



Emanuel School

Careers Education Policy

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1. Introduction

Emanuel School places great value on education that will prepare pupils for the challenges of their future lives. It recognises that in a world of rapidly changing employment opportunities pupils need to be given equally wide information, experience and understanding of the world of work. The school recognises that pupils need to be given assistance in recognising their own abilities and aptitudes so that they can develop high and appropriate aspirations for their own future.

Careers education complements and integrates with the Life Education programme, as well as providing relevant advice, information and support outside of the classroom. More detailed programmes have been devised for pupils in Years 9 to upper sixth, but pupils in the lower school are also made aware of the relationship between personal awareness and subsequent choices which will relate to the development and fulfilment of their individual talents. All advice and guidance are presented

- in an impartial manner which is defined as showing no bias or favouritism towards a particular education or work option.
- with an emphasis on the avoidance of stereotyping to ensure that pupils from all backgrounds and diversity groups consider the widest possible range of careers, including those which are often portrayed as primarily considered for one or other of the sexes.

The school refers to the DfE statutory guidance [Careers Guidance and Access for Education and Training Providers \(January 2023\)](#), and in line with Gatsby Benchmark 4, schemes of work for academic subjects include lessons linking curriculum learning with careers.

The aims and objectives of the careers department are:

- **Self-development:** The school aims to foster pupils' self-awareness and to promote confidence in making decisions and choices concerning education, training and work. Pupils should be able to assess their strengths, limitations and potential in order to facilitate sensible decision-making. The school aims to encourage participation in continued learning including higher education and further education.

- **Career Exploration:** The school aims to enable pupils to access and examine up-to-date sources of information about the world of learning and the world of work so that they are aware of the range of courses and routes of progression open to them at 16+, 18+ and beyond. This will involve group and individual guidance, and pupils are encouraged to use a range of media, particularly those available online. The school aims to develop enterprise and employment skills, to focus pupils on their future aspirations and to involve parents and carers in the process.
- **Preparation:** The school aims to prepare pupils to manage change and transition in a fast-moving world through their own sense of initiative and enterprise, seizing opportunities and managing unexpected change with success.

2. Organisation and Responsibilities

Careers education at Emanuel School is led by the head of sixth form and head of careers and employability with input from the head of work-based learning, deputy heads of section / assistants to the head of section (who oversee Life Education in the lower and middle school), the director of higher education and the heads of year. Pupils primarily receive careers education as part of Life Education with sessions led by form tutors; as well as through assemblies and specific workshops run by external speakers.

All staff, in their academic and pastoral roles, are responsible for ensuring that:

- through the assessment, feedback and reporting of pupil's achievement, pupils are given a clear understanding of their strengths, talents and aptitudes as to be able to make realistic decisions about future careers, training and higher education,
- they promote high aspirations and good work habits,
- parents are encouraged to be involved in their child's choices on careers, training and future education.

3. Careers Education Provision

As part of the school's commitment to the broadest and fullest education, each pupil is entitled to an effective careers education at appropriate phases of their progress through the school. The following topics are covered as part of careers education at the school:

Year 6	Topics in year 6 include: <ul style="list-style-type: none"> ▪ An introduction to the labour market ▪ Jobs of the future
Year 7	Topics in year 7 include: <ul style="list-style-type: none"> ▪ Difference between a career and a job ▪ Exploration of learning styles ▪ Further lessons on the labour market ▪ Types of employment (self-employment, contract work etc) ▪ Introduction to the school's career service
Year 8	Year 8 pupils: <ul style="list-style-type: none"> ▪ gain an understanding of transferable skills, ▪ explore their aspirations and how to pursue different career pathways, ▪ attend social entrepreneurship lessons led by the Business Studies department.
Year 9	Year 9 pupils: <ul style="list-style-type: none"> ▪ undertake research into employment and career pathways, ▪ identify skills required for different career pathways,

	<ul style="list-style-type: none"> ▪ carry out goal setting. <p>In advance of making any decisions regarding GCSE options, pupils and parents are informed about the careers and higher education support available to help them to make informed decisions, through assemblies and at the year 9 options evening.</p>
Year 10	<p>Year 10 pupils:</p> <ul style="list-style-type: none"> ▪ develop core study skills and habits required for further education and the workplace, ▪ attend a careers day during the spring term. This event includes: <ul style="list-style-type: none"> ○ Interview and CV writing skills ○ Exploring employment and career pathways ○ Workshops including developing transferable skills and a business challenge <p>Resources about different career opportunities are shared with pupils throughout the academic year</p>
Year 11	<p>Year 11 pupils:</p> <ul style="list-style-type: none"> ▪ gain an understanding of work values, ▪ perform in depth research into employment and career pathways, ▪ explore workplace skills and attitudes, ▪ develop CV writing skills and understand what to consider when setting up an online professional profile, ▪ identify interests and further education and career opportunities (psychometric profiling). <p>In addition to the Life Education programme pupils attend the school's higher education and careers convention in the spring term. Pupils and parents have an opportunity to meet and speak with professionals from a wide range of industries, sectors and higher education providers.</p> <p>Pupils may also speak with their form tutor, head of year, head of careers and employability or the head of work-based learning prior to making A-level choices.</p> <p><i>Psychometric Profiling</i></p> <p>All year 11 pupils sit the Morrisby psychometric profile in the autumn term. This provides pupils with a profile of aptitudes and career-related interests, highlighting the pupil's interests, strengths, weaknesses and aptitudes and lists possible career areas for discussion as a background to subject choice.</p> <p>Pupils attend an individual personal interview with an independent careers advisor to discuss the results of the profile and receive feedback guidance and suggested career areas for consideration and A-Level option choices.</p> <p>Pupils have continued access to the information and guidance via the Morrisby website once they leave Emanuel.</p> <p><i>Work Experience Programme</i></p> <p>Pupils in year 11 are encouraged to complete at least one week of work experience in the summer term after their GCSE exams to help prepare for life after school and provide first-hand experience of the world of work.</p> <p>Work experience placements are organised by the pupil and their parents independently and it is the parents' responsibility to ensure they are happy with</p>

	<p>the arrangements in place. Where a pupil is struggling to identify an opportunity, the school may provide recommendations or contacts. Refer to the section below for further information regarding health and safety and safeguarding on work placements.</p> <p>Pupils are encouraged to report back to the school on their experiences at the start of sixth form.</p>
Sixth Form	<p>Sixth form students will:</p> <ul style="list-style-type: none"> ▪ attend careers events and taster days, ▪ embed skills in writing letters of application, CVs or online professional profiles, ▪ undertake interview practice, ▪ attend a programme of events to learn about business and apply this knowledge to a 'business challenge', ▪ be encouraged to undertake independently arranged work experience placements. ▪ be invited to networking events and talks which focus on different career areas each term <p>In addition to the Life Education programme students attend the school's higher education and careers convention in the spring term. Students and parents have an opportunity to meet and speak with professionals from a wide range of industries, sectors and higher education providers.</p>

4. Work Experience Arrangements

4.1 Independently Arranged Work Experience

In most cases, a pupil and their parents will arrange work experience independently, contacting organisations directly or through personal contacts. It is the responsibility of the parents to ensure that are happy that the placement will be a safe experience for their child. Parents may wish to refer to the [HSE guidance on work experience](#). Parents should also note that pupils are not covered by the school's insurance policy when taking part in independently arranged work experience.

4.2 School Initiated Work Experience

Where the school is involved in arranging a work experience placement, the pupil, parents and host of the placement should complete a work experience form which is returned to the head of work-based learning. This form includes a general risk assessment and overview of the tasks the pupil is expected to carry out. This form is based on current government recommendations (KCSIE 2024 and DfE Research report Work experience and related activities in schools and colleges). Pupils will be provided with emergency contact numbers at the school and advice on staying safe.

5. Apprenticeships

National Apprenticeship Week is marked with a series of talks and events to raise awareness and increase interest in apprenticeships. Throughout the year apprenticeships, particularly degree apprenticeships, are promoted alongside undergraduate degrees as a viable option to consider, ensuring pupils are able to make an informed decision as to the route they take after school.

6. Other Resources

6.1 Library

The school makes careers and higher education literature available to all pupils in the sixth form centre. Pupils are encouraged to research careers and HE courses and to consider their specific relationship to GCSE and A level option choices.

6.2 Careers Events

The school organises themed career events such as 'Working in finance' or 'Careers in Science' as well as networking events providing middle school and sixth form pupils an opportunity to speak to early career professionals and specialists in a number of fields.

6.3 External Speakers

The school uses a number of external organisations and speakers to present workshops and presentations to pupils, including EC Careers and InvestIN (*with whom Emanuel is a partner school*).

6.4 Online Platforms

The school uses a number of online platforms to support careers education including Unifrog and Morrisby. These platforms allow pupils to explore careers and higher education options and receive advice on university applications.

7. Monitoring and Review

Monitoring of the career education provision is undertaken by the head of sixth form supported by the head of careers and employability. This is carried out in a number of ways including reviewing pupil destination data and surveys.

The policy is reviewed annually (*or more regularly as required*) prior to approval by the governor's curriculum committee.

8. Related Documents and Policies

- Co-Curricular Policy
- Curriculum Policy
- DfE Careers Guidance and Access for Education and Training Providers (January 2023)
- Life Education Policy

9. Policy Review and Approval

Policy Owner	Deputy Head: Pupils/Designated Safeguarding Lead
Date of last review	September 2024
Approved by	Cabinet: 18 September 2024 Curriculum Committee: 6 February 2025
Responsible Committee	Curriculum
Date of next review	Summer 2025