

Policy Statement

In line with our school's aim to ensure our pupils are equipped to meet the challenges of the life ahead of them, the Higher Education and Careers provision within Benenden School is a bespoke and individual service, responding to the needs and aspirations of the girls as individuals. As part of the school's Complete Education, we are committed to providing appropriate Careers, Higher Education and Professional Guidance. This is an important element of the way in which pupils are prepared for the opportunities, responsibilities and experiences of adult life. To this end, our pupils follow a structured Careers Guidance programme which is appropriate to the age of the pupils as they progress through the school, ensuring that all pupils are both inspired and able to fulfil their potential. The programme is designed to meet and exceed the [Gatsby Charitable Foundations Benchmarks](#) which are used to develop and improve Careers provision within schools. It also fulfils and exceeds the ISI regulatory requirements and is informed by the [statutory guidance for maintained schools](#) and the overarching [governmental careers strategy](#).

The Higher Education and Careers Guidance programme is delivered according to the procedures set out below and is supported and complemented by curriculum lessons; the Professional Skills Programme; external speakers; individual guidance sessions, thought for the day etc. The programme is designed to enable pupils to:

- have access to impartial and balanced careers guidance throughout their school career.
- make realistic and informed decisions affecting their futures.
- 'know themselves' and how their strengths, weaknesses and interests relate to the world of work.
- develop the skills and confidence to meet challenges positively, to recognise and make the best of opportunities and to fulfil their potential.
- make appropriate curricular and extra-curricular choices at each stage of their schooling, including individual guidance regarding GCSE and post-16 courses.
- develop knowledge and understanding of work and its role in people's lives, British society and globally.
- consider the widest possible range of careers, including those that are often portrayed as primarily for men.
- Gain an understanding of the need for adaptability and flexibility within a career and the need to develop future-proof skills.
- make appropriate choice of, and applications for, Higher and Further Education, and develop an awareness of careers that can be accessed without the need for a degree.
- gain information about training, education and occupations beyond school, including allowing providers of training or education to access pupils (see provider access policy statement, Annex A).
- learn about different careers and opportunities, obtain individual guidance and have some work experience.
- develop the skills to run a business.
- gain an understanding of how to apply for and interview for a range of jobs.

- develop and practise CV, job application and interview skills.
- learn how to behave appropriately within the workplace.

In addition, as a boarding school, parents are encouraged to make contact with the Careers Department at parents' mornings, individual meetings or by telephone.

Benenden School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document. Benenden School seeks to implement this policy through adherence to the procedures set out in the rest of this document.

In line with our Provision of Information policy, this document is available to all interested parties on our portal and on request from the main School Office and should be read in conjunction with the following documents:

- *The Careers Department Handbook*
- *School Ethos*
- *School Aims and Values*
- *Curriculum Policy*
- *PSHE Policy and Schemes of Work*

This document is available to all staff and parents on the portal to others on the school website.

We ensure that personal information related to Higher Education and Careers is dealt with correctly and securely and in accordance with the Data Protection Act 1998, and other related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically. It also takes into account the expected provisions of the General Data Protection Regulation, which is new legislation due to come into force in 2018.

PROVISION OF CAREERS EDUCATION

Procedures

In the lower years of the school (IV-UIV, years 7-8) the core careers guidance programme is delivered through targeted lessons, which are part of the lower school diploma, and computer-based programmes such as 'Fast Tomato'. Pupils are introduced to the Careers Department and its resources, reflect on their skills and qualities, develop an understanding of the modern British workplace and career opportunities and gain the concept of career change. They are also introduced to a range of professionals from diverse career pathways.

In the middle years of the school (LV-UV, years 9-11), pupils continue the programme with careers lessons and the use of the 'Fast Tomato' careers software. These are augmented by presentations on options and information for parents and pupils in the LV on study in V and UV years (GCSEs). There are always opportunities to discuss choices with subject staff. Pupils in the V form have an opportunity to join the COA 'Preview' programme and undertake careers profiling to help with career choices. Pupils in the UV are assisted in the making of informed and realistic choices on post-GCSE options and possible career areas identified to ensure the necessary subjects will be studied and the required work experience organised. This is mainly done by lessons, advanced use of "Fast Tomato" careers software and individual interviews with the Careers staff.

The lower and middle years core Careers Guidance Programme is supplemented by careers information and resources on the school portal for pupils and parents to use together. When appropriate there are other careers-based activities such as "employability days", "Chemistry in the workplace" as well as trips and a biennial whole school Careers Convention. Within these activities the Careers Department makes sure there is the widest range of opportunities presented, particularly in the STEM areas where statistically girls are more likely to drop certain subjects as they progress to senior years.

Provision for Sixth Form pupils is mainly, but not solely, directed towards university applications and this links with the Professional Skills Programme that provides other work related skills and activities such as CV preparation. This is delivered by talks and tutorials on applying to HE and by personal interviews. There is a full day UCAS induction programme for VI1 pupils and extensive support during the application procedures with guidance and advice, interview practice etc., and further support at results time. This is integrated into the Sixth Form programme and is supplemented by various speakers and activities which always include non-university options, degree apprenticeship information and "fast track to employment" options. The Careers Department organises specialist advice and services for those girls pursuing places at medical school, Oxbridge and international universities such as those in the US. The Department works with the Oxbridge coordinator in the school and with specialist US advisory staff. It also produces its own in-house guides for pupils who want to make applications to the US, to Oxbridge and to Medical Schools.

The programme is fully supplemented with resources and materials on the portal in a separate Sixth Form section. HE and Careers communication to Sixth Form and parents is achieved via the HE & Careers bulletin, produced weekly during term time and sent to Sixth Form pupils by weekly email and posted in Houses, through the weekly parent bulletin and the Seniors' newsletter and outreach communications. Archives are kept on the careers section of the portal for complete access. A range of lectures and seminars given by industry and business professionals from a vast range of employment areas complements the work done by the Careers Department and the Professional Skills Programme and is available to all students from V and above, with other professionals delivering workshops and specialist careers advice during the enquiry weeks for IV-LV. The motto of the National Coalition of Girls' Schools underpins our provision: "You can't be it if you can't see it".

All Sixth Form students in years 12 and 13 undertake the Professional Skills Programme in addition to their A level subjects: this takes place weekly in two hour sessions. Unique to Benenden and devised by the school in consultation with recruitment consultants and employers, the course provides guidance and training in the following areas: research skills, critical thinking, CV creation, interview skills, applying for work experience and internships, managing psychometric and aptitude testing,



marketing, branding, pitching, networking, applying for business funding, accountancy, coding and IT at work, life skills such as applying for housing, DIY and cookery. There is the opportunity to take qualifications in TEFL, First Aid and Health and Hygiene for the hospitality industry. Many of the sessions are delivered by business professionals.

Opportunities to undertake internships and work experience are encouraged and advice is given how to apply for placements and make the best of them. The Careers Department works with the Benenden Seniors office who are able to make appropriate contacts for girls who wish to undertake work experience. Girls who have left school (Seniors) are provided with contacts from the school both at university and in employment in a “Big Sister” mentoring scheme. Work Experience is organised with regard to the information set out in the HSE’s ‘Managing Health and Safety on Work Experience – A Guide for Organisers’.

The Careers programme is reviewed annually, updated, and mapped against the Gatsby Benchmarks (see Appendix). Staff continue their own professional development to ensure we provide the best possible Career provision.

Annex A: Policy statement on provider access

Benenden School: Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This fulfils the criteria of a maintained school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 8-13 (UIV-VI2) are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact Mrs Jane Gerrard, Careers Coordinator
Telephone: 01580 236653; Email: careers@benenden.kent.sch.uk

Visitors will be subject to anti-radicalisation checks as set out in our Safeguarding 5: Anti-radicalisation policy and will be supervised whilst in school.

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

Autumn Term	Spring Term	Summer Term
UIV (year 8)	UIV (year 8) Careers Convention (biennial)	UIV (year 8)
LV (year 9)	LV (year 9) Careers Convention (biennial)	LV (year 9)
V (year 10)	V (year 10) Careers Convention (biennial)	V (year 10)
UV (year 11)	UV (year 11) Careers Convention (biennial)	UV (year 11)
VI1 (year 12)	VI1 (year 12) Careers Convention (biennial)	VI1 (year 12) "Alternatives to university day"
VI2 (year 13)	VI2 (year 13) Careers Convention (biennial)	VI2 (year 13)

In addition to the above, we welcome *ad hoc* visits from providers at lunchtime 'careers club' slots in the timetable. Please speak to Careers to identify the most suitable opportunity for you.

Premises and facilities

The school will make the main hall, theatre, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with a member of the Careers team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature for the Careers Library. The Careers library in Cloisters is available to all students throughout the day.

Provision is monitored continually by the Head of Higher Education, Careers and Professional Guidance and the Academic Deputy Head. This document is reviewed annually by the Head of Higher Education, Careers and Professional Guidance or as events or legislation change require.

Approved: March 2018
Next review: March 2021