

Inclusion is at the
heart of our trust



Careers Policy



Document control table	
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Version	Date	Author	Note of revisions
1	September 2019		-
1A	May 2025	R. Kenworthy	Changes to explanation of work experience opportunities and encounters for students in KS3 and 4. Information added regarding Ks3 opportunities to encounter Post 16 information. Change of careers lead. Information added regarding primary.
1B	April 2026	R.Kenworthy	Change to Careers lead. Removal of information regarding Skills Builder Programme.



CAREER EDUCATION & GUIDANCE POLICY

At Crosshill School you are entitled to receive a planned programme of career education, information, advice and guidance (CEIAG) that is impartial and independent. This will help prepare you for the world of work and help you to lead an independent life.

BY THE END OF PRIMARY PHASE, YOU WILL:

- Learn about the world of work through focused topics in PHSE and within the wider curriculum.
- Take part in Enterprise activities in preparation for the Christmas fair.
- Begin to explore types of jobs that are linked to personal interests.

YOU CAN EXPECT AT KEY STAGE 3:

- Support from a personal tutor who knows you and can help you to get the help you need.
- A high-quality programme of careers education that is threaded throughout the wider curriculum.
- Careers education, information, advice and guidance about your learning, linking to all curriculum areas.
- To know 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;

BY THE END OF KEY STAGE 3 YOU WILL HAVE:

- Had a Transitional Review with the local authority/ school / updating your EHCP.
- Taken part in an enterprise activity.
- Participated in Careers fortnight with a focus on
 - Year 7 Retail & Recreation
 - Year 8 Hospitality and Health
 - Year 9 Manufacturing and Construction
- Visited different places of work linked to different subject offers.
- Listened to a number of talks from employers.
- Heard from and visited appropriate Post 16 provisions

BY THE END OF KEY STAGE 3 YOU WILL BE ABLE TO:

- Describe your personal qualities and skills.
- Describe how you like to learn.
- Recognise the different skills you are developing in each curriculum area.
- Use computer programmes and internet to research future careers choices and criteria needed.

You may also be able

- To explain what careers you are interested in and which option choices will help you to reach your goals.
- Access STEM activities. (Science, Technology, Engineering and Maths)
- Follow the school options process.
- Describe the different levels of qualifications that are available.

- Learn from career and labour market information.

BY THE END OF KEY STAGE 4 YOU WILL HAVE:

- Experienced a high-quality programme of careers education that is embedded throughout the curriculum.
- Found 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;
- Heard from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies, group discussions and taster events.
- Known how to make applications for the full range of academic and technical courses.
- Where appropriate, taken part in an interview with the work experience coordinator to make choices about your work experience.
- Been on a work experience placement or visits.
- Taken part in an enterprise activity.
- Had encounters with employers and employees.
- Received an impartial careers interview in Year 10 & 11 with New Direction.
- Where appropriate, taken part in travel training opportunities.
- Undertaken supported transition with colleges/Post 16 providers
- Visited post-16 establishments and had a taster day at preferred college/Post 16 provision.

TAKING PART IN ACTIVITIES MAY ALSO ENABLE YOU TO:

- Complete Progress Folder for interviews.
- Prepare your Curriculum Vitae, an application form and attended a mock interview.
- Received support and guidance about how to apply for a place at local further education colleges for SEN and main stream courses. This is achieved by completing an application form attending an assessment and learning interviews techniques.
- Had a Transitional Review with the local authority/school updating your EHCP.
- Understand personal finances and money management.

BY THE END OF KEY STAGE 5 YOU WILL HAVE:

- Been given the opportunity to take part in various volunteering schemes in the local community.
- Where appropriate have a successful work placement or experience.
- An impartial careers interview in Year 13 with New Direction.
- Been given help and support to apply for college/work training schemes/apprenticeships.
- Received support and guidance to apply for a place at local colleges, through completing an application form attending an assessment and learning interviews techniques
- Had a Transitional Review/interview with the local authority.

POLICY PROCEDURES

At Crosshill School we aim to raise aspirations, challenge stereotypes and encourage pupils to consider a wider range of future pathways and careers. We do this by fulfilling the Gatsby benchmarks and use this as a framework for our careers policy

DELIVERING A STABLE CAREERS PROGRAMME

Careers includes both education, information and guidance. Careers education helps our young people make informed choices about their next steps. Careers education forms an integral part of the curriculum at Crosshill School. Our carers programme supports students to make better decisions about their future. Our programme of activities across the school includes:

- Opportunities across the curriculum for our young people to develop transferable life skills that support careers, employability and enterprise
- Opportunities for students to develop self-advocacy, negotiation, decision making and transition skills.
- Building excellent partnerships with parents/carers and outside agencies to ensure the best support for our young people
- Developing learner voice through classroom activities and the school council

To implement these activities, we deliver tailored curriculum pathways across the school. Furthermore, in line with the SEND Code of Practice (2015) we ensure that annual reviews for Education Health Care Plans focus on long term outcomes.

Each year Crosshill School runs a Career fortnight for students. During this fortnight students will take part in;

- Visits to places of employment
- Talks from local employers
- Hands-on team challenges
- Interactive STEM project work
- Work Experience activities

Also, every year, Crosshill hold a Christmas fair. Students learn key employment skills including working as a team, budgeting, making a profit, customer service and problem solving skills.

Students in Key stage 5 take part in Enterprise events throughout the year, making products to sell at Blackburn market.

LEARNING FROM CAREER AND LABOUR MARKET INFORMATION

Every young person at Crosshill School will under the terms of the SEND code OF Practice (2015) take part in the yearly annual review process of their Education Health and Care Plan (EHCP). From year 9 all students will consider future pathways and EHC plan targets will be set in order to help students work towards their aspirations.

From year 10 all students will be invited to events both within Crosshill School and externally regarding transitions. These will include visits to and from local and specialist colleges, open evenings from our own post-16 department and visits to meet with organisations such as adult services. Where possible these visits will include careers talks from Crosshill School alumni or students who have successfully entered the work place. Students will have the opportunity to learn about the courses available to them including; supported internships, apprenticeships, training, employment and self-employment.

Post-16 at Crosshill School is focused on preparation for adulthood. The curriculum is entirely developed to support students to learn about future pathways, make decisions and work towards meeting their highly personalised targets in the areas of employment, independent living, community inclusion and health. Students also have the opportunity to develop skills by taking part in the Lancashire Volunteer Partnership Programme and the Duke of Edinburgh award.

ADDRESSING THE NEEDS OF EACH PUPIL

Crosshill School offers a person centred approach to learning. The EHCP process provides opportunities to ensure all students are working towards their own aspirational outcomes for the future. All pupils will undergo vocational profiling when they are ready for work experience placements or supported internships. The aim of the vocational profile is to understand an individual's experience, skills, abilities, interests, aspirations and needs in relation to employment.

Each student from year 10 has the opportunity to meet with an independent Personal Guidance Advisor. Notes from these meetings are recorded and will feed in to EHCP meetings and will be shared with tutors.

LINKING CURRICULUM LEARNING TO CAREERS

Crosshill School ensures that learning throughout the curriculum is linked to student development, becoming more independent and future careers. Students learn to harness concepts, methods and perspectives through their STEM subjects. For example students learn about finances and time management through maths. They learn investigation and prediction skills through science and in English they learn presentation skills. The personalisation of the curriculum at Crosshill School lends itself to ensuring all students learn transferable skills in specific subjects.

In key stage 4 students have the opportunity to take part in optional subjects. Many of these are vocational and can be linked to specific future jobs. These options are changed annually to cater for the cohort's interest and aspirations.

In post-16 the curriculum is fully designed to support students to work towards their next steps. Students will complete accredited units in areas such as work experience, enterprise, travelling independently, writing CVs and interview skills. Students will also learn to develop their personal and social skills and all students will take part in differing levels of work experience dependant on needs. They will take part in volunteering work too.

ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES

Whole school – all students have multiple opportunities to access talks led by local employers about a range of differing jobs and careers and to visit different places of work.

Key Stage 4 – Where appropriate students will have at least one opportunity to take part in a work-based placement or work-based shadowing by the time they leave key stage 4.

Key stage 5 – Where appropriate students in key stage 5 have at least one opportunity to take part in work experience, but most students will have many more opportunities than this. All students have the opportunity to take part in school based work experience or external placements.

All work experience is organised by Education Business Partnership who will match students to suitable placements. Student placements are person centred and are managed according to need. Students may have supported or unsupported placements.

EXPERIENCES OF WORKPLACES

Every pupil in Crosshill School will leave having had multiple experiences of the workplace. Further to this Crosshill School run an enterprise programme in post-16 which provides opportunities to develop products and services and sell these to the general public.

All students in Year 7 to 9 will have multiple opportunities to engage in work experience activities, such as work shadowing, visiting different places of work and in person or virtual employer talks.

ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION

All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace. Crosshill School understands the importance of 'next steps' and transitions for our pupils.

By the end of key stage 3 all students will have visited appropriate local Post 16 provisions and been spoken to by these providers about what they offer.

All pupils from year 10 onwards will have access to a number of various transition events. These include but are not limited to:

- School visits from local college providers

- Transition fair 'Blackburn is Inspiring'
- Visits to their local college provision

From year 12 onwards students will also have access to:

- Visits to other local college provisions
- Visits to transition fairs/apprenticeship fairs and
- Employability Project with DWP
- Volunteering Work

A small number of students may choose not to move on to further education. In this instance we will support students to transition into their new setting including social care

PERSONAL GUIDANCE

New Direction Careers Service provides independent and impartial careers information, advice and guidance to all students in Years 10, 11 and 13 and attend Annual Reviews.

The careers advisors role covers:

- Speaking with students regarding careers ideas, qualifications, skills, experiences, circumstances and life aims.
- Helping students to explore possible
- Supporting students to understand the labour market locally
- Referring students to any necessary outside agencies
- Supporting students to become aware of the possible next options available to them
- Signpost to other partners/agencies for support around personal issues

CROSSHILL CAREERS EDUCATION TEAM

- Careers Lead – Laura Whittle (SLT)
- Work Placement & College Co-ordinator – Suzanne Smith
- Careers Governor – TBC

