

**Children's Services**  
**Children's Services: Local Procedure Template**



|                                           |                                      |
|-------------------------------------------|--------------------------------------|
| <b>Local Procedure Title</b>              | <b>Careers Guidance</b>              |
| <b>Service</b>                            | <b>Aspris Queenswood School</b>      |
| <b>ACS Policy number and title</b>        | <b>ACS 57 Careers Guidance</b>       |
| <b>Local Procedure template reference</b> | <b>ACS LP 57</b>                     |
| <b>Local Procedure date</b>               | 20/09/25                             |
| <b>Local Procedure review date</b>        | 19/09/26                             |
| <b>Local Procedure Author(s)</b>          | Bee Corrick                          |
| <b>Local Procedure Ratification</b>       | Checked and approved by: Tom Garside |

### **1. Introduction**

Careers education is an important part of Queenswood School. The school has a dedicated Careers Lead who maps the careers provision against the Gatsby Benchmarks and who works closely with the school SENDCo to ensure pupil needs within careers are met. All staff at Queenswood School are expected to expose pupils to careers that are related to curriculum, interests, and local communities.

At Queenswood School we enhance a pupil's cultural capital by taking advantage of opportunities to visit our local and wider community so that we can learn about what is happening around us and make positive choices in relation to our social and /or behavioural choices.

### **2. Careers Intent**

**Children's Services**  
**Children's Services: Local Procedure Template**

At Queenswood School, we aim to support pupils to make informed and realistic decisions about their future, by raising aspirations and providing impartial and independent information and guidance. The school will secure and (*when necessary*) commission independent and impartial careers guidance and advice, so that pupils (*particularly those who are within transition years*) have a clear next steps and appropriate pathways that will meet their needs and career aspirations.

The school aims to provide its pupils with a range of careers activities, which are written into an Annual Careers Plan. Careers activities can include work related learning within school provision (*kitchen, servery, off site provisions*) and where possible independent work experience providers (*subject to necessary checks*).

Queenswood School aims to develop our pupils into well informed individuals by offering a broad range of careers related opportunities for all pupils by embedding cross curricular links throughout the curriculum and with allocated careers sessions within the timetable so that each pupil will:

- Develop a different way of thinking than they are used to by using critical thinking skills, self-belief, and imagination.
- Develop the skills and attitudes necessary for success in adult and working life (cultural capital).
- Be aware of the range of opportunities that are realistically available to them in continued education and training at 14+, 16+ and 18+ .
- Be equipped with the necessary decision-making skills to manage transitions.

- Develop an awareness of the wide variety of education, training, and careers opportunities both locally and nationally.
- Effectively use the paper-based, virtual and staff resources available so they can make informed and appropriate choices throughout their school journey.
- Benefit from links fostered between the school, local businesses, and further education establishments.
- Experience the world of work and develop transferrable skills.
- Have the necessary skills and knowledge and resilience to enter employment, further education, or training when they leave at the end of KS4 or KS5.
- Experience a culture of high aspirations, equality of opportunity, in which diversity is celebrated and stereotypes are challenged.
- Receive extra assistance and guidance to reach their potential, where this is necessary.

### **3. Careers Implementation**

**Children's Services**  
**Children's Services: Local Procedure Template**

The careers provision at Queenswood School is detailed in the Careers Plan Overview and Careers Procedure Documents and is mapped against the Gatsby Benchmarks. The current careers programme is delivered through a combination of teaching and learning opportunities, including targeted careers sessions within the key tutor sessions, taught as a topic within PSHE lessons across all key stages and targeted online via CASCAID XELLO careers platform (*pupils can also access this resource whilst at home/ during school holidays*).

**At Key Stage 3**, as well as access to online careers programme Xello, and the creation of their own personal Vocational Profile, pupils carry out careers research with an aim to raise aspirations, explore stereotypes in the workplace, research the history of the workplace and develop their own personal, social and employability skills. This involves a programme of careers related enrichment opportunities including work place visits, visits to careers fayres, in school employer and employee engagement activities and independent life skills sessions. Through PSHE lessons and by attending (where appropriate) external provisions, we support the development of social skills, resilience and competency.

**At Key stage 4 and 5**, Further to the opportunities offered to the KS3 pupils, in KS4 and 5 we continue to research careers that interest them and are supported to work towards the entry requirements in preparation for their next steps. They develop skills in CV building, letter writing and personal statement writing alongside attending work related learning workshops, mock interviews and completing application forms (*online or paper format*). Meeting are offered for 1:1 external independent careers advice at all key transition points and to all KS4 and 5 students. If appropriate, external work experience and trips to visit post 16 provisions such as colleges and alternative provisions are offered. At this stage support is put into place for the completion of college applications and support for interviews as required.

For post 16 pupils an emphasis is placed on:

- Identifying possible careers
- Identifying further education or training provision
- Finding and applying for apprenticeships
- Employability skills and support with job search

Pupils can request 1:1 career session with Bee (*Queenswood Careers Lead*) via their key tutor.

At Queenswood School, we encourage pupils to grasp the opportunities available to them, both inside and outside of school. Pupils are encouraged to develop their cultural capital and work towards achieving the right qualifications which will allow them to succeed in

**Children's Services**  
**Children's Services: Local Procedure Template**

adulthood. The career related activities on offer to support pupils with this are as follow:

- Taking an active part in careers lessons, which are part of the school's PSHE programme.
- Taking full advantage of their own CASCAID Xello career platform
- Attending Careers fayres and training provider/ college visits
- Engaging positively with guest speakers and independent impartial careers advisors
- Attending trips to local businesses/ employers/ training providers/ colleges • Complete work experience or voluntary work (*where appropriate*)
- Speak to Careers Lead at school on a regular basis. • Use specialist careers websites (see appendix 1)

**Inclusion:**

Careers education sets high expectation for every pupil, they are encouraged to develop a growth mindset, where failure is seen as a step to achieve a goal. School staff recognise that the majority of the pupils at Queenswood are fearful of the perception of failure, so it is paramount that support is offered to pupils wherever necessary and appropriate.

**What strategies and interventions are in place to help support and suitably challenge pupils within careers, whose attainment is significantly above the expected standard?**

More able pupils are identified early by teachers and careers lead, through questioning, work produced and identified aspirations. These pupils are challenged to 'think outside the box' and are expected to be able to solve more complex challenges and problems. If there is more than one more able pupil within the group, they are encouraged to work together and debate ideas and solutions.

**What strategies and interventions are in place to help support and suitably challenge pupils within careers, whose prior attainment is significantly below the expected standard or who have come from a disadvantaged background/ have gaps in learning?**

The teacher provides these pupils with clear, precise instructions about their learning objectives and show examples of expected outcomes, pupils may be supported with 1:1 career intervention work with short term targets set.

**4. Careers Impact**

Our careers education programme provides pupils with the opportunity to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It promotes equality of opportunity, celebrates diversity and challenges stereotypes. It is designed to meet the Gatsby Benchmarks and conforms to statutory requirements. By the end of KS4 or KS5 pupils are well equipped with the appropriate qualifications, work related certificates, awards and or licenses and have a plan in place so that they can successfully transition onto their next steps.

**5. Key Responsibilities**

**Children's Services**  
**Children's Services: Local Procedure Template**

Queenswood School Careers Lead is Barbara Corrick (*known as Bee*) and can be contacted via email: [barbaracorrick@aspriscs.co.uk](mailto:barbaracorrick@aspriscs.co.uk) . Pupils can drop in to speak to Bee during breaks and lunch time within the school day, or during key tutor sessions.

Bee will also arrange 1:1 or small group careers sessions with pupils over the course of each

school week. Bee is responsible for creating and updating an annual careers plan and audit for the whole school (*both of which are used as a working document*) and will attend EHCP annual review meetings for pupils who are in year 11 or in KS4/ KS5 and transitioning onto the next phase of their education or training.

Bee will provide each pupil with access to the online career's platform CASCAID Xello and will actively seek to drive the careers provision forward at Queenswood school, whilst meeting the Gatsby Benchmarks.

Key tutors are responsible for facilitating careers related learning within tutor time and Key tutors should liaise with Bee (careers coordinator) for appropriate resources and suggested activities.

Subject teachers are responsible for ensuring that careers information related to their subject are on display and referred to regularly, and that cross curricular links to careers are planned for within their schemes of work.

#### **6. Arrangements for consultation**

1:1 Consultations are arranged by the Careers Lead throughout the academic year. Typically year 11, 12 and 13 pupils will have a 1:1 consultation early in the Autumn term. The information gathered will be submitted to the SENDCo and discussed with Local Authority caseworker/parents/ carers during the annual review process. During the Spring term, the 1:1 consultation will focus on planning for the future and submitting relevant applications to colleges/ training provisions/ apprenticeships and/or employers. Year 9 and 10 pupils will receive 1:1 careers consultations with the Careers Coordinator once per term as a minimum, during the summer term consultations, an emphasis will be placed upon career pathways and identifying entry requirements, so that pupils know that they are on the correct pathway and what they need to attain to be successful in securing a positive leaver destination at the end of KS4 or KS5.

Year 7 and 8 pupils can request 1:1 consultation with Careers Coordinator throughout the academic year via their key tutors.

#### **7. Specialist Advisors external to the school**

Specialist Advisors external to the school are invited into school or commissioned by the school to hold 1:1 sessions or small group workshops, the Specialist Advisors are accompanied by the Careers Lead and/or key trusted adults so that all pupils can access the services without fear of being in a room with adults they do not know. Specialist Advisors external to school are planned for within the Annual Careers Plan

**Children's Services**  
**Children's Services: Local Procedure Template**

**8. Monitoring arrangements**

The Careers Lead will monitor the progress and engagement of pupils through the online career's platform CASCAID Xello alongside, collating and monitoring careers related work completed in lessons (on a half termly basis) from PSHE teacher and Key tutors. The Careers Lead will also keep, and update notes taken during 1:1 consultation or during workshop or small group sessions.

The Careers Lead will complete a termly audit of the careers offer and plan in line with the Gatsby Benchmark and submit the audit and evaluation to Senior leaders on an

annual basis.

**9. Risk assessments and safeguarding arrangements**

Prior to pupils accessing provisions which are off the school site, a risk assessment must be carried out and approved by the Head Teacher. External provision audit tool will need to be carried out, so that all the necessary insurances, evidence and safeguards are in place prior to pupils accessing the provision.

Regular commissioned visitors onto the school site will need to be approved through our inhouse safer recruitment onboarding department.

Ad hoc visitors to the school site will be checked, signed in and accompanied by a member of the school team.

**10. Record keeping arrangements**

Careers education record keeping is help within the Careers Lead office at Queenswood Yarkhill. Evidence of careers related work produced in timetabled sessions such as PSHE and Key Tutor time are led by and marked by PSHE teacher and Key Tutors. At the end of each half term, evidence of careers related work should be passed to the Career's Lead and SENDCo, for evaluation.

**Contents Checklist** (Local Services may add additional items – this is a core list)

|                                                                                                                          |  |                                                                                  |  |
|--------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------|--|
| Key Responsibilities: Including named Careers Guidance Co-ordinator                                                      |  | Any arrangements for the use of local partnerships                               |  |
| Arrangements for consultation which children/young people in relation to their careers guidance learning and experiences |  | Any arrangements for the use of local specialist advisers external to the school |  |

**Children's Services**  
**Children's Services: Local Procedure Template**

|                                                                                                                                                   |  |                                                               |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------|--|
| Arrangements for consultation which parents/carers/advocates in relation to children and young people's careers guidance learning and experiences |  | Arrangements for risk assessing work experience opportunities |  |
| Monitoring arrangements                                                                                                                           |  | Record keeping arrangements in relation to careers guidance   |  |
|                                                                                                                                                   |  |                                                               |  |
|                                                                                                                                                   |  |                                                               |  |

## Appendix 1

For general careers information, advice and guidance (IAG) [Careers advice - job profiles, information and resources | National Careers Service](#)

For general skills assessment [Skills assessment | National Careers Service](#)

National careers service: You can call [0800 100 900](#) or [use webchat](#) to speak to an adviser.

Young People working out options: [Young People | Skills for Careers \(education.gov.uk\)](#)

Information about apprenticeships: [Apprenticeships](#)

Information for pupils: [Home | NGTU \(notgoingtouni.co.uk\)](#)

## Local Procedure Review History:

| Date Reviewed | Reviewer     | Summary of revisions |
|---------------|--------------|----------------------|
| 27/03/2023    | Emma Baldwin | Updated              |

**Children's Services**  
**Children's Services: Local Procedure Template**

|            |                   |                                                                                                                                                                                                                                                                                                                                                 |
|------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20/02/2024 | Catherine Edwards | New format, addition of appendix 1, new Careers Coordinator                                                                                                                                                                                                                                                                                     |
| 20/10/24   | Barbara Corrick   | Updated to include <ul style="list-style-type: none"> <li>• Addition of Careers Education Plan overview,</li> <li>• Addition of the Careers information Procedure</li> <li>• Specifics relating to GBM6 offer,</li> <li>• Update of Kudos to Xello,</li> <li>• Update Careers Coordinator and Careers Lead to one and the same role.</li> </ul> |
|            |                   |                                                                                                                                                                                                                                                                                                                                                 |
|            |                   |                                                                                                                                                                                                                                                                                                                                                 |
|            |                   |                                                                                                                                                                                                                                                                                                                                                 |
|            |                   |                                                                                                                                                                                                                                                                                                                                                 |