



Swiss  
Cottage  
School  
Development &  
Research Centre

Inclusive  
Nurturing  
Inspiring

## Careers Policy

<b>Date policy finalised:</b>	<b>September 2023</b>
<b>People involved in writing the policy:</b>	<b>Leader of Post 16 Provision, Assistant Principal Upper School Governing Body</b>
<b>People involved in consultation process:</b>	<b>Senior Leadership Team Governing Body Committee</b>
<b>Person responsible:</b>	<b>Assistant Principal Upper School</b>
<b>Display/availability:</b>	<b>School Website</b>
<b>Next review date:</b>	<b>September 2025</b>

## Introduction

Swiss Cottage School is committed to providing high quality careers education, information and guidance (CEIAG) to all pupils. We will review our CEIAG policy every two years to ensure it remains meaningful and effective. This Careers Policy indicates how Swiss Cottage School meets and exceeds its' statutory requirements under the Gatsby Benchmarks.

## Student Entitlement Statement and Provision overview

Pupils are entitled to receive impartial and high quality careers education, information and guidance, from the beginning of Key Stage 3 through to the end of Key Stage 5.

Given the wide range of needs at Swiss Cottage School, how this CEIAG looks for different groups of learners will necessarily change. This fits with the overarching school philosophy of "Personalised Learning". Examples of how CEIAG provision looks for pupils on the Emerald & Pearl pathways for pupils at Swiss Cottage School are as follows:

### Pearl & Emerald Pathways - Provision Overview

Year 7 & 8 pupils begin to explore the world of work through their PSHE and Working World lessons, including identifying interests and skills. They will also experience different workplaces and community locations. Learning is supported with the Talentino: Careers at Every Level Resources where appropriate

- Year 9 pupils consider their longer-term aspirations for work and express this through their Education, Health & Care Plan (EHCP) reviews. This sets the structure and plans for the next Key Stage.

- This EHCP is centred around the Preparing for Adulthood Framework and pupils begin considering possible future employment.

- Throughout Key Stage 3 pupils in all pathways developed the building blocks for carrying out work related activities such as the development of fine motor skills and functional communication

- Year 10 pupils engage with a Jobs Pathway carousel through Working World and PSE/Life Skills Lessons. Pupils participate in a range of practical on-site work experience opportunities such as office skills, food preparation and with an introduction to production line type activities.

- Year 11 pupils on the Pearl pathway and some on the Emerald pathway will participate in offsite work experience with a suitable employer.

- Other pupils on the Emerald pathway will undertake a work experience placement in on site teams such as Business Team, Admin Team, ICT, or the Post 16 EmployMent pathway.

- Year 11 pupils again review their aspirations and longer term wishes through their Education Health & Care Plan reviews, preparing a pupil voice

presentation to share their wishes and meeting with our Careers Advisor to create a Vocational Profile and Action Plan

- Year 12 pupils at Swiss Cottage enter our Post 16 provision and have an increased focus on careers education through the "Vocational Learning" curriculum area. This includes a wider range of on-site work experience opportunities through the EmployMEnt pathway businesses which follow a supported internship model. Pupils develop their Vocational Profile which they will work on throughout Post 16.

- Year 13 pupils continue with their "Vocational Learning" provision, including on-site work experience. Some pupils participate in a second off site work experience placement at a suitable employer.

- All work in class and with employers and external agencies to explore more around Labour Market Information, vocational profiles, applications and interviews. All pupils continue to access regular work related learning opportunities through the EmployMEnt pathway

- All Year 14 pupils participate in another off site work experience placement at a suitable employer. They have visits to local colleges, to explore transition opportunities after leaving Swiss Cottage and through their Education, Health & Care Plan reviews, are able to express their aspirations and decide where their next place of education will be.

This is an indicative provision suitable for the majority of our pupils, however, this will vary based on student needs. Further information about our on-site work experience EmployMEnt Pathway can be found at

<https://swisscottage.camden.sch.uk/learning/employment-pathway>

### Ruby Pathway - Provision Overview

Swiss Cottage defines Careers Education, Advice and Guidance for pupils on Ruby Pathway differently as to take a direct interpretation of the Gatsby Benchmarks would not be meaningful or appropriate for these learners. For example, "Encounters with Employers" for pupils on this pathway is defined as their experiencing different community locations and environments, with opportunities to interact meaningfully in these locations.

Rather than Off Site Work Experience, pupils on the Ruby Pathway engage with "Experiences of Workplaces", such as in a range of community locations where others are at work.

Person Centred Planning and supporting pupils to express themselves and make choices about the world around them is central to the Ruby Pathway curriculum. Further details of which can be found at

<https://swisscottage.camden.sch.uk/learning/curriculum>

### Student Entitlement Statement

Pupils are made aware of their careers' education programme through a range of different methods, depending on the needs of each student. For more verbal

pupils, information is given through PSHE/World of Work sessions and with details on display boards.

All pupils have Personalised Learning Intentions which they are aware of where possible so that pupils understand what they are working towards in all curriculum areas, including vocational learning.

Through the EHCP Annual Review process, pupils compile a pupil voice powerpoint through which they explore their aspirations towards employment.

### Provider Access Policy

Swiss Cottage School will ensure all pupils have the opportunity to find out about options for further education, including supported internships and appropriate LDD programmes with local providers, as part of a careers programme which provides information on the full range of education and training options available at each transition point.

Pupils and families will hear from a range of local providers about the opportunities they offer through information sessions, open days, class discussions and taster events.

This process will be supported by our Connexions Careers Advisor, who will ensure pupils and families have the full range of opportunities and providers available to them.

Providers who wish to contact pupils and families at Swiss Cottage school should contact Careers Leader Matthew Maguire (Assistant Principal for Upper School).

### **Raising Aspirations through School Improvement**

Swiss Cottage School's careers policy aims to raise the aspirations of our pupils, families and the wider community about the capacity of young people with Special Educational Needs to be productive employees in the workplace and to contribute meaningfully to society.

The CEIAG programme is embedded throughout the school and directly led by the Senior Leadership Team. The aim for School Improvement is to embed the Careers Programme to fully align with the Preparing for Adulthood framework alongside the Annual Review Process.

This careers policy follows Camden Local Authority Statutory Guidance on CEIAG.

### **School wide approach**

This careers policy has been contributed to by the wider leadership team and there is significant support from Senior Leadership to implement this policy.

Through the student entitlement statement as detailed above, pupils are made aware of their entitlements. This policy has been agreed by the school governors and developed with the senior and middle leadership teams.

There is a dedicated careers leader, Matthew Maguire, who as part of the school's Senior Leadership Team, has allocated time to focus on developing and co-ordinating the school's CEIAG provision and strategy, including working with members of the Extended Leadership team to develop schemes of work and resources for Careers Education.

There is also a dedicated annual budget for the development and provision of CEIAG.

Resources for CEIAG provision are largely created in house and tailored specifically to meet the needs of the pupils. Where external resources are used or bought in, such as Talentino! Careers At Every Level, these are adapted to meet pupils' needs and utilised within existing schemes of work.

At Swiss Cottage School we have 5 curriculum pathways, tailored to different pupils' needs. CEIAG is present in all of these, so through Teachers' Meetings and Professional Learning Days, strong relationships are maintained between those responsible for the different curriculums, ensuring effective provision. This process is led by the Careers Leader and assessed and reported on by Senior Leadership.

We will carry out a training needs analysis of staff each year to determine any gaps and whether extra CPD training is required, on top of routine CPD.

### **Provision Review and Training**

CEIAG provision at Swiss Cottage School is systematically reviewed to ensure it remains meaningful and effective, with the focus on learner outcomes. This process is led by the Careers Leader who is accountable for the overall provision of CEIAG at Swiss Cottage School.

The Careers Leader has completed Careers Leader Training with the Careers Development Institute (CDI). We carry out a yearly skills audit and training needs analysis for staff working in Upper School. This informs the careers training programme each academic year.

Members of the Senior and Extended Leadership Teams, as well as Teaching Assistants have carried out a range of training from the British Association of Supported Employment (BASE).

### **Careers Advice - Connexions**

Swiss Cottage School pupils receive independent careers advice, commissioned through Connexions. The named person providing this service currently is Anne-Marie Robins.

The trained Careers Advisor works together with the Careers Leader and Class Teachers to identify the most meaningful and effective way to offer careers advice to pupils with varying needs. Some may participate in 1:1 careers interviews; others may take part in group sessions supported by class teams, while some pupils' careers' advice will be largely through their parents, carers or other advocates.

The Careers Advisor contacts all families of pupils in Year 10 to engage in discussions around transition, next steps and future planning.

As well as the information provided to parents as listed above, parents are also involved through the process of agreeing and updating Education, Health and Care Plans in annual review meetings. Parents are invited to contribute to these documents, help shape pupils' futures and to visit any colleges or other suitable provision prior to transition either in Year 11 or Year 14.

### **Working with Partners**

Swiss Cottage School maintains a strong link with Camden Local Authority and has worked with other local schools to shape CEIAG provision for young people with Special Educational Needs. Senior Leadership holds regular meetings with the Local Authority and other providers in order to achieve this.

We work closely with Mencap and have an allocated Work Experience Co-ordinator who works full time with the Sixth Form Team to develop relationships with local employers and source work experience placements for all pupils in Year 14.

We work as part of the Central London Careers Hub and are supported by an Enterprise Coordinator through Reed in Partnership who works with the Careers Leader to further develop links with employers and other providers in our Careers Hub.

We have strong links with Post 16 and Post 19 providers and, with the support of Connexions, signpost and support learners to find out about their transition options at the end of Key Stage 4 and Key Stage 5.

As part of the transition process our Careers Advisor works with families and pupils to explore transition options. They are invited to events where providers share what is on offer, such as Job Fairs and College Open Days. When pupils and parents have decided which provider is appropriate for their learning, they are supported by Swiss Cottage and Connexions to make a smooth and effective transition.

### **Quality in Careers Standard**

In July 2021 Swiss Cottage School was awarded the Ixion Gold Award for the Quality in Careers Standard. This has assessed our Careers Education, Information, Advice and Guidance provision. We have been accredited at "Fully meeting all the accreditation criteria incorporating the Gatsby Benchmarks".

The final assessment report concluded that "The way in which CEIAG is consistently embedded into pupils' experience of school life is exemplary. Of note also is the staff's reflective practice applied to CEIAG and the very strong sense of teamwork, by which new methods for enhancing employability and linking employers to the school has been developed, whilst retaining the need for specifically tailored provision".

Swiss Cottage School was inspected by Ofsted in March 2023 and was found to remain Outstanding in All Areas. The seventh successive such Outstanding Ofsted judgement. In the final report, the inspectors noted that:

*“Leaders provide pupils with comprehensive, impartial careers guidance. The sixth-form curriculum pathways are very much focused on preparing students for adulthood, with emphasis on teaching functional skills. This is so students can integrate safely into society, such as when travelling and shopping. Leaders give students experiences to prepare them for the world of work and for taking up supported internships. Students have several opportunities in school to develop their work skills. For example, some design and manufacture greeting cards. They source materials, and budget to ensure that they make a profit, as well as advertise, package and post their products to customers. According to their needs, leaders ensure that students are supported to continue into post-18 colleges or adult specialist provisions”.*

## **Appendix 1 Swiss Cottage School Careers Programme**

### **Aims & Vision**

We aim to ensure a high quality of vocational and careers education for young people with special educational needs, to be delivered in a meaningful and appropriate way for their needs and circumstances.

Our vision is to increase the opportunities our pupils have of finding quality, paid employment in later life.

Through person centred planning with the Education, Health & Care plans at the centre, we support pupils to articulate their aspirations for adult life, including for many their aspiration to work.

### **Strands of Careers Education at Swiss Cottage**

In order to support pupils to achieve their aspirations, careers education at Swiss Cottage School consists of the following strands:

- 1) Vocational Education lessons to support pupils to identify their skills, interests and talents. Including CV writing, interview techniques and applications.
- 2) Work Related Learning opportunities offering meaningful vocational experience on site. Progressing through to our EmployMENT Pathway model in Key Stage 5.
- 3) Off Site Work Experience at local businesses and charities, including job coaching to support pupils to excel at these placements. Supported by Mencap
- 4) Experiences of different places of work and community facilities. Supported by Mencap
- 5) Financial literacy and budgeting. Swiss Cottage School is a Young Money Centre of Excellence for Financial Education
- 6) Independent Careers Advice and Guidance provided through our Careers Advisor at Connexions. She works closely with pupils, parents and class teams to support progression in the most meaningful way for each student.



**Careers Education Summary (Indicative programme for Pearl and Emerald Pathways)**

<b>Key Stage 3</b>	<b>Careers Education Focus</b>
Year 7 & 8	<ul style="list-style-type: none"> <li>- Lessons on Skills &amp; Interests as part of PSHE provision</li> <li>- Roleplay of work related activities</li> <li>- Joining with and observing older learners carrying out vocational activities in school</li> <li>Talentino Module 1 - What is Work</li> <li>Talentino Module 2 - There is a job for me!</li> </ul>
Year9	<ul style="list-style-type: none"> <li>- Education, Health &amp; Care Plan Transition Review</li> <li>- Working together with pupils and families to identify aspirations and goals for the future</li> <li>Talentino Module 3 - What should I choose</li> </ul>
<b>Key Stage 4</b>	<b>Careers Education Focus</b>
Year 10	<ul style="list-style-type: none"> <li>- Curriculum focus on "Working Towards" in the Emerald Curriculum.</li> <li>- Functional Skills lessons understanding what jobs are for and introducing concepts of making money and budgeting</li> <li>- Lessons focused on understanding and writing CV's, applying for jobs, interview practice and appropriate behaviour.</li> </ul>

	<ul style="list-style-type: none"> <li>- On site work related learning activities such as mail and fruit deliveries around school.</li> <li>- Social Enterprise businesses, including creating items to be sold.</li> <li>- Talentino Module 4 - I am ready for work!</li> </ul>
Year 11	<ul style="list-style-type: none"> <li>- First off site work experience placement in local business or charity.</li> <li>- On site work experience placement within EmployMENT Pathway.</li> <li>- Continued classroom and on site work focusing on CV's, applications, interviews and behaviour</li> <li>- Visits to Skills and Employment Fairs.</li> <li>- Education, Health &amp; Care Plan Transition Review</li> <li>- Working together with pupils and families to identify aspirations and goals for the future.</li> <li>- Supporting pupils with transition to mainstream college for those who choose to do so.</li> </ul> <p>Talentino Module 5 - How do I get a job?</p>
<b>Key Stage 5</b>	<b>Careers Education Focus</b>
Year 12	<ul style="list-style-type: none"> <li>- Transition to EmployMENT Pathway in Key Stage 5. All pupils participate in work related learning and work experience at our on site businesses:</li> <li>- Currently active businesses are: Enable Arts. Card &amp; Design, <del>Venture Cafe</del>. General Store &amp; Event Hosts. Further details below</li> </ul>

	<ul style="list-style-type: none"> <li>- Support from Connexions to develop Vocational Profile, building up a picture of skills, interests and preferred areas of employment.</li> </ul>
Year 13	<ul style="list-style-type: none"> <li>- Continued participation in full range of on-site work-related learning activities through the EmployMENT Pathway.</li> <li>- Second Off-Site work experience placement in local business or charity including at Studio SC (Swiss Cottage School community workplace).</li> <li>- Job Coaching support from staff trained by British Association of Supported Employment (BASE)</li> <li>- Continued classroom and on site work focusing on Vocational Profile, applications, interviews and behaviour. With support from Connexions</li> <li>- Visits to Skills and Employment Fairs. College Open and Taster Days</li> </ul>
Year 14	<ul style="list-style-type: none"> <li>- Continued participation in full range of on-site work-related learning activities through the EmployMENT Pathway.</li> <li>- Third Off-Site work experience placement in local business or charity including at Studio SC (Swiss Cottage School community workplace).</li> <li>- Job Coaching support from staff trained by British Association of Supported Employment (BASE)</li> <li>- Continued classroom and on site work focusing on Vocational Profile, applications, interviews and behaviour. With support from Connexions</li> <li>- Visits to Skills and Employment Fairs. College Open and Taster Days</li> </ul>

	<ul style="list-style-type: none"> <li>- Education, Health &amp; Care Plan Transition Review</li> <li>- Working together with pupils and families to identify aspirations and goals for the future.</li> <li>- Supporting pupils with transition from school to appropriate further education placement</li> </ul>
--	--

### **EmployMEnt Pathway**

Information about our schools "EmployMEnt Pathway" onsite and associated businesses can be found at <https://swisscottage.camden.sch.uk/learning/employment-pathway>

### **Off Site Work Experience Partners**

#### **Belsize Community Library**

Belsize Community Library offers librarian work experience at their public library in Belsize Park. Skills developed include organisation of books, making hot drinks for and interacting with visitors, tidying of the library space and working with young children at small groups.

#### **Shelter**

Shelter offers retail work experience at their charity shop site on Finchley Road. Skills developed include managing and sorting stock, operating the till, interacting with customers and problem solving.