

The Chiltern School	Careers Policy	
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Date Policy Adopted	Policy Review Date	Author
October 2021	October 2022	Jo Scott

Aim:

Careers, employability and enterprise essential skills education is delivered by The Chiltern School, underpinned by our curriculum roots of wellbeing, communication and independence. Our aim is to provide young people with personal careers exposure, experiences and guidance to make choices and engage in practical opportunities to learn and develop skills that will equip them with essential skills for their future.

Rationale:

We want all pupils to experience and develop skills and knowledge to prepare them for adulthood

- 1 in 20 children in the UK are ‘disability proportionally multiplied’
- 6.7 million disabled people in the UK are of working age
- 50% of working aged disabled people are in work compared with 80% non-disabled people
- 1.3 million people who are disabled want to work but don’t
- 65% of adults with learning difficulties want a paid job but only 6% have one
- 25% of people with a disability have no qualifications compared to 9% of non-disabled people
- 6% of adults with a learning disability known to their local authority in England are in paid work (NHS Digital 2018)
- 28% of working age people with a mild or moderate learning disability have a job.
- 7% of all adults with a learning disability in England are in paid work (Emerson and Hatton 2008)
- 52% of people aged 16 to 64 with any type of disability in Great Britain are in paid work (ONS 2019a)
- 76% of people aged 16 to 64 in the general population in England are in paid work (ONS 2019b).
- Only 16% of autistic adults are in full time employment, though 77% of autistic adults want to work, many have skills and talents that are currently underused.
- The average hourly rate of pay for people with a disability is 10% lower than non-disabled people, if the unemployment rates were the same for people with a disability and those who are non-disabled, the economy would lift by £13 billion

This policy is informed by the 2018 the Government published statutory careers guidance for education providers: [Careers guidance and access for education and training providers](#); [Statutory guidance for governing bodies school leaders and school staff](#) and [Careers guidance: for further education colleges and sixth-form colleges](#)

We aim to ensure the Gatsby Benchmarks are met providing:

1. A stable career programme
2. Learning from career and labour market information

3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Further information on understanding the Gatsby benchmarks can be found [here](#)

Careers education at The Chiltern School

Personalisation is core to the career's programmes at The Chiltern School and delivery is tailored to each individual, their aspirations and long-term outcomes. This allows for personal progression so that each individual can move towards their transition to adulthood at a pace that is suitable for their needs.

Within our school context a 'career' is defined as a pathway through life and forms the 'Essential Skills Education' of the school. This includes independent living skills, learning about the world and around them and how to interact within it, the understanding of options available to them when they leave school, with the support and advice through creative careers education, guidance and work-related learning opportunities.

Our careers education is mapped for each educational phase for informal, semi-formal and formal learners on our careers programme grid and displays how we meet each of the Gatsby Benchmarks. Please see our Careers Programme.

Transitions:

Essential skills through Preparation for adulthood (PFA) starts from the moment a young person joins our school. Using a personalised approach, we prepare pupils to transition from their school career to their next destination. We work with a range of multi-professionals to form a detailed transition plan of the learners needs for a smooth transition. This will be individual to the learner and may comprise of transitional visits to their next stage of education. All careers advice pupils are guided with or sign posted to is impartial.

Providers access: Please see our '[Providers Access Policy](#)'

The named Careers Lead at The Chiltern School is Jo Scott. Telephone number: 01582 866972 and is contactable via email: jscott@chiltern.beds.sch.uk.

The careers lead at the Chiltern school has completed a level 7 qualification in Careers Leadership as recommended by the Careers and Enterprise Company.

The Chiltern school works under the guidance of local partnerships; the Careers and Enterprise Company (CEC), SEMLEP, and the Luton Careers HUB and takes guidance from the Careers Development Institute (CDI). The Careers lead has regular meetings with the schools CEC Enterprise advisor, Youth support services advisor and Hub lead at the Luton Careers Hub and attends the CEIAG professional group for Central Bedfordshire. This ensures that the school provides good careers guidance as well as benefits from regular CPD.

If you're an education or training provider, at the Chiltern school we work in partnership with a range of providers who support our pupils in their preparation for adulthood and life after school whether that be into the world of work, further education, or a bespoke provision. We welcome providers of Education and Training to make contact with us to explore how they might be able to support our learners in planning for the future.

The Chiltern School believes that learner's opportunities are enhanced by a wide variety of experiences.

If you are a business, employer, company or sole trader and would like to support pupils at The Chiltern School to further their learning of careers and employability please get in touch on 01582 866972. We are looking for companies to support us by either offering a tour of your premises, coming to visit us in school to talk about your industry or structure of your business and the roles within them, routes to employment or to offer work experience placements.

If you're a parent, carer or family member and would like to come into school to talk about your experience as an employee, business owner or the route that you undertook to your career then please let us know the dates that you would be available to come in and talk to pupils about this.

For more information, please do not hesitate to contact the school on 01582 866972 or Jo Scott directly

The following information may be useful for both businesses, training providers, Chiltern school staff, parents/carers and pupils:

Careers support within school

Pupils are supported to learn through the careers and essential skills curriculum in order to make informed choices and decisions about their future.

Individual personalised careers guidance interview with a qualified careers councillor:

All pupils within the school are entitled to at least one careers guidance councillor interview before they turn 16 years of age and at least one after 16 years of age. The Chiltern school delivers this through a qualified careers counsellor from the company 4YP. All pupils within academic year 9 and all pupils within academic year 13 will have access to such an opportunity. This is to ensure that the pupils voice is both heard and recognised and considered within their future path. Pupils will be at the heart of the guidance interview; however, we do invite parents and carers to join their child for these interviews and at the end of the session both the pupil and parent/carers will be provided with an action plan. In the instances that a pupil requires further guidance or a guidance interview prior to year 13 then they will be referred to the school's inclusion panel to be provided with an additional or early session(s) as necessary. Watch this [video](#) for guidance on the personalised careers interview.

Youth Support services

In the instances that a pupil requires a more specialist area of support for their future transition then they will be sign posted and linked up to the Central Bedfordshire Youth Support Services Team for support from an impartial personal advisor. The **Youth Support Service** has a team of SEN personal advisers who offer careers guidance and transition support to young people who have Education, Health and Care Plans (EHCP). The named contact for the school is Alison Gleghorn, available via contact number is 0300 300 5898.

The National Careers Service

The National Careers service website makes it easy for both adults and young people to access information and advice about education, training and work. The website is at: <http://nationalcareersservice.direct.gov.uk>. Young

people and parents can speak to an appropriately qualified adviser by contacting the helpline which is available seven days a week on 0800 100 900.

Find your future Careers portal

Central Bedfordshire's find your future' careers portal provides useful information around making education and careers choices, apprenticeships and finding work and can be accessed here <https://www.findyourfuture.org.uk/>

Further information for businesses, sole traders, companies or employers:

Disability Confident and Access to work

By signing up to Disability Confident, you can show individuals that your business values all employees and will make adjustment so ensure that all employees can thrive

[Guide](#) – Gives an introduction to Disability Confident, shows the different levels, gives case studies and most importantly shows you where to sign up

[Infographic](#) – Share with your workplace colleagues. Are they aware of Disability Confident?

[Access to Work](#) - Employers fact sheet about Access to Work

[What Adjustments Can an Employer make?](#) An interview from Thomas Cliff at Track NN with Kirstie Pope about the small changes which can be made to support autistic employees

How might employers, businesses, companies or sole traders be able to help?

Could you offer work experience? (either physical or virtual) - this could be a day, short term or long term

Could you record an insight video into your workplace or provide a virtual or physical tour? - see an example of a [virtual tour](#) for reference

Would you be able to come into school to provide a talk about your organisation or entry routes into your industry?

Would you be able to act as a mentor for one of our young people and provide an hour every 6 weeks to support them in their careers journey?

Would you be willing to enable a group of young people to visit your organisation to see how it works?

Can you provide any information or sign post website guidance or booklets about working within your industry?

If you would like to get involved or help but you're not sure how, please contact jscott@chiltern.beds.sch.uk / 01582 866972 for an informal discussion

What is a supported internship and could you offer one?

[Guide](#) – A written guide to share with individuals or businesses about supported internships and the benefits they bring to all involved.

Further information for pupils and parents/carers:

Annual in school Careers Fayre:

The Chiltern school holds an annual in-house open Careers Fayre for pupils within phase 2 and 3 (usually academic year 7 to academic year 14) of the school and their parents and carers where all local next steps education and training providers are invited into school to provide information on their provision. Additional guidance and support services are also invited to the school to provide information for pupils and families on next steps, transitions and preparation for adulthood such as representatives from Carers in Beds and the Central Bedfordshire YAail team and Youth support services.

Central Bedfordshire's local offer [website](#)

This website provides lots of useful information as well as guidance about provision to assist in preparing children and young people for adulthood including post-16 education and training and preparing for employment. Information from the local offer website that you may find especially helpful and can be found on the [Post 16 education and learning page](#) . On this page you will find information on Further education colleges, other education providers. specialist providers, supported internships and access to work.

Some useful resources, ideas and sites that may support careers education at home.

Parent/Carer guide:

You may find it helpful to watch this [parent guide](#) on supporting SEND students about the future from the Careers Hub, Luton

Go into the community

Jobs and careers are all around us, whether it's as a service user within our communities, being a volunteer, engaging in something particular of interest or we are aspiring to have a paid job. You could:

- Take a walk or bus ride into your local community – talk about what you see. Observe people doing jobs and comment on them, what they are doing and the service they are offering, how we use the service and it contributes to the way we live of the industries and economies (as appropriate).
- Try to expand past the typical emergency service workers or people who help us to see the everyday – for example, even if its somewhere such as a doctor's surgery, there will be different people doing different jobs such as the receptionist, doctor, nurse, pharmacist, doctor, you may need to take a bus ride to get there and notice the driver and discuss what he does.
- Notice the different products sold by different shops and talk about where we go for things, try to interact with these places if you can, compare and contrast them with different shops and services. Notice the different smells, sounds, visuals and environments.

Have a debate and dispel myths and stereotypes!

Debate career myths and stereotypes with someone else (online or face-to-face with a family member):

- "Bricklaying is a man's job"
- "Caring jobs (nurse, teacher, vet etc.) are for females"
- "Only rich people get good jobs where they are happy"
- "Apprenticeships aren't as good as going to college"
- "Creative Industries don't have real jobs"

Follow this up by researching online and writing down your thoughts.

Make choices and express your preferences

You could use this [PDF document](#) for visual support

Discover and build upon your skills and strengths

Take this personality quiz <https://icould.com/buzz-quiz/>

Life skills and lesson plans <https://barclayslifeskills.com/>

A range of skills-based activities and information <https://hub.skillsbuilder.org/resources/>

Skills employers want <https://www.ucas.com/careers/getting-job/what-are-employers-looking> Lesson plan and worksheet (use CVDTWINKLHELPS code for free access) <https://www.twinkl.co.uk/resource/t3-p-92-my-skills-and-qualities-lesson-pack>

Watch educational videos and documentaries

Stacey Dooley's BBC series <https://www.bbc.co.uk/iplayer/episodes/p06zhf9j/the-nine-to-five-with-stacey-dooley>

Listen to podcasts on different subjects to inspire and to learn <https://www.bbc.co.uk/sounds/category/podcasts>

<https://www.youthemployment.org.uk/employment-help-young-people/choices/careerpodcast/>

Follow this up by writing about what you learnt

Explore different jobs and learnt about the labour market

Our school website also provides the latest labour market information for the local area (including apprenticeships) from SEMLEP for pupils, parents and carers that can also be found here <https://www.semlep.com/school-labour-market-information/>

Real people talking about their careers <https://icould.com/>

Information about different job roles <https://guest.startprofile.com/world-of-work/explore/industries>

Information about over 350 job roles within the NHS <https://www.healthcareers.nhs.uk/explore-roles>

Lessons and articles <https://www.myworldofwork.co.uk/partner-resources>

A quiz to find jobs that are suited to you <https://www.ucas.com/careers/buzz-quiz>

Labour market lesson plans and resources <https://www.careersandenterprise.co.uk/schools-colleges/gatsbybenchmarks/gatsby-benchmark-2>

Find out about different courses and pathways - what are they?

Specialist providers: Specialist Providers offer education or day opportunities for young people with more complex health and/or care needs.

Further Education colleges These provisions provide a range of courses suitable for students of all abilities and interests. Many colleges also offer specialist entry level supported learning courses that focus on developing basic skills and life skills.

Other education providers These are education providers who offer an informal study environment in smaller groups. You can find out more information on these providers through the Central Bedfordshire local offer website within the education and learning [page](#).

Supported internships is an employment-based education programme which helps the transition to employment for young people with Education, Health and Care Plans who have completed their education journey. An internship is a programme that lasts from 6 months to one year. Learners receive support from a job coach to help them learn required job tasks. You can read an accessible guide from Preparing for adulthood [here](#)

Apprenticeships Information and guidance can be found here <https://www.apprenticeships.gov.uk/>

To download guides and explanations for parents, carers and young people on apprenticeships visit:

<https://amazingapprenticeships.com/project-positive/>

The Chiltern school website also provides links to guides on what apprenticeships are and understanding them

Access to work (DWP): Young people who wish to move straight into employment can gain support with job searching from a specialist work coach and access funding for Job Coaching and reasonable adjustments. You can read or download an easy read guide on access to work [here](#) . For further information visit

<https://www.gov.uk/access-to-work> or contact via Telephone: 0800 121 7479 Textphone: 0800 121 7579

University exploration and course search <https://www.ucas.com/>

Play an educational game

Microsoft Minecraft <https://education.minecraft.net/blog/microsoft-extends-access-to-minecraft-education-edition-and-resources-to-support-remote-learning/>

Complete a workbook

Skills and activities - <https://www.youthemployment.org.uk/free-skills-careers-activities-booklet-for-young-people/>

The following websites may be of some interest to you to explore:

<https://www.bbc.co.uk/bitesize>

<https://www.startprofile.com/>

<https://www.careerpilot.org.uk/>

<https://luminatcareersandcoaching.co.uk/>

<https://nationalcareers.service.gov.uk/>

<https://allaboutapprenticeships.co.uk/>

<https://icould.com/>

<https://successatschool.org/>

<https://www.careersbox.co.uk/>

<https://nationalcareersweek.com/>

[https://www.semlep.com/school-labour-market-](https://www.semlep.com/school-labour-market-information/)

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