

The Chiltern School	Careers Policy	
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Date Policy Reviewed	Next Policy Review Date	Author
December 2023	December 2024	Jo Scott

The Chiltern School Vision

Where we learn and achieve together, where we dare to be different. Our vision is to be a centre of excellence, to inspire, innovate and promote the best practice in inclusive pedagogy, that is recognised locally, regionally and nationally for SEND development and provision, where we put the pupils at the heart of all decision making. Our children will leave being happy, confident, inquisitive and independent.

Aim

Careers, employability and enterprise education is delivered by The Chiltern School, underpinned by our curriculum drivers of emotional health and wellbeing, communication and independence. Our aim is to provide young people with personal careers exposure and experiences as well as advice and guidance to be better informed of the choices and pathways available to them when they leave school. We aim for our pupils to be part of the process for their future and engage in practical opportunities, learning and developing skills that will equip them to prepare for their next best steps into adulthood.

Rationale

We want all pupils to experience and develop skills that prepare them as individuals for their best next steps. For those individuals where employability is a future outcome, being equipped with these skills is important in removing barriers and supporting them to positively enter working society:

- More than 4.7 million disabled people are in work.
- The employment rate of disabled people is 53%. Compared to 82% of non-disabled people.
- Disabled people are almost twice as likely to be unemployed as non-disabled people, and 3 times as likely to be economically inactive.
- The disability employment gap is 29% (The disability employment gap measures the difference between the employment rate of disabled people, compared to that of non-disabled people). - Labour force survey (December 2021), ONS (2021)
- People with mental illnesses, autism, epilepsy and depression are the most commonly unemployed in the UK
- 8% more non-disabled people work in managerial and professional jobs than those with disabilities. - UKsmobility Disability employment statistics UK, (February 2022)
- 1 in 20 children in the UK are 'disabled'
- 6.7 million disabled people in the UK are of working age
- 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
- 28% of working age people with a mild or moderate learning disability have a job.

- 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 be significantly lifted.

This policy is informed by the January 2023 updated Government guidance for education and training providers [Careers guidance and access for education and training providers](#) to provide young people with a tailored programme of careers education, information, advice, and guidance that is stable and structured, facilitated by individuals with the right skills and experience. In line with the guidance it also outlines provider access arrangements in a separate [Chiltern School policy statement](#), in accordance with the aims of the 2021 [skills for jobs white paper](#). This policy aims to meet the Gatsby benchmarks by providing 'good careers guidance'.

We aim to ensure the Gatsby Benchmarks are met by 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

The Chiltern school uses Compass Plus, a tracking and monitoring tool to record and align encounters within the schools careers programme with the Gatsby benchmarks. Further information on understanding the Gatsby benchmarks can be found via [Gatsby Benchmarks | The Careers and Enterprise Company](#)

Careers education at The Chiltern School

At the Chiltern school, personalisation is core to the career's programme and delivery is tailored to each individual, their aspirations and long-term outcomes. This allows for personal progression so that each individual can prepare for their best next step and 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. This includes independent living skills, learning about the world and around them and how to interact within it, awareness and experiences of options available to them when they leave school and access to support and advice through creative careers education, guidance and work-related learning opportunities.

Our careers programme 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 Appendix 1 which outlines our Careers Programme. The programme is interwoven within our schools curriculum inline with our key drivers of independence, communication and wellbeing. Targeted Careers and employability lessons are delivered for learners accessing the Establish curriculum.

Transitions

Equipping pupils with skills for their best next steps towards Preparation for adulthood 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 transitional visits to their next stage of education. All careers advice and guidance pupils are provided with or sign posted to is impartial.

We have 2 practitioners who are highly qualified in careers leadership.

- **The named Careers Lead at The Chiltern School is Jo Scott and is contactable via email: jscott@chiltern.beds.sch.uk.** Jo holds an accredited level 7 qualification in Careers Leadership
- **Nicola Mallett** is a careers practitioner and supports work experience and work related encounters, she has completed the level 6 course in Careers Leadership.
- **Richard Cooper is the schools named Enterprise Advisor and Careers link governor.**

The Statutory Careers Guidance states that “high quality careers education and guidance is critical to young people’s futures”. In order to ensure good careers guidance in schools, the Careers and Enterprise Company recommend that Careers practitioners complete a minimum of a level 6 course in Careers leadership.

The Chiltern school works under the guidance of local partnerships; the Careers and Enterprise Company (CEC), SEMLEP and their careers HUB and, takes guidance from the Careers Development Institute (CDI). The Careers lead has attended the Gatsby roundtable discussions and the careers practitioners have regular meetings with the schools CEC Enterprise advisor, Youth support services advisor and Careers Hub and attends the CEIAG professional groups and SEND employment forums.

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

We have a providers access policy and 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. This could be in their preparation for adulthood and life after school whether that be into the world of work, further education, or a bespoke provision.

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

If you are a business, 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.

Careers support within school

Independence, promoting positive emotional wellbeing and communication are key drivers for our curriculum and underpin everything we do. We believe this allows all pupils to engage in a meaningful careers programme that meets their individual needs. Opportunities to develop employability skills are woven through our subject frameworks.

Individual personalised careers guidance interview with a qualified careers councillor:

All pupils within the school are entitled to at least one careers guidance counsellor interview before they turn 16 years of age and at least one after 16 years of age. The Chiltern school delivers this through an in-school qualified careers counsellor. 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/carer 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.

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). Contact number for the Youth support services: 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.

Further information for pupils and parents/carers

The Chiltern school holds an annual in-house open Careers Fair 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 the Central Bedfordshire YAIL team and Youth support services.

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

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.

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 it's 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.

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) [My Personal Skills and Qualities Lesson Pack | KS3 Resource](#)

Watch educational videos and documentaries

Stacey Dooley's BBC series [The Nine to Five with Stacey Dooley - BBC iPlayer](#)

Listen to podcasts on different subjects to inspire and to learn [BBC Sounds - Podcasts](#)

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

Follow this up by talking about or writing about what you have 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 [School Labour Market Information](#)

Real people talking about their careers [iCould](#)

Information about over 350 job roles within the NHS [Explore roles | Health Careers](#)

Ever considered what might be the most riskiest jobs in the UK? GoCompare has put together a report that reveals the riskiest jobs in the UK, seeing how dangerous each industry is and how much it costs the business [The UK's riskiest jobs | Go.Compare](#)

Lessons and article [Teaching resources | My World of Work](#)

A quiz to find jobs that are suited to you [Careers Quiz](#)

Find out about different courses and pathways

Ensure that you are aware of information from the [local offer](#) for current guidance and view the education and prepare for adulthood pages and [find your futures link](#). You will be able to find listings of current [further and higher education providers here](#) including alternative and specialist provisions as well as finding out about transport assistance.

Information about apprenticeships [Apprenticeships](#)

University exploration and course search [UCAS](#)

To download guides and explanations for parents, carers and young people on apprenticeships visit: [Project Positive - Amazing Apprenticeships](#)

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

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 - [Download FREE Skills & Careers Activities Booklet for Young People](#)

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

[Home - BBC Bitesize](#)

[Start Profile](#)

[Career Pilot](#)

[Luminate Careers](#)

[National Careers Service](#)

Allaboutapprenticeships.co.uk

[iCould](#)

<https://successatschool.org/>

[CareersBox](#)

[National Careers Week](#)

[School Labour Market Information](#)