



Champion EDUCATION TRUST

CAREERS EDUCATION AND GUIDANCE POLICY

DOCUMENT CONTROL

Approved for operation within	Lotus School
Version number	1.1
Date originally approved	30 th April 2020
Approved by	Board of Trustees
Date of this review	November 2022
Review period	2 years
Policy status	Statutory
Location published	Website
Owner	M Kelsall

DOCUMENT HISTORY

Version	Date	Revision notes
1	January 2020	-
1.1	November 2022	Owner and contact details changed

CAREERS EDUCATION AND GUIDANCE POLICY

At Lotus, we believe that all our students are entitled to the very best education, including careers education and guidance, through a developed personalised curriculum, delivered by highly dedicated, experienced and qualified staff.

Lotus is committed to providing its students with a varied programme of Careers education and Guidance activities to equip and enable them to make informed decisions and choices at key transition points both during school and Post 16. It aims to help students develop, identify and add to their employability skills throughout their school life. Importantly it seeks to help students understand and be prepared for the ever changing and challenging work and career environment.

STUDENT ENTITLEMENT

All students in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

All students are entitled to, and will receive, impartial and independent Careers education and guidance support during their education at Lotus.

The key features of these include:

Guidance

- Access to impartial and independent individual advice and guidance from the Career Advisor Lead.
- All year 11 students receive a one-to-one Careers interview and a written summary of the meeting which focusses on their post 16 progression options.
- Targeted support for identified vulnerable students in Year 11 at risk of becoming NEET [Not in education employment or training] to discuss their post 16 options.
- One-to-one guidance interviews with Year 11 students, supporting them with constant advice throughout the year.

Advice and Information

- Targeted support for some Year 10 and Year 11 students who require help with finding a work experience placement.
- Students in Year 11 can have a mock interview whether this is for an apprenticeship, sixth form, college or university place.
- The member of staff responsible for Careers undertakes tracking of all of Year 11 and follows up each case, checking they have offers and providing destination data back to the Local Authority.
- The Careers Adviser Lead meets a duty to the Governors of providing an up to date list of destinations and intended destinations.

Careers education

There is an extensive programme of Careers Education covering:

- Employability skills and preparation for work.
- Use of Careers software available.

- Enterprise activities.
- Understanding links between subjects and careers.
- Preparation for work experience; introducing Higher Education, progression options post-16 which includes Sixth form; apprenticeships; Further Education.
- CV preparation and completing application forms.
- Visits by Employers to the school.
- Visits to workshops, Careers related shows, Careers and Higher Education fairs and conferences for students to raise aspirations and their Careers knowledge and awareness.
- Work experience opportunities for Year 10 and 11 students.
- All of Year 11 to have a mock interview practice.
- Access for all to Careers information resources, prospectuses and useful web sites.
- Citizenship, volunteering and community project awareness, beginning at Key Stage 3.