

# HOLLAND PARK SCHOOL 2021 to 2022

## PRINCIPLES

### Introduction:

Holland Park School has high quality careers advice and guidance to support students. This is developed through a student's time at the school and is always supportive of their aspirations, strengths and skills. The focus of support is aimed at destinations that are appropriate to our ambitious, industrious and diverse lower school community as well as our selective and academic sixth form.

### We aim to:

- support students in making informed decisions suitable to each individual regarding post-16 options;
- provide students with a balanced variety of experiences incorporating a wide number of potential pathways;
- encourage students to consider various routes to becoming aspirant and successful members of society;
- provide guidance which widens students' horizons, challenges stereotypes and raises aspirations;
- develop within students the characteristics required to be successful in their chosen pathways;
- prepare students for the transition to life beyond secondary school (higher education and employment).

Date of Review	August 2021			
Reviewed by	Benjamin Arnold   Assistant Headteacher			
Date of Approval	<i>Pending</i>			
Approved by	Governing Body			
Date of Next Review	Summer 2022			
Location	L:drive	✓	Website	✓

## PRACTICE

### 1. Statutory requirements and recommendations

- 1.1 The careers provisions at Holland Park School is in line with statutory guidance developed by the Department for Education in accordance with Section 42A and 45A of the Education Act 1997.  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/440795/Careers\\_Guidance\\_Schools\\_Guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/440795/Careers_Guidance_Schools_Guidance.pdf)
- 1.2 This states that all schools should provide independent careers guidance from Years 8-13 and that this guidance should:
- be impartial;
  - include information on a range of pathways, including sixth form/college pathways, university options and apprenticeships;
  - be adapted to the needs of each individual student.
- 1.3 In addition, the school is compliant with the requirements regarding careers guidance stipulated by the Department for Education implemented from January 2018: 'Careers guidance and access for education and training providers.'  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/672418/Careers\\_guidance\\_and\\_access\\_for\\_education\\_and\\_training\\_providers.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/672418/Careers_guidance_and_access_for_education_and_training_providers.pdf)
- 1.4 This states that schools should:
- use the Gatsby Charitable Foundation's Benchmarks (listed in the above document) to shape their careers provision and fulfill their legal duties;
  - meet each of the eight Benchmarks by the end of 2020;
  - ensure that a named, appropriately skilled and experienced Careers Leader has responsibility for careers provision alongside coordinated external support;
  - publish information regarding this as appropriate.

### 2. Careers provision at Holland Park School

- 2.1 The school engages in the following partnerships as part of the provision of careers guidance for students.
- 2.1.1.1 EPIC CIC (<https://www.epiccic.org.uk/>) offers independent careers advisors who visit school regularly and at several important points throughout the year, including GCSE results day. Every Year 11 student is given the opportunity to meet with a careers advisor at least once during Year 10 and Year 11. Services provided include mock interviews for education and employment providers and impartial advice.

- 2.1.1.2 Founders4Schools (<https://www.founders4schools.org.uk/>) provides students with encounters with business leaders both from the local community and across the UK.
- 2.2 The following resources are among those utilised in the provision of guidance for students.
- 2.2.1.1 Barclays Life Skills (<https://barclayslifeskills.com/>).
  - 2.2.1.2 World Skills UK (<https://www.worldskillsuk.org/>).
  - 2.2.1.3 National Careers Service (<https://nationalcareersservice.direct.gov.uk/>).
  - 2.2.1.4 Target Careers (<https://targetcareers.co.uk/>).
- 2.3 In addition to the above, all students have access to the following:
- a careers drop-in service with the school's careers advisor;
  - weekly application and careers guidance provided as part of the school's PSHCE curriculum;
  - extra-curricular activities and visits designed to develop and broaden their understanding of academic subjects and the relevance of those subjects to the world of employment;
  - talks from a range of careers to inspire and motivate students. These are offered to all students in school and include Higher Level Apprenticeships.
- 2.4 Students with Special Educational Needs or Disabilities (SEND) are supported in transitioning from one key stage to the next relevant to their individual needs as part of the support provided by the school's SEND department. Personalised support from the SENCO, careers advisor and external bodies is used where appropriate.
- 2.5 Students in receipt of Pupil Premium funding receive personalised support including additional appointments with careers advisors/the school's careers leader as necessary.
- 2.6 The Careers Advisor at Holland Park School works alongside the Assistant Headteacher with responsibility for careers. The Careers Advisor will work with the Assistant Headteacher to develop a Careers Development Plan annually for the school.
- 2.7 In Key Stage 3, the school provides the following:
- a PSHCE curriculum that covers a range of supportive topics for students' development including financial choices, careers pathways and citizenship. It will also introduce students to careers websites and resources they can employ;
  - support for determining options choices in Year 9 through students' tutors and the school's Careers Advisor;
  - the opportunity for students to engage in the Duke of Edinburgh Award programme.
- 2.8 In Key Stage 4, the school provides the following:

- a PSHCE curriculum which covers practical careers guidance including video presentations on key careers areas and careers quizzes using up-to-date labour market information;
- individual guidance for students from their tutors and the school Careers Advisor to determine the most appropriate careers pathway;
- extra-curricular clubs that support students' aspirations in developing their understanding of a range of subjects;
- support and guidance in obtaining appropriate work experience, including with writing a CV and covering letter;
- a 'careers event' for Year 11 students that informs students of the options available post-16 and what might inform appropriate choices;
- the opportunity to participate in volunteer initiatives as part of the Student Leadership Team;
- guidance and support from the school's Careers Advisor post-GCSE results day;
- the opportunity to engage in the Duke of Edinburgh Award programme.

2.9 In Key Stage 5, the school provides the following:

- dedicated careers tutorials with the school's Careers Advisor and Leader of Sixth Form. This includes guidance on university applications;
- a tutorial system that provides support with the university application process, including determining appropriate choices and writing personal statements;
- preparation for interviews and pre-admissions testing led by the Sixth Form Team;
- encouragement and support with entering 'super-curricular' activities such as university essay competitions and study programmes such as the UNIQ Summer School and Sutton Trust;
- support with visiting university open days and taster courses to develop students' application profile;
- extension activities in lessons as well as in the sixth form extra-curricular programme that facilitate skills that will be employed in university and professional life;
- a PSHCE curriculum that includes a focus on study skills that are applicable to university and professional life;
- the opportunity to take part in charity fundraising and enterprise activities – for example, those initiated through the Student Leadership Team;
- the opportunity to engage in the Duke of Edinburgh Award programme.

### **3. Work Experience at Holland Park School**

- 3.1 The aim of work experience is to provide an opportunity for all students to learn in the work place; an experience that cannot be replicated in school.
- 3.2 All students are offered meaningful work experience in the June/July of Year 11, once they have finished their GCSEs. This is not a compulsory part of the curriculum, but is undertaken by the majority of students.
- 3.3 The overall oversight of work experience is undertaken for the Careers Advisor who liaises with the Assistant Headteacher in charge of careers.

- 3.4 Students are encouraged to arrange their own work experience. The school will provide support with placements as appropriate and on the basis of need.
- 3.5 Parents are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.
- 3.6 The school will check that placements meet with the school's requirements, the students will be treated fairly and that they will undertake meaningful work.
- 3.7 All students on the placement are covered by the employers' insurance and places of work are risk assessed.

#### **4. Provider Access**

- 4.1 This statement sets out the school's arrangements for managing the access of providers to students at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.
- 4.2 Students in Years 8-13 are entitled:
  - to find out about educational qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training opportunities available at each transition point;
  - to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships;
  - to understand how to make applications for the full range of technical and academic courses.
- 4.3 A provider wishing to request access should contact Benjamin Arnold, Assistant Headteacher in charge of careers, through the School Reception or via the following email address: [careers@hollandparkschool.co.uk](mailto:careers@hollandparkschool.co.uk).
- 4.4 Requests will be considered on a case by case basis in line with the requirement that guidance offered is suitable for the individual needs of students.
- 4.5 The school's Leadership Team reserves the right to deny access to students if it deems that access is likely to interfere with the academic support of students.
- 4.6 Facilities made available to education and training providers given access to students will be determined on a case by case basis by the school's Leadership Team, dependent upon the needs of both providers and students.

#### **5. Monitoring and Evaluation**

- 5.1 The Assistant Headteacher in charge of careers will work alongside the Careers Advisor to develop a careers development plan.
- 5.2 An evaluation of the data of retention, destinations, trips, expedition participation and attendance at school activities will enable a measurement of success.
- 5.3 A careers survey will be carried out in the summer term to inform planning of the subsequent year.