidance from Years 7 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including university options or apprenticeships
- be adapted to the needs to the student

Legislation and guidance documents referred to during the development of the programme are:

- DfE Statutory guidance: Careers strategy – January 2018
- DfE Careers Guidance and Inspiration in Schools – April 2017
- Gatsby Foundation Good Career Guidance (2014)
- DfE New Guidance on Work Experience 16-19 (2013)
- Section 19 Education Act (2011) – The duty to secure independent and impartial careers guidance for young people in schools

The following policies and documents also support the CEIAG process: -

- Equalities policy
- Special Educational Needs policy
- School Improvement Plan
- Child Safeguarding & Protection policy
- School trips policy
- Access statement
- PSHEE curriculum

In addition the school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all schools must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.

## **5. Student entitlement**

All students have access to the following:

- Extra-curricular clubs and trips to support students in developing their understanding of a range of different subjects. A list of extracurricular clubs and trips is available on the school website.
- A planned programme relevant to their year group.
- A qualified, impartial and independent careers advisor for personalised advice and guidance.
- Information about the world of work and how the labour market is changing.
- Information about further and higher education, training, apprenticeships and employment routes.
- Activities which challenge stereotyping, raise aspirations and develop skills and qualities that improve their employability.
- Activities to develop enterprise skills and financial capability.
- Careers displays: regularly updated around the school to include job advertisements, open days and Further/Higher Education information
- In school career talks by employers
- Careers Lessons
- Work experience
- Voluntary work
- Enterprise activities
- Industry/Career visit
- College/university visit
- Careers guidance interview
- All students will have access to CEIAG through the programme Unifrog (see Appendix 2) Students will also have opportunities to explore relevant websites and make Post 16 applications to 6th form, colleges or apprenticeship providers.
- Resources will be available via the school's website and within the student's virtual learning platform, Google Education which is accessible from home
- Bulletin: information will be provided to students and parents via the daily banda notices

In addition:

All Year 9 students have a one to one interview with an independent careers advisor.

All Year 11 students have a one to one interview with an independent careers advisor.

All Year 12 students have the opportunity to have a one to one interview with an independent careers advisor.

All KS5 students can access the Careers Hub where opportunities such as work experience placements, level three apprenticeships and HE taster courses are posted.

## **6. Students with Special Educational Needs or Disabilities (SEND)**

Every student with SEND follows the same programme of careers as their peers with adaptation and support where appropriate such as parental consultation. Personalised support from the SENCO, careers advisor and external bodies is used where appropriate.

Transition from one key stage to another and onto careers is part of the EHCP for a student with SEND.

### **7. Students in receipt of Pupil Premium funding**

Additional support is available for students and their families with regard to future opportunities. The Pupil Premium Coordinator plans a programme of work related learning and trips and visits.

### **8. Careers Advisors at Camden School for Girls**

Careers guidance is delivered by the following:

- An independent Careers Advisor provided by Connexions who delivers impartial one to one careers guidance to Year 11 and Year 12, on request.
- A UCAS advisor who works with KS5 on HE choices and coordinates applications and references.
- A KS3/4 Careers Coordinator who works with all year groups to plan and implement the careers programme.
- A KS5 Careers Coordinator who works with all year groups to plan and implement the careers programme.
- The PHSEE Coordinator who provides lesson plans and resources to use during form time and integrated study lessons.
- The Work Experience Coordinator works with year 10 students on finding appropriate work experience placements

The aim of programme is to provide students with the opportunity to gain experience in the world of work. All students are offered the opportunity of two weeks' work experience in the July of Year 10. The overall organisation of work experience is undertaken by the Work Experience Co-ordinator, who liaises with the Head of Year 10. Parents are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.

### **9. Work Related Learning**

Camden School for Girls is committed to maximising its benefits for every student through a whole-school approach to work related learning. This includes:

- vocational GCSE courses
- CEIAG
- Key stage 4 and 5 work experience
- PSHEE curriculum
- visits to employers
- enterprise projects
- visitors from industry and business
- attendance at careers fairs

*Methods used to promote work-related learning for students include:*

- careers interview
- CEIAG-focused PSHEE lessons
- trips to workplaces and universities
- visits from employers and universities

- advertisement of opportunities through student notices
- provision of impartial information
- development of key skills such as CV writing and interview skills
- focus day/week events
- after-school clubs and workshops
- support with UCAS and apprenticeship applications
- provision of opportunities for mentoring with employers

A member of the SLT is responsible for:

- the management and co-ordination of the various aspects of work-related learning
- the range of activities in each key stage.
- how the effectiveness and benefits of work-related activities are measured. This takes place in the monitoring and evaluation in the School Improvement Plan.
- the assessment procedures and strategies for student evaluation of activities and learning outcomes. These are part of students experience of the Unifrog platform and are monitored by form tutors and Head of Year.

Individual teaching staff are responsible for:

- ensuring that their schemes of work contribute to work-related aims and support both progression and learning about the world of work
- identifying appropriate learning outcomes; skills, attitudes, concepts, knowledge, and strategies to achieve them

The school aims to provide opportunities for staff to undertake relevant and appropriate professional development to support the teaching of work related learning.

## **10. Work Experience at Camden School for Girls**

The aim of programme is to provide students with the opportunity to gain experience in the world of work. All students are offered the opportunity of two weeks' work experience in the July of Year 10. The overall organisation of work experience is undertaken by the Work Experience Co-ordinator, who liaises with the Head of Year 10. Parents are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.

### Careers provision at Key Stage 3

Year 7	Year 8	Year 9
<ul style="list-style-type: none"> <li>● Looking at the roles played by members of the school community including support staff in the school</li> <li>● Help the community</li> <li>● Money marathon</li> <li>● Budgeting</li> <li>● Planning an event</li> </ul>	<ul style="list-style-type: none"> <li>● Careers</li> <li>● Personal statement</li> <li>● CV writing</li> <li>● Equality Act 2010</li> <li>● Applying the Equality Act</li> <li>● Spending &amp; Saving</li> </ul>	<ul style="list-style-type: none"> <li>● What is work?</li> <li>● Economic awareness, including personal finance and responsibility</li> <li>● Bank accounts</li> <li>● Careers</li> <li>● CV writing</li> <li>● Bank Accounts</li> <li>● Bank Statements</li> <li>● Budgeting</li> </ul>

### Careers provision at Key Stage 4

#### Year 10

<b>Autumn term</b>	PSHEE programme - <ul style="list-style-type: none"> <li>● Key stage 4 transition booklet.</li> <li>● Career opportunities.</li> <li>● Work experience - what is it? How do you find it? What could you do?</li> </ul>
<b>Spring term</b>	<ul style="list-style-type: none"> <li>● UK in the Commonwealth/UK in Europe.</li> <li>● Skills for life, looking beyond school.</li> </ul>
<b>Summer term</b>	<ul style="list-style-type: none"> <li>● Study skills.</li> <li>● Work experience preparation.</li> <li>● Profile statements with student targets.</li> <li>● Students will spend the last two weeks in a place of work.</li> <li>● Complete a work experience diary.</li> </ul>

#### Year 11

<b>Autumn term</b>	<ul style="list-style-type: none"> <li>● Target Review Day - parents are invited to review their daughters progress and discuss expectations for Year 11 and post 16 opportunities.</li> <li>● 1:1 Careers interviews with a Camden Connexions Careers Adviser.</li> <li>● Discuss post 16 plans and independent advice on pathways to careers.</li> <li>● College applications and preparation for interviews.</li> </ul>
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	<ul style="list-style-type: none"> <li>● Post 16 Education Conference - one-day conference giving the girls full details about opportunities in the Camden Sixth Form and possible courses elsewhere. Preparation for Brooke House Sixth Form (BSIX) - S5 Camden Apprenticeships - S7 The Crick Institute (HE and careers in STEM subjects)</li> <li>● Writing Personal Statements.</li> <li>● Parents' Consultation Evening.</li> <li>● Open Day /evening to inform parents about the Sixth Form at Camden.</li> </ul>
<b>Spring term</b>	<ul style="list-style-type: none"> <li>● Diversity</li> <li>● Citizen Action</li> <li>● Needs &amp; Wants</li> <li>● Banking &amp; Wages</li> </ul> <p>A key focus is upon career education and preparation for post 16</p>

### Careers provision at Key Stage 5

#### Year 12

<b>Autumn term</b>	<ul style="list-style-type: none"> <li>● Parents Information evening - outlines Careers and HE programme and academic support.</li> <li>● One to one tutor interview.</li> <li>● Introduction to Careers Hub and Unifrog.</li> </ul>
<b>Spring term</b>	<ul style="list-style-type: none"> <li>● HE Conference - information on HE progression routes provided by universities and other providers such as Camden Apprenticeships.</li> <li>● One to one tutor interview.</li> <li>● UCAS advisor introduced.</li> <li>● Centigrade - careers and HE diagnostic assessment.</li> <li>● Parents' Consultation Evening.</li> </ul>
<b>Summer term</b>	<ul style="list-style-type: none"> <li>● Careers Conference - information on a range of careers provided by volunteer speakers.</li> <li>● One to one tutor interview.</li> <li>● The opportunity to have a one to one interview with an independent careers advisor.</li> <li>● Open day visits - school led and independent.</li> <li>● Camden and Girton College, Cambridge partnership.</li> <li>● Early applications evening for students and parents (Oxbridge/veterinary/medicine/dentistry/music)</li> <li>● Work Experience Week - final week of term students complete work or volunteer placements.</li> </ul>

#### Year 13

<b>Autumn term</b>	<ul style="list-style-type: none"> <li>● Parents Information evening - focus on HE and other progression routes.</li> <li>● HE Conference - university admissions tutors plus representatives from other fields e.g. art school, studying abroad.</li> <li>● One to one tutor interview.</li> <li>● UCAS support for all applicants including practice interviews by internal and external subject specialists.</li> <li>● Parents' Consultation Evening.</li> </ul>
<b>Spring term</b>	<ul style="list-style-type: none"> <li>● Ongoing support from UCAS advisor and pastoral team e.g. UCAS extra.</li> <li>● One to one tutor interview.</li> </ul>
<b>Summer term</b>	<ul style="list-style-type: none"> <li>● Post results day support from UCAS advisor and pastoral team e.g. UCAS adjust and clearing.</li> </ul>

#### **Continuous support throughout Sixth Form**

<ul style="list-style-type: none"> <li>● The Hub - our online resource where all opportunities such as work experience placements, level three apprenticeships and HE taster courses are posted.</li> <li>● Unifrog - online database and search engine for career information and UK and overseas post 16 courses including apprenticeships (see appendix 2)</li> <li>● UCAS advisor - year round support with making choices and completing successful applications.</li> <li>● PHSEE programme - covers areas such as personal statement, CV writing and financial management.</li> <li>● STEM opportunities - eg. Chrysalis, Target Medicine Crick Institute workshops.</li> <li>● K+ - King's College London mentoring and outreach programme.</li> <li>● The Brokerage - liaison with charity promoting careers in business and finance.</li> <li>● Assembly speakers programme - diverse range of speakers sharing their professional pathways including Camden Apprenticeships presentation</li> <li>● Masterclasses - lecture series by a wide range of academics and professionals.</li> </ul>
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#### **Stage Staff contact details**

Deirdre Toman  
Main School SLT lead  
[dtoman@csg.school](mailto:dtoman@csg.school)

Mei Alvarado  
Main School Careers Adviser  
[malvarado@csg.school](mailto:malvarado@csg.school)

Diana Lane  
Connexions Careers Adviser  
[dlane@csg.school](mailto:dlane@csg.school)

Philippa Schofield  
Sixth Form SLT lead  
[pschofield@csg.school](mailto:pschofield@csg.school)  
Lucy Cracknell  
Post 16 Careers  
[lcracknell@csg.school](mailto:lcracknell@csg.school)

Colette Kennedy  
Work Experience Co-ordinator  
[ckennedy@csg.school](mailto:ckennedy@csg.school)

**Below are links to some careers websites.**

Careers in creative industries

<http://www.creativeskillset.org/careers/> - explore careers in the creative industries

<http://www.creative-choices.co.uk/> - explore careers in the creative and cultural industries

Careers in education

<http://www.education.gov.uk/get-into-teaching> - explore careers in teaching

Careers in finance

<http://www.directions.org.uk/> - explore careers in finance and law

Careers in healthcare

<http://www.nhscareers.nhs.uk/> - explore careers in the NHS

<http://www.stepintothens.nhs.uk/> - a guide for 14-19 year old students about careers in the NHS

Careers in law

<http://www.lawcareers.net/> - a guide to careers in law

<http://www.barcouncil.org.uk/becoming-a-barrister/> - information about becoming a barrister

<http://www.lawsociety.org.uk/careers/becoming-a-solicitor/> - information about becoming a solicitor

[http://www.cilex.org.uk/careers/careers\\_home.aspx](http://www.cilex.org.uk/careers/careers_home.aspx) - information about becoming a legal executive

Careers in publishing

<http://www.ppa.co.uk/careers/magscene/> - a guide to working in magazines and business media

Careers in marketing

<http://www.getin2marketing.com/> - a guide to careers in marketing

Careers in science, technology, engineering and maths

<http://www.futuremorph.org/> - find out about careers in science

<http://www.mathscareers.org.uk/> - find out about careers using Maths

<http://www.tomorrowseengineers.org.uk/> - find out about careers in engineering

<http://www.nationalstemcentre.org.uk/elibrary/collection/273/see-where-they-can-take-you>

Careers in social care

<http://www.skillsforcare.org.uk/careerpathwaysdev/WhatisAdultSocialCare/Whatisadultsocialcare.aspx> -

Careers in the sport, fitness, playwork and outdoors industries

<http://www.u-xplore.com/online/dsl/skillsactive-2.5/ue.asp>

<p://www.laswap.camden.sch.uk/> - the LaSwap sixth form consortium website

<https://www.ucasprogress.com> – you can use this website to help you find courses in your local area

<http://russellgroup.org/InformedChoices-latest.pdf> - a guide produced by the Russell Group of Universities to help you consider how the subjects you choose to study after year 11 can affect your future plans

<http://university.which.co.uk/> - contains information about universities and choosing options after year 9 and 11

Apprenticeships

<http://www.apprenticeships.org.uk/> - search and apply for apprenticeship vacancies

<http://www.camden.gov.uk/apprenticeships> - search and apply for vacancies through the Camden Apprenticeships team

Volunteering

<http://vinspired.com/> - find volunteering opportunities for 14-25 year olds

<http://www.do-it.org.uk/> - find volunteering opportunities in your local area

Careers websites (these websites include information on a range of careers)

<https://nationalcareersservice.direct.gov.uk> - see the job profiles for more information about the careers you might be interested in

<http://www.prospects.ac.uk/> - explore the careers you are interested in. This site also includes a section on options with your subject

## **Year 10 Work Experience Programme**

### **Introduction**

Work experience has an important contribution to make to the education of all our students in order for them to make an effective transition from school to adult working life. The programme has been running for many years and represents a successful partnership between the school, employers, the LEA, parents, students and staff. We pride ourselves on the quality of the placements offered by our employers and look forward to the excitement and enjoyment of the students as they take this first step into the world of work. These guidance notes provide the framework and procedures of the scheme plus details of how to find those placements.

### **Aims**

The Work Experience programme aims to help the students by allowing them to:

- Improve their understanding of the world of work
- Understand how organisations function
- Experience social relationships at work
- Develop a sense of personal responsibility
- Gain an insight into what is expected in the working world
- Appreciate what skills/qualifications are needed to fulfil career aspirations

### **Placement Procedure**

1. The placement period is the last two weeks of the summer term. On the Friday of the second week students will return to school for a debriefing unless the employer has requested that she should work that extra day.
2. All Year 10 students complete a placement. We ask parents to try not to arrange holidays, weddings, etc. during this period.
3. Each student is allocated a member of staff to monitor her progress. In some cases a member of staff will visit the placement.
4. Most placements are within travelling distance of the school. In rare circumstances some students need to arrange their own placements outside London though clearly only telephone 'visiting' is possible for staff. Also, in these cases, parents need to take full responsibility for the Health and Safety of their daughters.
5. Pupil Premium students can claim the cost of a school lunch each day.
6. During the placement students will keep a detailed diary. This is the only task set and the most successful students will actively involve the employer in seeking information.
7. Students will be prepared for her placement through the pastoral programme (PSHEE). Her Form Tutor, her Head of Year and the Work Experience Co-ordinator are the key personnel in the Work Experience team. Regular attendance at tutor time and assemblies is essential.

## Appendix 1

### Gatsby Benchmarks

In 2014, Lord Sainsbury’s Gatsby Charitable Foundation published a report by Professor Sir John Holman, Adviser in Education at the Gatsby Foundation, titled “Good Career Guidance.” The report identified eight benchmarks that are the core dimensions of good careers and enterprise provision in schools:

The Gatsby Benchmarks have a key role in:

- ensuring young people can benefit from and contribute to the success of the proposed new industrial strategy for the UK
- underpinning the Department for Education guidance to schools and colleges on meeting their statutory responsibility for careers guidance
- raising young people’s aspirations and promoting access to all career pathways
- enabling all young people to develop the skills and outlook they need to achieve career wellbeing, including adaptability and resilience.

1	<b>A STABLE CAREERS PROGRAMME</b>	Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.
2	<b>LEARNING FROM CAREER AND LABOUR MARKET INFORMATION</b>	Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3	<b>ADDRESSING THE NEEDS OF EACH STUDENT</b>	Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school’s careers programme should embed equality and diversity considerations throughout.
4	<b>LINKING CURRICULUM LEARNING TO CAREERS</b>	All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5	<b>ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES</b>	Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6	<b>EXPERIENCES OF WORKPLACES</b>	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
7	<b>ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION</b>	All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8	<b>PERSONAL GUIDANCE</b>	Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all students but should be timed to meet their individual needs.

## Appendix 2

### Unifrog

In keeping with our commitment to provide students with outstanding careers guidance and tailored support when choosing their next step after school, we will now be using Unifrog; an award-winning, online careers platform. All students in Years 7, 8, 9, 10, 11, 12 and 13 will have access to this excellent website.

Unifrog brings into one place every undergraduate university course, apprenticeship, and college course in the UK, as well as other opportunities, such as School Leaver Programmes, MOOCs and every college at Oxford and Cambridge. This makes it easy for students to compare and choose the best university courses, apprenticeships or further education courses for them. They can also explore exciting opportunities further afield by looking at English taught undergraduate programmes available in Europe and the USA. Additionally, the platform helps students successfully apply for these opportunities by writing their personal statement, applications and CVs and guiding them through the process, allowing teachers to give live feedback.

For details of the Unifrog Privacy Notice go to <https://www.unifrog.org/privacy-policy>

**Unifrog has been designed to help meet the Gatsby benchmarks in the following way:**

<b>A stable careers programme</b>	<ul style="list-style-type: none"><li>● Free, adaptable Year Plans for every year group / grade that make it easy for you to develop a stable careers programme that's built around Unifrog. We are always on hand to support you to fine-tune your Plans.</li><li>● Easily downloadable data and powerful management tools so you can continually assess and improve your careers strategy and provision.</li></ul>
<b>Learning from career and labour market information</b>	<ul style="list-style-type: none"><li>● An entire Careers Library devoted to providing students with a wealth of information about the range of career pathways available to them.</li><li>● Up-to-date LMI on almost 1,000 career profiles along with access to the full range of post-16 and post-18 opportunities available to students.</li></ul>
<b>Addressing the needs of each pupil</b>	<ul style="list-style-type: none"><li>● Each student has their own profile that empowers them to explore potential pathways and then find and apply to the best next step in life for them.</li><li>● The breadth of the Unifrog platform means that schools can tailor their careers guidance provision to suit the specific needs of each student.</li><li>● Straightforward functionality to assign students to particular groups such as 'Bursary', 'Pupil Premium' or 'Risk of NEET'.</li></ul>
<b>linking curriculum learning to careers</b>	<ul style="list-style-type: none"><li>● Our Careers and Subjects Libraries make it easy for teachers across the school to link their subjects to relevant career pathways.</li><li>● Careers lesson interactions and activities can be easily recorded by teachers on the platform.</li></ul>
<b>Encounters with</b>	<ul style="list-style-type: none"><li>● Our UK Apprenticeships Tool is updated every 24 hours and pulls</li></ul>

<b>employers and employees</b>	<p>together all the key information about every live vacancy from Traineeships to Degree Apprenticeships, as well as supporting students to apply.</p> <ul style="list-style-type: none"> <li>● The Careers Library enables students to hear from a range of employers and employees to understand more about what their job entails and the pathway they took to get there.</li> </ul>
<b>Experiences of workplaces</b>	<ul style="list-style-type: none"> <li>● Year Plan to factor in work experience and workplace visits for students.</li> <li>● Tools to record both activities and interactions related to workplace experiences.</li> </ul>
<b>Encounters with further and higher education</b>	<ul style="list-style-type: none"> <li>● Our University and FE Search Tools ensure students can easily compare every academic and vocational opportunity available to them.</li> <li>● The Subjects and Know How Libraries support students to understand the range of routes available and how to make an excellent application.</li> <li>● Year Plan for scheduling FE and HE on-site sessions as well as visits.</li> </ul>
<b>Personal guidance</b>	<ul style="list-style-type: none"> <li>● The Careers Interactions Tool means you can easily facilitate face-to-face careers advice as well as ensuring all students receive the personal guidance they should be getting.</li> <li>● Libraries of videos and career profiles provide a strong base for students to prepare for guidance meetings with a career adviser.</li> </ul>



## **Appendix 3**

### **Year 10 Work Experience Programme**

#### **Guidance notes for parents/carers**

This year your daughter will be taking part in the School Work Experience Scheme along with the rest of her Year 10 colleagues. The scheme has been running for many years and represents a successful partnership between the school, employers, the LEA, parents, students and staff. Early planning is needed to ensure the total success of this venture, especially since the rapid expansion of the work experience culture into higher education and beyond means that quality placements for younger students need to be carefully pursued. We pride ourselves on the quality of the placements offered by our employers and look forward to the excitement and enjoyment of the students as they take this first step into the world of work. In addition we rely heavily on you, the parent/carer, to find a suitable placement for your daughter if you possibly can. These guidance notes will give you the framework and procedures of the scheme plus details of how to find those placements.

**If for any reason your daughter needs to be absent, please phone the school and the placement on the first morning of the absence.**

You may find that your daughter is very tired at the end of the day. The hours are often longer than school and meeting new people, being on their own, etc. can be wearing. This is all part of the process and with the successful placement the student will relax and mature noticeably as the days go by.

Most employers release the students on the last Friday of term to enable them to return to school for a debriefing. In some cases, however, where the employer has organised a five day programme, e.g. Marks and Spencer, the student will be expected to work the last Friday.

#### **Insurance**

The scheme is covered by insurance through the London Borough of Camden. An indemnity form is available on request.

#### **Finding A Placement**

This is where you, the parent, can really help. While we have a large and varied database of school employers offering high quality placements, we are always in need of more. In particular, students who are looking for a specific type of placement (e.g. media, fashion, law, etc.) are best advised to use friends and family in trying to find their own. The best way to find a placement is for you, the parent, to:

1. Telephone the workplace and ask for the Work Experience Co-ordinator.
2. Explain that you are phoning as a parent of a Year 10 student on the Camden School for Girls Work Experience programme, giving them dates of the placement.
3. Some placements need to be organised before Christmas while others will ask you to phone back in the new year. Only pass on the information to Ms Kennedy, the Work Experience Coordinator, when a definite arrangement has been made. I will then confirm it with your daughter when all the necessary arrangements and health and safety checks have been made.
4. The deadline date for providing details of own placements is the first week after Easter. We do hope that you and your daughter enjoy the placement process as much as we do. Thank you in advance for your support.

## Key dates 2018-2019

### October

- Guidance notes for parents sent home.
- Introductory assembly for Year 10 students.
- Return the Work Experience contract signed by parents and student.

### January/February

- Placements must be pursued.
- Students must return 'own placement' form
- Health & Safety checks may need to be carried out in own placements

### July

- By this time ownership of the placement has shifted considerably to the student.
- Tutor time and whole year assemblies support students in planning for their placement.
- All paperwork must be returned to the Work Experience Co-ordinator

### 8th - 18th July 2019

- Work experience takes place
- A member of staff will be allocated to each student and will phone on the first day of placement to check that all is well and if appropriate arrange a time to visit the student and the employer at their mutual convenience

## **Appendix 4**

### **Guidance notes for employers**

#### **Introduction**

Camden is a fully comprehensive, voluntary aided school situated in the borough of Camden, North London. Its reputation as an outstanding school for girls has been founded on the belief that girls can achieve the highest accolades in education, work and society as a whole. We value our placement employers for providing that first step from school to the world of work and we look forward to a long and fruitful partnership.

#### **Aims**

The Work Experience Scheme aims to help the students by allowing them to:

- Understand how organisations function
- Learn processes at first hand
- Experience social relationships at work
- Develop a sense of personal responsibility
- Gain an insight into what is expected in the working world
- Appreciate what skills / qualifications are needed to fulfil career aspirations

#### **Health and Safety**

The school attaches great importance to the health and safety of the students. Most employers have confirmed that they have a current Health and Safety certificate and they do all that is reasonably practical to ensure a safe and healthy working environment by the provision of advice, training, supervision and appropriate facilities.

#### **Insurance**

The scheme is covered by insurance through the London Borough of Camden.

#### **Equal Opportunities**

Camden School for Girls aims to offer equality of opportunity to all its pupils and staff whatever their race, gender, class, creed, sexuality, age, physical disability or level of ability. The school aims to ensure through its systems and practices that everyone has the chance to fulfil their potential.

#### **Before the placement**

1. Preparation for the placement will be delivered through a series of PSHEE lessons and include the following:
  - expectations
  - health & safety and their responsibility in the workplace
  - dress code
  - what to do if unable to attend or if ill
  - how to record achievements whilst on the placement
  
2. Employers will be sent the name(s) of the student(s) allocated to them plus the necessary documentation to complete the placement. The employer will be made aware of the student's
  - medical conditions
  - learning difficulties
  - physical disability
  - behavioural needs

3. Students will phone or write to the employer prior to the placement. They will ask for the placement details, e.g. contact person, times, dress, lunch, travel etc.

#### **During the placement**

1. On the first day of the placement a member of school staff will phone the employer to ensure that the student has arrived. S/he will also ask to speak to the contact person to arrange a visit later on. For students placed out of London extended telephone 'visits' will be arranged.
2. Parents are given the address, phone number and the name of the contact person for the placement and they are asked to phone at the beginning of the day if the student is going to be absent or late.
3. The school will monitor the progress made by an individual student on a placement, through either a visit or phone call made by a member of school staff during the placement. It will also assist in checking the suitability of the placement for both student and employer. Any member of staff visiting a workplace will be provided with details of the job description, risk assessment and other details regarding the work placement before the visit to inform of specifics and restrictions.
4. The school is responsible for the student's attendance on the placement although the employer will need to monitor it for us.
5. Employers are asked to phone the school immediately if a student is absent without notification or if any other problem/query arises.

#### **After the placement**

There will be a review of the placement by the Work Experience Co-ordinator. This will include:

- feedback from students, parents and employers
- looking at the success of the placement and consider how the placement might be improved in the future

**Please contact Colette Kennedy, Work Experience Co-ordinator on 020 7485-3414.**

We do hope that both you and the student enjoy the placement and we thank you once again for your participation in the scheme.