



## **Careers Education, Information, Advice & Guidance (CEIAG) Policy Bennerley Fields School**

### **Intent**

Bennerley Fields is a vibrant, nurturing school community where everyone is welcomed, valued and respected. We are a school that caters for pupils with a wide range of learning difficulties and diverse needs. Our curriculum drivers, *Communicate, Aspire, Nurture*, underpins all of our teaching and learning.

*“Together we support every pupil to achieve their full potential, instilling academic, social and independence skills in order for them to flourish in the world of work.”*

Our Careers Curriculum has been developed with the current cohorts in mind (KS3, KS4 and KS4 Willows). As a staff team we work together to develop a curriculum that matches our pupils' needs, engaging and aspiring them to be the best they can be. Staff are provided with the knowledge and understanding to deliver the curriculum effectively. The careers curriculum is reviewed annually to ensure it reflects the needs of the cohorts in each respective key stage and department.

Bennerley Fields provides a relevant and engaging careers curriculum that meets the needs and requirements of our pupils. We are committed to ensuring all pupils have opportunities to access relevant careers, employability and enterprise programmes.

For the pupils at Bennerley Fields this means that we:

- Prepare the pupils for transition and life 'Beyond Bennerley'
- Support pupils to make informed decisions which are appropriate to them
- Provide opportunities for pupils to gain qualifications
- Provide employer encounter opportunities
- Develop personal characteristics such as social skills, communication, independence, increased self-esteem, confidence, resilience and ability to problem solve and apply functional skills
- Raise the aspirations of our pupils

## Strategic Objectives

Our strategic objectives for Careers Education sit with the framework of the eight Gatsby Benchmarks:

To implement a fully developed careers programme that is embedded across the curriculum.	For pupils to have meaningful encounters with employers and employees, and gain a better understanding of the work place and the potential career paths available to them including an experience of the workplace.	For pupils to have meaningful encounters of, and experiences of post 16 provision. Pupils to have an IAG interview with a qualified Careers Adviser so that they are fully informed about their future options.
Benchmarks 1,2,3 & 4	Benchmarks 5 & 6	Benchmarks 7 & 8

As a school providing for pupils with a range of SEND one of our key strengths is our ethos of personalised learning and meeting pupils' individual needs through a personalised curriculum. Through addressing the individual needs of each pupil this corresponds with good outcomes for Gatsby Benchmark 3.

As part of the Esteem Multi Academy Trust, there is effective sharing of good practice between other special schools with established careers programmes.

To develop our external career provision to fulfil Gatsby Benchmark 1 we are working with Careers and Enterprise Company, DWP, and Ideas4Careers. Joining the CEC (Careers Enterprise Company) has given links to an Enterprise Coordinator, and an Enterprise Advisor with local business links. This ensures that our learners have the opportunities, experiences, and encounters, both in and outside school, to achieve all the skills necessary for them to take the next steps in their education after Bennerley Fields and successfully progress onto their future destinations as well-rounded individuals.

The careers provision at Bennerley Fields is in line with the statutory guidance developed by the Department of Education which refers to Section 42A and 45A of the Education act 1997. This states that all schools should provide independent career advice from Year 7-13 and that this advice should:

- Be impartial
- Include information of pathways, including apprenticeships
- Be adapted to meet the needs of the pupil

In addition, the school is compliant with the careers guidance set out by the government in September 2022, 'Careers guidance and access for education and training providers.' This states that maintained schools and academies in England must have regard to [guidance and access] when carrying out their duty to ensure that there is an opportunity for a range of providers to access pupils to inform them about technical education and apprenticeships (p.3).

### Careers Education Responsibilities:

Careers Leader - Rachel Raisin-Moss  
Careers Co-ordinator - Deborah Quinn  
Careers Link Governor – Nichola Hattamsworth  
Careers Advisor – Sharon Harvey (Ideas4Careers)  
Enterprise Advisor – Erica Stocks (Fairway Coaching)

## **Implementation - Careers Provision at Bennerley Fields School**

All pupils in KS3:

- Take part in Enterprise projects during the school year through the Bambino Programme
- STEM forms a part of the Key Stage 3 curriculum
- Pupils in Year 9 have access to guidance and advice from a careers advisor
- Careers are integrated into the curriculum

All pupils in Key Stage 4

- Take part in a careers programme based on their needs, aspirations and life goals
- The Talentino programme is delivered as appropriate
- Visitors to school and off site visits form a part of the Careers and Beyond Bennerley curriculum
- Pupils develop an understanding of a range of Post 16 settings
- All pupils have access to 1:1 meetings with a careers advisor to provide advice and guidance
- All year 11 pupils have a careers adviser at their annual review to explore future pathways
- All pupils have access to work experience that is relevant and purposeful to them

An overview of the careers provision for 2023-2024 can be found in the appendices (appendix 1).

## **Impact**

We ensure that our Careers programme is relevant, purposeful and progressive for pupils by following the Gatsby Benchmarks. Progress towards the Gatsby Benchmarks is monitored via the Compass+ tool for special schools. Pupils have a careers folder that details their experiences and achievement throughout school.

The Headteacher will ensure that:

- The work of the careers advisor and CEIAG (Careers Education, Information, Advice and Guidance) events are supported and monitored
- The school Careers Lead has an overview of CEIAG work and reports regularly to the SLT and Lead Governor for Careers

The effectiveness of this policy is measured in a variety of ways:

- Feedback from students, teachers, employers and parents through mechanisms such as feedback forms and teaching evaluation
- Feedback from external visitors to school such as SIP or OFSTED
- The number of students who are NEET in October having left school the previous summer

## **Baker Clause Statement**

This policy statement sets out Bennerley Fields arrangements for managing the access of providers to students for the purposes of giving them information about the provider's education or training offer. This complies with the legal obligations under Section 42B of the Education act 1997 (the 'Baker Clause').

Students in Years 7-11 are entitled to:

- Planned careers provision which provides information about the full range of education and training options available to them at each transition point
- Information from a wide range of education and training providers about the opportunities they offer– through Open Days, assemblies and transition events
- To understand how to make applications for the full range of academic, vocational and life skills within curriculum and pathway framework
- We work in partnership with Derbyshire County Council, our Careers Advisor and all associated agencies to ensure impartiality and support for all learners with their destinations

## **Work Experience & Work Related Learning**

The careers leader, careers co-ordinator and teaching staff are responsible for monitoring work experience and work-related learning and will ensure that:

- They are familiar with the risk assessments for placements being visited and that any identified personal protective equipment or clothing is worn.
- Systematic and accurate records are kept of the monitoring visit.
- Any placement concerns should also be fed back to the placement organiser; ensure child protection and health and safety procedures are followed.
- Key information is shared with providers and employers outlining how students can be supported within the working environment.

## **Provider Access Policy**

This policy statement sets out Bennerley Fields arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school legal obligation under Section 42B of the Education act 1997.

### **Pupil Entitlement**

**All pupils in year 7-11 at Bennerley Fields School are entitled to:**

- Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Understand how to make applications for the full range of academic and technical courses.

### **Management of Provider Access Requests**

A provider wishing to request access should contact:

Rachel Raisin-Moss, Careers Leader:  
Telephone: 01159326374  
Email: rraisinmoss@bennerleyfields.derbyshire.sch.uk

## **Opportunities for Access**

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school and speak to pupils and their parents or carers.

	Autumn	Spring	Summer
Year 7 and 8	STEM Experience	STEM Experience	STEM Experience
Year 9	STEM Experience Careers Guidance meetings	STEM Experience	STEM Experience
Year 10	Careers Guidance meetings	DWP Apprentice and Employability session.	DWP Support Internship and Employment options session.
Year 11	Careers Guidance meetings Careers Guidance at annual review. Post 16 taster sessions	DWP Employability skills including: CV, interviews and Labour Market Information  DWP Apprentice and Employability session. DWP community Project.	DWP Support Internship and Employment options session.
Parents		DWP: Parent Information session.	

The detailed careers programme can be found in the *Careers Plan*. This is located in the careers section of the school website and in Appendix 1 of the careers policy.

### **Premises and Facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and the students/ parents/ carers as appropriate to the activity. The school will also make available any equipment required to support the provider for presentations. This will be discussed and agreed in advance of the visit with the Careers Leader or a member of the team.

This policy will be reviewed by Rachel Raisin-Moss (Careers Leader) and other key stakeholders annually. At every review, the policy will be approved by the governing board.

## Appendices

### Appendix 1

## Implementation Plan 2023-2024 Bennerley Fields Career Programme

Term	Key Stage 3 Curriculum Links	Key Stage 4 Willows	Key Stage 4
Autumn 1	<p><b>Beyond Bennerley Curriculum</b> Year 1-Communication skills Year 2- Relationships Year 3- Personal Safety</p> <p><b>STEM Activity Day</b></p>	<p><b>Topic:</b> What is work? Exploring the world of work and the benefits and challenges.</p> <p><b>Employer encounter</b> – Director of Coxbench Hall nursing home</p> <p><b>Beyond Bennerley Curriculum</b> Year 1- Time Management Year 2- Hobbies</p>	<p><b>Topic:</b> Pathways to success (Delivered in partnership with the Department of Work and Pensions)</p> <p>Introduction to the world of work. Qualities and skills, Job roles, teamwork and communication. Apprenticeships and other pathways.</p> <p><b>Employer visit</b> to IKEA</p> <p><b>Employer encounter</b> – Careers in the construction industry</p> <p><b>Beyond Bennerley Curriculum</b> Year 1- Time Management Year 2- Hobbies</p>
Autumn 2	<p><b>Beyond Bennerley Curriculum</b> Year 1-Communication skills Year 2- Hobbies Year 3- Personal Safety</p> <p><b>Maths Curriculum</b> Money linked to NatWest Money Sense Resources</p> <p><b>Career Advisor</b> 1:1 guidance interviews</p>	<p><b>Topic:</b> Jobs I could do</p> <p><b>Mencap Gateway Award</b> * Hobbies * Fitness * Volunteering * Lifestyle * Gateway challenge</p> <p><b>Community Project &amp; Employer Visit</b> – The Woodlands Trust Arena Hope</p> <p><b>Career Advisor</b> 1:1 guidance interviews Career advisor attends 11-year annual reviews.</p> <p><b>Transition visits</b> to post 16 colleges and sixth form provision</p> <p><b>Beyond Bennerley Curriculum</b> Year 1- Relationships Year 2- Money (NatWest Money Sense Resources)</p>	<p><b>Topic:</b> I am ready for work! How do I get a job!</p> <p><b>Career Advisor</b> 1:1 guidance interviews Careers advisor attends year 11 annual reviews.</p> <p><b>Post 16 Taster Visits</b></p> <p><b>Employer visit</b> – Erewash Sound</p> <p><b>Transition visits</b> to post 16 colleges and sixth form provision</p> <p><b>Beyond Bennerley-Curriculum</b> Year 1- Relationships Year 2- Money (NatWest Money Sense Resources)</p>
Spring 1	<p><b>Beyond Bennerley Curriculum</b> Year 1-Money Year 2- Home Management, cooking and laundry Year 3- Travel</p> <p><b>Maths Curriculum</b> Time: developing understanding and time management skills.</p>	<p><b>Topic:</b> There is a job for me! Create an informed career goal and learn the skills of planning a route towards their career choice</p> <p><b>Local employer visits</b> – links to jobs in the local area, including, culture, finance and banking</p>	<p><b>Topic:</b> How do I get a job?</p> <p><b>Department of Working Pensions</b> CV writing Workshop Interview skills and mock interviews</p> <p><b>Work Experience/ Employer Encounters</b> – links to jobs in the local area, including, culture, finance and banking</p>

	<b>STEM Activity Day</b>	<b>Beyond Bennerley Curriculum</b> Year 1- Communication Year 2- Shopping	<b>Beyond Bennerley-Curriculum</b> Year 1- Communication Year 2- Shopping
Spring 2	<p><b>Beyond Bennerley Curriculum</b> Year 1-Money Year 2- Home Management, cooking and laundry Year 3- Travel</p> <p><b>Maths Curriculum</b> Time: developing understanding and time management skills.</p> <p><b>Careers Advisor</b> Assembly focused on careers and opportunities.</p> <p><b>Enterprise Project</b></p>	<p><b>Topic:</b> What should I choose? Learn a range of vital work-related skills to support their career goal</p> <p><b>Employer Encounters</b> The Hospitality Industry</p> <p><b>Careers Advisor</b> Assembly focused on careers and opportunities.</p> <p><b>Enterprise Project</b></p> <p><b>Beyond Bennerley Curriculum</b> Year 1- Personal Safety Year 2- Home Management, cooking and Landry</p>	<p><b>Topic:</b> Work in the local community</p> <p><b>Community Project –</b> The Woodlands Trust</p> <p><b>Employer Encounter</b> links to jobs in the local area, including, culture, finance and banking</p> <p><b>Careers Advisor</b> Assembly focused on careers and opportunities.</p> <p><b>Enterprise Project</b></p> <p><b>Beyond Bennerley-Curriculum</b> Year 1- Personal Safety Year 2- Home Management, cooking and Landry</p>
Summer 1	<p><b>Beyond Bennerley Curriculum</b> Year 1 Shopping Year 2- Time Management Year 3- Positive Contribution</p> <p><b>Maths Curriculum</b> Money linked to NatWest Money Sense Resources</p> <p><b>Enterprise Project</b></p> <p><b>STEM Activity Day</b></p>	<p><b>Topic:</b> How do I get a job? Learn Skills to support their journey through the job application process.</p> <p><b>Employer Encounters</b> Shipley Garden Centre</p> <p><b>Enterprise Project</b></p> <p><b>STEM Activity Day</b></p> <p><b>John Muir Award:</b> Outdoor vocations</p> <p><b>Beyond Bennerley Curriculum</b> Year 1- Travel Year 2- Personal Contribution</p>	<p><b>Topic:</b> Job Applications Applying for jobs and filling in applications.</p> <p><b>Employer Encounters</b> The Hospitality Industry</p> <p><b>Enterprise Project</b></p> <p><b>STEM Activity Day</b></p> <p><b>Beyond Bennerley–Curriculum</b> Year 1- Travel Year 2- Personal Contribution</p>
Summer 2	<p><b>Beyond Bennerley Curriculum</b> Year 1 Shopping Year 2- Time Management Year 3- Positive Contribution</p> <p><b>Maths Curriculum</b> Time: developing understanding and time management skills.</p>	<p><b>Topic:</b> I am ready for work! Learn about how to get ready for work and what a day at work would entail.</p> <p><b>Employer Encounters</b></p> <p><b>Beyond Bennerley Curriculum</b> Year 1- Travel Year 2- Personal Contribution</p>	<p><b>Topic:</b> Outdoor vocations and Team building</p> <p><b>John Muir Award:</b> Outdoor vocations</p> <p><b>Employer Encounters:</b> Shipley Garden Centre</p> <p><b>Beyond Bennerley–Curriculum</b> Year 1- Travel Year 2- Personal Contribution</p>



## Careers Policy

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