



**“Futures”
(Careers, Options and Pathways)
Policy**

Feb 2024

Governor Responsibility	Academic Committee
Policy Owner	Assistant Head – Senior Years
Review Cycle	Annually
Policy Date	Feb 2024
Next Review Date	Feb 2025

1. Policy Overview

“If individuals understand themselves and their opportunities, and have developed the right skill set, they will be able to take their next steps; but real life is rarely as simple as this. So the framework is also rooted in learning theory emphasising the development of autonomy, personal agency, self-efficacy beliefs and cognitive understanding through constructed experiences and social interactions. It recognises the importance of enabling children and young people to create a personal narrative that locates their career wellbeing in the wider context of their personal, social, political, economic, and environmental wellbeing.”

(CDI Framework, January 2020)

The aim of the “Futures” Department is to provide careers education, information, advice and guidance (CEIAG) to pupils to help them surface their career interests and identify the choices (academic and experience) that they will need to make to realise their career aspirations.

We aim to meet the 8 Gatsby Benchmarks for good careers guidance.

These benchmarks are:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

All learners in school will take part in a careers programme that helps them:

- Understand all of the education, training, employment and other progression opportunities
- Develop the skills they need to plan and manage their own personal development and career progression
- Access relevant information and learning from taster activities and experience of work
- Make individual progression plans to help them improve their prospects of success
- Offer feedback and ideas on how to improve the careers programme

All learners in school are entitled to a provision of CEIAG guidance that is:

- Overseen and / or delivered by David Curran, L6 Careers Leader / Head of Careers
- impartial
- up to date
- confidential
- focused on individual needs and fit for purpose
- supportive of equal opportunities
- provided by people with relevant experience, training and expertise

All learners in school will have access to, and support with using CEIAG information that is easy to find and available at convenient times and in convenient locations including:

- access to appropriate assistive technologies
- comprehensive careers and STEM programmes

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- by email
- online software giving details of all progression e.g. JED software
- full and comprehensive programme of post-16 options and application support
- impartial external careers advice is also available to students through NCS on 0800 100 900 or webchat ([Careers advice - job profiles, information and resources | National Careers Service](#))
- access to information online regarding possible financial help
- school website pages, Teams (AT), and a designated area including noticeboard

2. Commitment

The school is committed to:

- the provision of impartial resources and advice to enable students to understand and develop career choices and ensuring that careers education is part of the overall curriculum and learning framework for all years
- encouraging students to achieve and be ambitious
- involving students, parents / carers in the further development of “Futures”
- ensuring that no student is disadvantaged in gaining access to education, training, or work.

3. Objectives

Students’ Needs: The “Futures” programme is differentiated and personalised to ensure students are able to access activities appropriate to their stage of career learning, planning and development.

Entitlement: Students are entitled to CEIAG which meets professional and ethical standards of practice, and which is impartial and confidential. The programme integrates into students’ experience of the whole curriculum and has a basis in a partnership with students and their parents/carers. The programme raises aspirations and broadens horizons, challenges stereotyping of all types, as well as promoting equality and diversity for all

Developing Employability Skills:

“A set of attributes, skills and knowledge that all labour market participants should possess to ensure they have the capability of being effective in the workplace – to the benefit of themselves, their employer and the wider economy.” (The CBI)

MHS looks “to offer practical ways in which both employability skills and career paths can be embedded within the curriculum to improve pupil transitions from learning to work.” (National Careers Service)

We recommend that students look for a good balance of these ‘soft skills’ in their option choices



4. Implementation

Leadership:

- The Head Teacher and Governors have overall responsibility for CEIAG provision
- The Assistant Head – Senior Years oversees the work of the Head of Careers

Staffing:

- All staff contribute to CEIAG through their role as tutors, subject teachers and specialist support
- Dedicated support sessions are delivered as part of the morning registration and within the curriculum, PSHE and Assistive Technology lessons
- There is impartial advice available to students from a range of outside agencies
- “Futures” information is to be available on school website pages, Teams (AT), and a designated area including noticeboard

Curriculum:

“Futures” programme at Moon Hall School includes:

- careers education activities (career lessons in AT, assemblies, careers-learning embedded in PHSE and subject lessons)
- HE / FE / employer led programmes
- online information and research activities
- work experience, where applicable and appropriate
- events and enrichment activities
- curriculum overview KS3 /KS4 / Options (Y9) (<https://www.moonhallschoolreigate.co.uk/school-life/curriculum/curriculum-overview>)
- on the school website, Teams (AT), and a designated area including noticeboard

Current partnerships:

- A Widening Participation Outreach (WPO) partnership is in place between MHS and the University of Surrey
- HE contact links with Reigate College, East Surrey College, Collyers, Brit School, Nescot, Merrist Wood College, Plumpton College, Chichester College Group, including Crawley/Brinsbury/Haywards Heath College, DV8
- ALPs (Association of Learning Providers), Surrey
- Parent / Industrial links, including work experience
- Surrey Careers Hub
- Surrey County Council
- Careers Enterprise Company (CEC)
- Professional working links with companies such as Gatwick Airport, Boeing and The British Army
- Young Professionals ([Young Professionals – YPUK \(young-professionals.uk\)](http://YoungProfessionals-YPUK(young-professionals.uk)))
- STEM Learning (STEM Learning - Resources, CPD, STEM Ambassadors and enrichment | STEM)
- BATA – British Assistive Technology Association ([Home :: BATA :: British Assistive Technology Association \(bataonline.org.uk\)](http://Home :: BATA :: British Assistive Technology Association (bataonline.org.uk)))
- Career Accelerator / Brightside mentoring
- Future First – registered school

Resources:

- In-tutor support for all Year 11s
- Dedicated software licence for JED
- The Head of Careers is available to be contacted via email (currand@moonhall.co.uk)
- Students able to book more formal one-to-one appointments with the Head of Careers for CEIAG

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- Impartial external careers advice is also available to students through NCS on 0800 100 900 or webchat ([Careers advice - job profiles, information and resources | National Careers Service](#))
- ‘Hello Inclusion’ - Resources for SEN(D) Institutions ([Hello Inclusion \(padlet.com\)](#))
- Labour Market Information (LMI)

Monitoring:

- “Futures” programme is to be monitored internally, and students’ opinions will be actively sought at the end of Year 11; this will be done through questionnaires
- Parents / Carers will also be asked for feed-back both face-to-face and by email
- ‘Destinations’ to be monitored through Forms by the Head of Careers and ‘Options’ by the Deputy Head.

Review:

Careers, Options & Pathways programme is to be reviewed regularly using the Compass+ platform to monitor the school’s progress against the 8 Gatsby Benchmarks.

[Results | Compass \(careersandenterprise.co.uk\) – Feb 2024](#)