

Student Entitlement Statement for Work Related Learning, Careers Education and Information Advice and Guidance at Bishop Justus Church of England School

Bishop Justus students are entitled to receive a robust programme of work related and career related learning, careers information, advice and guidance designed to help students to know themselves, know what opportunities are available and make plans to achieve education and career goals.

Students in Years 8-13 are entitled to:

- Careers education and guidance that is impartial and confidential.
- Careers education and guidance that is integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers.
- A careers programme that promotes equality of opportunity, inclusion and anti-racism.
- Citizenship education/PHSE through tutorials exploring areas around challenging stereotypes and diversity.
- Developing yourself through careers, employability and enterprise education.
- Learning about careers and the world of work.
- Developing your career management and employability skills.
- Information about all routes and pathways at post 14, post 16 and post 18 including the 6th Form, traineeships, apprenticeships, colleges and universities.
- Work related learning opportunities about the world of work through a range of opportunities on real work situations and enable students to develop a wide range of skills, sector-based knowledge and attitudes required in the labour market. These include Enrichment Days, UCAS training, STEM activities, College and University taster days, assemblies and careers lessons.

In addition at key stage 3 your careers programme will also help you to:

- recognise how you benefit from career and work related activities and experiences
- identify different ways careers develop, different kinds of work and differences between business organisations and structures
- develop an awareness of strengths and learning styles and investigate choices and opportunities open to you in education and work and pathways to future career goals
- know how you can negotiate and make plans to develop your achievements, qualifications, skills and relevant experiences

In addition at key stage 4 your careers programme will also help you to:

- understand the impact of how the world of work is changing and implications for your own career planning
- review and reflect on your earlier career and work related learning activities and experiences and previous transitions to help you plan ahead
- use what you know about yourself to help you plan what you want to do in the future and investigate careers and the range of options after year 11
- investigate career pathways and university requirements to develop post 18 options
- make decisions about your future, discuss your plans at a careers interview and set targets in an action plan
- recognise barriers to the achievement of your plans and know how to overcome them
- show that you have acquired skills and qualities to be enterprising and to improve your employability
- develop a C.V. and other strategies to improve your success in selection processes
- know how to use the careers library
- experience interviews through transition interviews
- write a business letter and respond to a formal e-mail

In addition at key stage 5 your careers programme will also help you to:

- review and reflect on future plans through interviews with the school's Guidance Manager
- access information to support future choices through university visits and visits to further education colleges and apprenticeship providers
- access support with financial planning
- have the opportunity to be mentored
- make applications for internships, sponsorship and various outreach and widening participation activities
- know about employment laws covering young people's employment, hours of work and health and safety
- develop employability skills and an understanding of work during work experience
- receive support with self-promotion, writing personal statements and C.V.s
- have opportunities to participate in extra-curricular enrichment activities and volunteering within your local and school community
- access information via a range of visiting speakers, learning providers, industry specialists and employers