

1. Policy Statement

Bournemouth Collegiate School (BCS) is committed to providing appropriate careers guidance in line with our school's aims and ethos. We work to ensure our pupils are equipped to meet the challenges of the life ahead of them, so they are nurtured, motivated and inspired to realise their unique potential. This is an important element of the way in which pupils are prepared for the opportunities and responsibilities of future life in British society. To this end, our pupils follow a structured Careers Guidance Programme which is appropriate to the age and maturity of the pupils as they progress through the school. BCS is committed to providing accurate, up to date and impartial careers guidance for pupils in Years 8-13 following statutory guidelines, April 2014.

The Careers Guidance Programme is delivered according to the procedures set out below and is supported and complemented by assemblies, lessons, work experience, external speakers and individual guidance sessions. The programme is designed to enable pupils to:

- Access independent and impartial advice*
- 'know themselves' and how their strengths, weaknesses and interests relate to the world of work*
- learn about different careers and opportunities, obtain individual guidance and some work experience and real-life contact with the world of work*
- gain information about training, education and occupations beyond school*
- understand what the particular subject and/or experience requirements are for particular career paths*
- make appropriate curricular and extra-curricular choices at each stage of their schooling, including individual guidance regarding GCSE, post-16 courses and higher education*
- develop and practise CV, job application, interview and 21st Century skills*
- gain an insight into the world of work through Work Experience and work shadowing opportunities*
- draw on the career experiences of the wider school community including staff, parents, alumni, local, national and international employers and universities*
- be given opportunity to develop and gain industry related qualifications*
- Will be able to access programme of "employability" skills*

BCS is fully committed to ensuring that the application of this Careers policy is non-discriminatory in line with the UK Equality Act (2010). BCS works consciously to prevent all forms of stereotyping in the advice and guidance provided to ensure that girls and boys from all backgrounds and diversity groups consider the widest possible range of careers including those which are often portrayed as primarily for one of the sexes. Further details are available in the school's Equal Opportunity Policy document.

This policy is applicable to all pupils in the senior school, including our boarders, and BCS seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on our website and on request from the main school office and should be read in conjunction with the following documents:

- *School Aims and Ethos*
- *Curriculum Policy*
- *PSHE and Citizenship Policy and Schemes of Work*

Any Work Experience placements are arranged in accordance with BCS Health and Safety procedures.

This document is reviewed annually by the Senior Deputy Head, Careers Co-ordinator and Head of Sixth Form or as events or legislation change requires. The next scheduled date for review is April 2021.

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2. Key Personnel

Maria Coulter, Senior Deputy Head
 Alice Rowe, Careers and Work Experience Co-Ordinator
 Helen Costello, Head of Sixth Form

3. Procedures

In the Senior School, the core Careers Guidance Programme is delivered by form tutors during form time and as part of the PSHE programme. In addition, further specialist guidance is given during these times and in pathways.

The core Careers Guidance Programme may be supplemented by external providers where possible; this could include information about training, education and occupations beyond school. One to one sessions with subject teachers and tutors are available throughout the year. Our pupils receive individual sessions, designed to help them make appropriate curricular and extracurricular choices at each stage of their schooling. All pupils have a Morrisby account, this is used to support and track their career development from Years 7 to 13. Each year explores a different aspect of careers learning, for example in Year 12 the focus is on personal statement writing which is done through Morrisby.

Pupils are involved in a range of career experiences, which include: Design and Technology links, STEM experiences and clubs, Enterprise based activities, Scholars presentations, 1-1 support, university holiday placements, apprenticeship and industry links.

4. Sixth Form Enrichment

As part of their Sixth Form Enrichment programme, pupils in Years 12 and 13 are guided by their tutors on how to get the most out of University Open Days and are trained in the skills needed to write their university application and to participate effectively in university (and job) interviews. In order to gain a further insight into the world of work, staff, and representatives from the wider community give talks to the pupils. Time is set aside to guide pupils through the UCAS application process and provide useful practical information about higher education. Pupils are taken through the application process requirements, how to choose courses and how to write a personal statement. Parents will be invited to attend an information evening in the summer term to gain an overview of the whole process and how to best support their son/daughter. In Year 12 and Year 13, the pupils' tutor guides them through the UCAS system. Individual tutors, work with subject teacher to produce each pupils Higher Education reference (overseen by the Head of Sixth Form). The majority of pupils are successful in gaining places at Universities.

5. Work Experience (Year 10)

Work Experience opportunities are offered to all pupils in Year 10 to be conducted towards the end of the Summer Term and are encouraged for pupils in Year 12 during the summer vacation.

Before the placement

During Enrichment lessons in the Autumn Term pupils in Year 10 are briefed on the procedures and expectations of the work experience placement. In particular they are shown how to select places that interest them from the online database.

BCS subscribes to a large online work experience database provided by the CSW Group Limited. Pupils are registered on this site and have a security PIN number to access it. Pupils can search through the website using various criteria to find a huge range of local placement opportunities.

Once they have identified a suitable placement, pupils are briefed as to how to make contact, which may be either by phone, letter, application form or email. Some may also be called for interview. In line with the BCS Health and Safety procedures, Work Experience is organised with regard to the information set out in the HSE's 'Managing Health and Safety on Work Experience – A Guide for Organisers.

When the employer agrees to place the pupil, the necessary paperwork is generated. Only when the pupil's parent consent form with signatures of the pupil and the parents and the employers consent form with the employer signature, is returned to school, is the placement confirmed.

In line with the BCS Health and Safety procedures, Work Experience is organised with regard to the information set out in the HSE's *Managing Health and Safety on Work Experience – A guide for Organisers*.

CSW Group Limited conducts Health and Safety checks of all the employers listed and make sure that they have the necessary liability insurance and risk assessments. If an employer is not registered, pupils are to allow at least seven weeks for CSW Group Limited to inspect/register the establishment and for the necessary administrative formalities to be completed.

During the placement

During the period of work experience the pupil is required to complete the log section of the work experience booklet. A member of the school staff will visit the pupil during their time on work experience and complete a simple check list.

Pupils are briefed as to how they should conduct themselves on the placement, key issues include; punctuality, dress, politeness and above all being professional at all times. There may be some days when they only get a little bit of work to do, or the people they are working with are too busy to go through things with them – they must be patient. Pupils will not get paid for the hours that they do but they should not be expected to buy any special clothing or equipment - this should be provided by the employer.

After the placement

There will be a debrief session shortly after pupils are back in school. This will be an opportunity for pupils to share experiences and discuss what they have learnt from the experience. Pupils are also expected to write a letter of thanks to their employer. Logbooks should be completed and kept by pupils as a record that could be used as a reference in the future for personal statements or CVs.