

## Careers Education and Guidance Policy (including work experience guidance)

### Applies to:

- All staff (teaching and non-teaching), the directors and volunteers working in the School.
- Pupil, Parents and Caregivers

### Availability:

This policy is made available in the following ways:

- The School's website [www.radnor-sevenoaks.org](http://www.radnor-sevenoaks.org);
- Via Teams, All Staff Shared Documents, Compliance, Policies;
- On request a copy may be obtained from the School's Office.

### Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Head.
- The Board of Directors undertake a formal annual review of this policy.

Signed:



David Paton  
Head



Ian Davies  
Chairman of the Board of Directors

**Reviewed: September 2024**  
**Next Review: September 2025**

## 1. Introduction

- 1.1 Radnor House Sevenoaks (the School) considers sound and effective Careers Education and Guidance to be an essential feature of the provision it makes for its pupils whilst in full-time education and an expression of its commitment to the principles of lifelong learning and equality of opportunity.

## 2. Aims

- 2.1. Careers Education and Guidance at the School seeks to comply with statutory requirements for maintained Schools in the UK. It also supports the declared aims of the School.
- 2.2. Careers Education and Guidance at the School seeks to comply with the 'Careers Guidance and Access for Education and Training Providers', Jan 2023 – created by the Department for Education. <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-Schools>.

## 3. Implementation

- 3.1. Independent Schools Inspectorate Regulatory Requirements relevant to Careers Provision.
- 3.2. Advice is provided for pupils at every level of the School, with careers education being delivered as part of the PSHEE programme in Y7-13 and with ongoing support provided by the pupils' tutors and teachers. There is a particular focus for those receiving secondary education to help pupils choose GCSE and post-16 courses. From January 2015, specific requirements are included in the regulations for the first time. These require impartiality, provision which enables pupils to make informed choices about a range of careers options, and advice which generally helps to encourage pupils to fulfil their potential.
- 3.3. Pupils at the School, in Y7-13 receive a guided careers education programme as part of their PSHEE lessons. These are provided by Unifrog, which pupils use, from Year 7, as an ongoing research tool and for impartial advice. In addition, the Senior Deputy, Academic Deputy, Pupil Support, Head of Careers and Head of Sixth Form have an integral part to play in advising on the relationship between subject selection and careers. Ahead of selecting A Levels, pupils in Y11 have the opportunity to meet with the Head of Sixth Form, Academic Deputy and Senior Deputy and their parents to discuss selection of subjects. They also have the opportunity of a Taster Day in Year 10 (10 to Sixth) and Year 11, as well as a Sixth Form Open Evening to consider possible subjects. Furthermore, pupils in Y9 sit the Fast Tomato Morrisby test, which provides guidance (supported by staff) for future careers and GCSE options.
- 3.4. The requirement relates to the July 2021 careers guidance and Gatsby benchmarks applies to all pupils receiving secondary education. As an all-through School, Radnor House Sevenoaks includes careers guidance at every appropriate level of its Senior School curriculum. In addition, Faculties highlight courses of interest during National Careers Week.
- 3.5. Careers guidance is presented in an impartial way that shows no bias or favouritism towards a particular education or work option.
- 3.6. The School offers A Levels in Y12&13. Pupils who are interested in following courses are given an honest and open appraisal of different systems in their meeting with the Head of Sixth Form. This also includes the advantages of University, apprenticeships or work. Pupils also have access to this information through Unifrog. Opportunities with external companies are also promoted when appropriate to pupils interested in that field.
- 3.7. Professional Careers guidance will be provided to Year 12 students (external, L7 trained provider). They can also attend a Careers Fair showcasing a range of employers, providing another encounter with workplace opportunities and continue to receive information on career paths in bespoke assemblies and the RH Careers newsletter.
- 3.8. The guidance enables pupils to make informed choices about a broad range of options. This includes timely advice to help pupils choose GCSE and post-16 courses.
- 3.9. In addition to the guidance outlined above, the School organises an annual Networking Event for Y10, Y11 and Y12 pupils to meet with a range of professionals from all sorts of educational and career

backgrounds who can also offer advice based on their individual experience. Pupils in Y11 and Y12 will complete work experience at the end of the respective academic year. Students are encouraged to organise their own work experience, either following their conversations at the Networking Evening or with connections outside of School. The School uses Medway Education Business Partnership (MEBP) to help with , the completion of the relevant risk assessments and health & safety checks. Students without a placement are provided one by the Head of Careers with Medway Education Business Partnership (MEBP).

3.10. Pupils will be expected to log this work experience, completing the log book provided by MEBP, in preparations for job and UCAS applications. They should use this experience to reflect on the key skills they have developed as a result and link it with guidance within the School to consider future career paths.

3.11. The guidance encourages pupils to fulfil their potential. To this end, good careers education enables pupils to 'know themselves' and how their strengths, weaknesses and interests relate to the world of work; learn about different careers and opportunities; obtain individual guidance; have some work experience; and gain information about training, education and occupations beyond the School. The School consciously works to prevent all forms of stereotyping in the advice and guidance provided to simply ensure that all pupils consider the widest possible range of careers.

3.12. Part of the PSHEE curriculum encourages pupils to be aware of their strengths and weaknesses through self-reflection as well as providing them with opportunities to learn about a myriad of different careers through specially designed lessons, Unifrog profiles, discussions with tutors and the Networking Evening. The Networking Evening is the main vehicle through which work experience is highlighted with pupils in Y11 and Sixth Form and can help some to secure placements for the summer holiday.

#### **4. Careers Provision in the Prep School (KS1&2)**

4.1. Whilst careers guidance is sometimes seen as the sole preserve of senior Schools, the School acknowledges the importance of providing careers education to pupils in their formative years. Pupils are encouraged to think about their hopes and aspirations for the future as well as to ask questions about what a job is, why they are relevant and to understand that different skills and training are required for each. Members of the local community, from various professions, are invited to speak with different year groups. While this cannot be exhaustive, it does provide the pupils with a greater understanding of the wide variety of careers available to them.

#### **5. Evaluation**

5.1. The School will evaluate the effectiveness of the Careers Education and Guidance programme at regular intervals by reference to the Learning Outcomes defined in the Gatsby benchmarks and by consultation with outside agencies and staff responsible for delivery of this aspect of the curriculum.

## **Appendix: Work Experience Guidance and Form**

### **Work Experience – ‘Own Find’ Placement Guidance : *Useful Information for parents/carers on finding own work placements***

#### **What is an ‘Own Find’ work placement?**

Pupils in Y11 and Y12 will complete work experience at the end of the respective academic year. Students are encouraged to organise their own work experience, either following their conversations at the Networking Evening or with connections outside of School. When you find your own placement, it is called an ‘own find’ placement. Students without a placement are provided one by the Head of Careers with Medway Education Business Partnership (MEBP). It must be noted that the choices can be understandably limited and potentially not be relevant to a specific field

#### **What do I do with the form attached?**

For us to set up an ‘own find’ placement, please make sure that the form is completed and signed by yourself and the employer. Return the form as soon as possible to Miss Brice.

#### **How you can help your child**

- Help them to understand that it may be hard to find a placement in a job that they are interested in for a future career. The placement doesn’t have to be in an area of particular interest to be useful. The main purpose is that they have the experience of working and dealing with different situations in an adult working environment.
- Help them to appreciate the goodwill of employers who offer the placements
- Sign and return their paperwork promptly
- Help them to adopt good work habits e.g. punctuality, appropriate appearance and behaviour.
- Please make sure that you have the name and phone number of someone in authority in the company who has agreed to the placement. Ask them to complete and sign the employer’s section of the form.
- If it is a very small company, find out if the person is a sole trader. If they do not employ any staff they will not have the necessary Employers Liability Insurance in place to cover your child.
- If it is a large company identify which part of the company they will be working in.
- Be sure to notify both the School and the employer if they are unable to attend
- Encourage them to have a positive approach to the placement, even if it isn’t quite what they expected.

This form must be fully completed and signed by your parent/carer and the employer. Please return the completed form to Miss Brice, Head of Careers.

This section to be completed by the pupil and their parent or carer	
Date of work experience	
Name of pupil & Tutor Group	
Name of Business	
Address of Business Post Code	
Telephone number(s)	
Email Address	
Name of the person(s) in the business who has agreed to your placement & who will monitor the pupil.	
Their position in the company or job title	
Work Experience Position/Job Description	
I agree to my son/daughter carrying out the placement detailed above and confirm that I am responsible for travel arrangements (please also see overleaf for helpful information)	Signed  Date
This section to be completed by the employer:	
<p><b>*Please Note:</b> We regret that only those employers with Employers Liability Insurance (or equivalent if outside the UK) may be used for work experience. We may also need to visit you to carry out a health and safety visit on behalf of the School.</p>	

Do you have Employers Liability Insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Do you have an up to date Risk Assessment for Employees?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Name of Insurance Company	
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Policy Number and Expiry Date	Date: __/__/__
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**Declaration**

During the period of work experience, the above-mentioned pupil will be given meaningful work to carry out and will be properly instructed and supervised, especially with regard to safety at work. I acknowledge our responsibilities under the Health and Safety at Work Act 1974. I can confirm that the pupil on placement will be insured under our Employer Liability Insurance.

Please sign here to confirm that a) you have agreed to this placement with the pupil and b) you are also happy for a member of our team to visit you to carry out a health and safety risk assessment on behalf of the School	Signed  Dated  For and on behalf of
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