

Blackfen School for Girls
Employability Learning and Careers Education, Information and Guidance

Statement of Entitlement

As a student at Blackfen School for Girls, you are entitled to receive a programme of work related and career related learning, careers information and impartial advice and guidance, designed to help you to identify and develop your skills and abilities, be aware of what opportunities are available in the world of work and to make plans to help you achieve your education and career goals.

At all Key Stages you can expect ...

- access to a planned programme relevant to your year group
- access to a qualified impartial and independent careers adviser for personalised advice and guidance
- help to recognise your likes, dislikes, influences, strengths and preferences in relation to career decisions
- information about further and higher education, training and apprenticeships and employment pathways
- information about the world of work and how the labour market is evolving
- to take part in activities which challenge stereotyping and raise your aspirations to develop skills and qualities to improve your employability
- to be well prepared for different transitions
- help to develop financial capability skills
- to develop enterprise skills
- to develop and strengthen your personal presentation skills for selection processes
- sign posting to relevant up-to-date and impartial sources of careers information and advice
- not to have limitations imposed on your aspirations based upon your social, economic or ethnic background.

ALL STUDENTS WILL:

By the end of Key Stage 3:

- Begin to develop an awareness of your individual skills, strengths and preferred learning styles in relation to post 16 pathways and future career goals.
- Be able to access careers resources via the Library and Kudos.
- Be set targets and review progress during Community time.
- Receive careers information and on-going support from staff such as your Community Leader.
- Take part in the Year 9 Options programme where you can access information about different curriculum areas and the implications of studying specific subjects in Key Stage 4.
- Have been given the opportunity to have a meeting with a qualified, independent and impartial Careers Advisor

By the end of Key Stage 4:

- Experience careers education, focused on your development, labour market awareness, educational pathways and employability skills, as part of a Spiritual, Moral, Social and Cultural education programme, through community time and through Challenge Days.
- Be offered at least one individual appointment with a qualified, independent, impartial careers advisor
- Devise an action plan towards your career goals
- Have taken part in an enterprise activity
- Have listened to talks on different careers
- Have been given the opportunity to speak to representatives from various sectors of the world of work
- Have developed financial capability skills
- Have produced and reviewed a Curriculum Vitae
- Have written a formal letter, e.g. covering letter
- Been given impartial advice and guidance on post-16 education, employment and training and apprenticeship options
- Develop presentation and interview skills
- Be able to access careers information and resources via the Library
- Be offered the opportunity to take part in taster days/ sessions
- Have visited or spoken to representatives of further or higher education institutions, such as universities
- Have opportunities to evaluate individual achievements e.g. rewards assemblies, enterprise activities
- Be given the opportunity to take part in work experience

By the end of Key Stage 5:

- Be offered at least one individual appointment with a qualified, independent, impartial careers advisor
- Participate in an enrichment and tutorial programme focused on your personal development
- Have had the opportunity to set targets and review your progress through on-going support from your tutor and subject teachers
- Develop independent research skills
- Have had the opportunity to meet university representatives
- Have had the opportunity to meet apprenticeship providers

- Have been given the opportunity to visit universities
- Have been given the opportunity to volunteer or take part in work experience
- Understand the UCAS process and be able to research different universities and courses using online resources
- Have information and support with financial planning for university, work and training
- Write a personal statement for a UCAS or job application
- Have been mentored through the university application process or supported with job or training applications
- Have access to information on how to apply for internships, sponsorships or Gap Year placements
- Be given the opportunity to take part in enterprise and challenge activities
- Be registered with Unifrog for up-to-date information on further education opportunities

Date of policy: May 2019

Review date: May 2020 (Yearly)

Lead person: AHT (KS5)