



Career Education and Guidance Policy

February 2024

Article 3 – Adults must do what’s best for me



Article 12 – I have the right to be listened to, and taken seriously



Article 19 - I have the right to be protected from being hurt or badly treated.



Article 28 – You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.



Key Contact Personnel in School

Nominated Member of Leadership Staff Responsible for the policy:

Jaime Cronk

Designated Safeguarding Lead: Sarah Costain

DPO: Sarah Costain

Date written: November 2016

Date reviewed: March 2019

March 2022

Date agreed and ratified by Governing Body: n/a

Date reviewed: February 2024

Date agreed and ratified by Governing Body: March 2024

Date of next review: February 2026

This policy will be reviewed following any concerns and/or updates to national and local guidance or procedure

INTRODUCTION

Career Education and guidance at Five Acre Wood School forms an integral part of our school vision, ethos and needs led Curriculums which meet the different needs and requirements of our pupils. This policy sets out how we will meet statutory guidance and inspire students to develop their confidence, knowledge, and skills to enable them to participate in the workplace and/or their local community. This may mean that some of our students are not able to access employment as adults due to their complex needs but will have knowledge of the world of work.

PARTNERSHIPS

To achieve this Five Acre Wood will actively work with many stakeholders. These include students, parents, therapy teams, local authority services, independent providers of career advice, National Citizen Service, local employers, charities, and community organisations.

Five Acre Wood School will provide:

- activities that develop a range of attributes and resilience that will enhance student success in their education and employment.*
- an environment where learning and skills can be developed through real-life tasks and contexts
- Curriculums that meet the academic and vocational needs and aspirations of our students. Regular reviews will be held to evaluate this and prepare for any new courses or changes in study programmes. This includes academic pathways to enable students to progress and work towards Level 2 or GCSE in English or/and Maths.
- Learning to support individual pathways to adulthood
- independent career advice and guidance for students in Year 8 - Year 14. One to one interviews are provided by a registered member of The Career Development Institute following their ethos, for our students where appropriate.
- Appropriate workshops are also delivered to KS3/4 students and the majority of KS5. Employability Programmes are also undertaken with the local Department Work and Pension Team and the School works closely with it's Enterprise Co-ordinator as part of The Enterprise Hub.
- Opportunities to meet with a range of providers both online and face to face.
- educational routes and pathways suitable for the needs of the students
- high quality work experience and placements to develop vocational and professional skills in KS5.

- on site and external work related learning for students in KS3 and KS4. This includes a local farm/s, allotments and local railway network.
- career education that is suited to the individual needs of the students through each Curriculum model and approach. *
- engage and deliver transition activities and support for pupils moving from the main site to a satellite site and from KS5 to post 19 College, supported employment, paid employment or social care provision.
- resources to support learning.
- reports on the progress and destinations of School leavers.
- information and manage applications for the 16-19 Bursary, which is available to support those students in financial hardship.
- travel awareness training.
- Outcomes related to aspects of preparing for adulthood, employment, living skills or participation in Society will be discussed and included in EHCPs for students in Yr 9 and above.
- signpost to Kent County Council's 'Local Offer'.
- Information on educational, technical, and vocational training opportunities available for pupils in line with the Provider Access Policy.

Please see CEIAG programme;

<https://www.fiveacrewood.co.uk/wp-content/uploads/2024/11/FAW-CEIAG-Programme-24-25-Final.pdf>

Students will benefit from:

- Needs-led classes
- modified curriculums and personalised learning to suit their needs
- motivated, trained and engaged staff with high expectations
- close partnership working, so that learning is holistic and is undertaken both inside and outside of school
- Student-centred EHCP Reviews and shared goals
- communication strategies and augmentative equipment to enable them to express their views, wants, and needs
- recognised accreditation to support and evidence their progress, no matter how big or small
- visits to career fairs and local colleges
- transition support
- working with local employers, organisations and charities
- regular opportunities to engage in work-related learning or work experience either onsite or in workplace environments

POLICY REVIEW

This Policy will be reviewed on an annual basis. The factors that will be taken into account during this process will be; statutory guidance, the needs and views of our students and other stake holders, the local offer, the service delivered by the Independent Careers Advice providers, Post 19 transition pathways, the local employment market, the availability and access to supported employment or volunteering and existing and new accreditation.

Documents and guidance that support this policy include:

[Careers guidance and access for education and training providers](#)

[Skills for Jobs: Lifelong Learning for Opportunity and Growth](#)