



# BHHS POLICY

## CAREERS & WORK RELATED LEARNING ENTERPRISE (SENIOR SCHOOL)

### **Document Control**

**Document Owner & Contact Person :**  
Head of Careers and Work-related Learning

**Valid as of:**  
November 2017

**School:**  
BHHS (Senior)

**Version:**  
02

**Last Review:**  
September 2016

## TABLE OF CONTENTS

1.	PURPOSE & APPLICABILITY.....	2
2.	LIST OF ABBREVIATIONS & MEANINGS .....	2
3.	GENERAL REQUIREMENTS .....	2
3.1.	INTRODUCTION.....	2
3.2.	RATIONALE.....	2
3.3.	AIMS.....	3
3.4.	ORGANISATION .....	3
3.5.	EQUAL OPPORTUNITIES .....	3
3.6.	LINKS TO OTHER POLICIES.....	4
3.7.	MONITORING AND EVALUATION .....	4
3.7.1.	EVALUATION OF THE PROGRAMME IS CONDUCTED USING:.....	4
4.	APPENDIX .....	5
5.	DOCUMENT HISTORY .....	5

## 1. PURPOSE & APPLICABILITY

This policy provides guidelines for the arrangements that have been made by BHHS related Careers, Education Information & Guidance (CEIAG), Work-Related Learning and Enterprise Education.

This policy applies to Brighton and Hove Senior School only.

## 2. LIST OF ABBREVIATIONS & MEANINGS

BHHS	Brighton and Hove High School
CEIAG	Careers, Education Information & Guidance
GDST	Girls Day School Trust
SEND	Special Educational Needs and Disabilities
WRL	Work Related Learning

<b>May / Should</b>	Advisory
<b>Shall / Must</b>	Mandatory

## 3. GENERAL REQUIREMENTS

### 3.1. Introduction

There is a statutory requirement under Section 351 of the 1996 Education Act for the school to provide a balanced and broadly based curriculum which 'prepares pupils for the opportunities, responsibilities and experiences of adult life', which includes preparation for working life.

The school is committed to maximising the benefits for every pupil, in the development of a whole school approach to CEIAG, work-related learning and enterprise education and promoting this as part of the learning entitlement for all pupils as a means for learning 'about work', learning 'through work' and learning 'for work'.

### 3.2. Rationale

CEIAG, work-related learning and enterprise education has an important contribution to make to the education of all our pupils in order for them to make an effective transition from the school to adulthood and employment. So that pupils are able to make this transition effectively, the school provides a wide range of opportunities for pupils to develop their knowledge of the range of career pathways available to them, their knowledge of the workplace and their enterprise skills and capabilities. The school has clearly identified learning outcomes for all pupils in relation to CEIAG, work-related learning and enterprise education.



### 3.3. Aims

The school aims:

- To raise attainment in individual subjects by increasing pupils' motivation;
- To enable students to acquire and develop the skills and confidence to make effective transitions from school to further and/or higher education through the improvement of interpersonal skills, presentation skills, self-confidence, taking initiative, teamwork and taking on responsibility;
- To ensure that pupils have access to high quality and, where appropriate, independent CEIAG;
- To raise awareness of the demands and changing patterns of careers and the relevance of the labour market;
- To increase the breadth of curriculum experience for every pupil to support them in their preparation for adult life;
- To ensure that all pupils have opportunities to engage in enterprise learning;
- To enable pupils to learn about the world of work and acquire employability skills through the provision of a work experience programme;
- To establish an evaluation structure which monitors the quality and assesses the effectiveness of the school's provision of all aspects of CEIAG, work-related learning and enterprise education.

### 3.4. Organisation

The delivery of CEIAG, work-related learning and enterprise education is through timetabled Well-Being lessons, assemblies, form periods and off-timetable days delivered by the Head of Careers and Work-Related Learning, Form Tutors and Heads of Section. Additionally, independent careers advice is provided by Inspiring Futures and other external providers are employed as appropriate, such as Young Enterprise. Work experience is undertaken by Year 11 in a designated week in the academic year. Heads of Department also have a responsibility to ensure that their schemes of work contribute to the School's aims for CEIAG, work-related learning and enterprise education.

### 3.5. Equal Opportunities

CEIAG, work-related learning and enterprise education is available to all students, whatever their ability, regardless of gender roles, stereotyping, race, religion and disability. The School makes every effort to combat prejudiced attitudes on the part of employers and pupils are encouraged to take up non gender stereotypical work experience placements.

### 3.6. Links to other policies

This policy operates in conjunction with:

- Well-Being policy;
- SEND Policy;
- Safeguarding and Child Protection Policy;
- Work Experience Policy.

### 3.7. Monitoring and Evaluation

The CEIAG, Work-Related Learning and Enterprise Education Policy will be monitored by the Head of Careers and Work-Related Learning in consultation with the Deputy Head (pastoral) and Heads of Section.

3.7.1. Evaluation of the programme is conducted using:

- Student Voice;
- Parental feedback;
- Discussions with Heads of Section and Form Tutors;
- Monitoring of the quality of services provided by independent parties such as Inspiring Futures and Young Enterprise.



#### 4. APPENDIX

NIL

#### 5. DOCUMENT HISTORY

<b>Document Title</b>	<b>Version</b>	<b>Date of Issue</b>	<b>Change</b>	<b>Updated by</b>	<b>Status</b>
BHHS Careers WRL Enterprise Policy	Initial	September 2016	NIL	Head of Careers and Work-related Learning	Expired
BHHS Careers WRL Enterprise Policy	02	November 2017	New Policy Template	Paul Fairhurst	Live

END OF DOCUMENT