

# Careers Programme



## **Mission Statement**

Ingfield Manor School is committed to providing a broad and balanced holistic and multi-sensory curriculum which meets the diverse needs of all our learners.

At Ingfield Manor School we work with consideration, commitment and co-operation to ensure our school community will develop the capacity to enjoy life and succeed.

Whilst at Ingfield Manor School, students are taught the skills and attitudes required to enable them to become as independent as they can be and to prepare for adulthood. Our aim is for our students to have an enriched and stimulating curriculum which provides them with opportunities to reach their full potential regardless of gender, race, learning disability or physical disability.

Last reviewed: 07/10/2023

Next review: 07/10/2025

## Our Careers Programme

At Ingfield Manor School, CEIAG is at our forefront, ensuring students' leave with the right tools and values to help prepare them for adulthood. We support students to consider their future options, realise their potential and decide how their skills and experiences fit with opportunities in the wider world. We prepare students for their preferred transitional pathway whether that is to continue with further education, employment, training or living independently and we use a person-centred approach in our delivery method. We are fully committed to our statutory and moral obligation to provide a holistic careers service to students identified in year 8 onwards, highlighting the vocational and academic routes to their preferred careers path.

Throughout their school career at Ingfield Manor School, students will be provided with opportunities across the curriculum to develop transferable life and social skills that support them to prepare for life after school. From year 8, there is a clear focus on careers, employability, and enterprise, which includes providing opportunities for purposeful interactions with a range of trusted and familiar adults, including school staff and visitors.

We recognise that one size does not fit all, so our careers programme is flexible so it can be tailored to individual student's needs, following a stage not age approach. Careers is seen as a cross-curricular subject, which fits within the ethos of the school: empowering individuals in every aspect of their lives.

See below careers programme and our careers policy for further information.



In Keystage 3 students will have the opportunity to:	In Keystage 3 our careers programme is delivered:
<ul style="list-style-type: none"> <li>• Actively participate in transition and future planning at their Annual Reviews.</li> <li>• Identify and review their hopes and dreams for the future.</li> <li>• Develop their skills for activities of daily living and/or to direct adults to ensure their needs and wants are met.</li> <li>• Start to identify their skills, strengths and areas for development.</li> <li>• Be introduced to and use the SMART platform to start to create their vocational profiles and record their careers experiences.</li> <li>• Meet relevant and inspiring local employers and employees.</li> <li>• Meet and engage with inspirational speakers, including those with SEND.</li> <li>• Participate in enterprise activities.</li> <li>• Challenge stereotypes and discrimination.</li> <li>• Access a curriculum that has clear links to preparing for future life, including careers.</li> <li>• Develop communication skills.</li> <li>• Meet relevant further education and social care providers.</li> <li>• Access role-play activities designed to mirror real-world careers.</li> <li>• Be provided with opportunities to learn from alumni/relevant role models.</li> </ul>	<ul style="list-style-type: none"> <li>• Through support from their assigned team member and/or tutor during tutor time</li> <li>• Through independence lessons</li> <li>• Through PHSE lessons</li> <li>• Off site visits to workplaces and visiting professionals</li> <li>• Attendance at talks from inspirational speakers</li> <li>• Annual enterprise events</li> <li>• Within curriculum lessons students are encouraged to reflect on how their learning will support them as they move towards adulthood</li> <li>• Attendance at appropriate career and transition events, as well as meetings with relevant professionals</li> <li>• Via advice from an independent, impartial, qualified advisor</li> <li>• Visits to Kidzania</li> </ul>

**In Keystage 4 students will have the opportunity to:**

- Continue to actively participate in transition and future planning at their Annual Reviews, including reviewing their hopes and dreams for the future.
- Focus on self-care, building safe relationships, assertiveness as well as managing mental health and emotional well-being.
- Continue to identify their skills, strengths and areas for development.
- Continue to use the SMART platform to develop their vocational profiles and record their careers experiences.
- Develop skills important in the workplace such as time and money skills, as well as developing their functional numeracy skills.
- Develop letter writing skills as well as self-presentation skills, develop confidence in presenting information and be able to tell their own story.
- Research career choices and the local job market.
- Continue to develop and practice the fine and gross motor skills that will help them to be more independent.
- Meet relevant and inspiring local employers and employees.
- Meet and engage with inspirational speakers, including those with SEND.
- Taking on specific roles, gained through taking part in interviews.
- Working collaboratively with peers for a common goal.
- Gain qualifications
- Access a curriculum that has clear links to preparing for future life, including careers.
- Learn the vocabulary needed in the community and workplace.

**In Keystage 4 our careers programme is delivered:**

- Through targeted support, using person centred planning with their assigned team member and/or tutor during tutor time
- Through PHSE lessons
- Through curriculum lessons, particularly maths, English and ICT.
- Via annual enterprise challenges.
- By accessing the local community ie shopping, eating out.
- Through daily motor learning lessons and hand task activities.
- An annual meeting with an independent, impartial advisor
- Where appropriate, internal work experience

<ul style="list-style-type: none"> <li>• Meet relevant further education and social care providers.</li> <li>• Access role-play activities designed to mirror real-world careers.</li> <li>• Be provided with opportunities to learn from alumni/relevant role models.</li> </ul>	
<p><b>In Keystage 5 students will have the opportunity to:</b></p>	<p><b>In Keystage 5 our careers programme is delivered:</b></p>
<ul style="list-style-type: none"> <li>• Be proactive in planning for their future, including their transition to post 19 placement. planning at their Annual Reviews, including reviewing their hopes and dreams for the future.</li> <li>• Focus on self-care, building safe relationships, assertiveness as well as managing mental health and emotional well-being.</li> <li>• Continue to identify their skills, strengths and areas for development.</li> <li>• Continue to use the SMART platform to develop their vocational profiles and record their careers experiences.</li> <li>• Develop skills important in the workplace such as time and money skills, as well as developing their functional numeracy skills.</li> <li>• Develop letter writing skills as well as self-presentation skills, develop confidence in presenting information and be able to tell their own story.</li> <li>• Research career choices and the local job market.</li> <li>• Continue to develop and practice the fine and gross motor skills that will help them to be more independent.</li> <li>• Meet relevant and inspiring local employers and employees.</li> <li>• Meet and engage with inspirational speakers, including those with SEND.</li> <li>• Take on specific roles, gained through taking part in interviews.</li> </ul>	<ul style="list-style-type: none"> <li>• through targeted support, using person centred planning with their assigned team member and/or tutor during tutor time exploring and discussing options, including FE provisions, supported internships and independent living</li> <li>• through community lessons</li> <li>• through community visits</li> <li>• through partnership, working with a local FE provider</li> <li>• by students completing their vocation profile</li> <li>• through PHSE lessons, developing their knowledge and understanding of self-care, building safe relationships, assertiveness as well as managing mental health and emotional well-being</li> <li>• through independence lessons</li> <li>• through enterprise activities</li> <li>• through access to a range of qualifications</li> <li>• through at least one meaningful encounter with an employer each year</li> <li>• through selecting and inviting speakers in for a q&amp;a session</li> <li>• by developing functional skills in maths</li> <li>• within communication lessons: carrying our role play as well as learning the vocabulary needed within the community and workplace</li> </ul>

<ul style="list-style-type: none"> <li>• Work collaboratively with peers for a common goal.</li> <li>• Gain qualifications</li> <li>• Access a curriculum that has clear links to preparing for future life, including careers.</li> <li>• Learn the vocabulary needed in the community and workplace.</li> <li>• Meet relevant further education and social care providers.</li> <li>• Access role-play activities designed to mirror real-world careers.</li> <li>• Be provided with opportunities to learn from alumni/relevant role models.</li> </ul>	<ul style="list-style-type: none"> <li>• within ICT lessons: students will continue to research career choices and the local job market, spotting trends and changes</li> <li>• by developing functional skills within English</li> <li>• within motor learning: students will continue to develop and practice the fine and gross motor skills that will help them to be more independent</li> <li>• an annual meeting with an independent, impartial advisor</li> <li>• where appropriate, internal, or external work experience</li> </ul>
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## Useful Careers Web Sites

There are a large number of web sites that can provide additional information, including:

- [www.prospects.ac.uk/job-profiles](http://www.prospects.ac.uk/job-profiles)  
Prospects offer a large amount of information with regards to various career options. This site enables you to see various careers giving details of each individual career, including responsibilities, salary, working hours, what to expect, qualifications required, skills required, work experience, prospective employers, professional development and career prospects.
- [www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)  
This has a variety of information including a job profiles section which has detailed information on a variety of careers/work areas.
- [www.barclayslifefskills.com](http://www.barclayslifefskills.com)  
This has a variety of information with regard to planning your future including advice on job hunting and interview skills.
- [www.stepintothens.nhs.uk/](http://www.stepintothens.nhs.uk/)  
This site is aimed at 14-19 year olds with activities and information that promote and inform young people of the career opportunities with the NHS.
- [www.goconstruct.org](http://www.goconstruct.org)  
This site will enable you to explore all areas of construction, using blogs, videos and quizzes.
- [www.gov.uk/apprenticeships-guide](http://www.gov.uk/apprenticeships-guide)  
This site has a variety of information about apprenticeships and contains a large number of actual vacancies. Young people can register on the site and be notified of suitable opportunities. For many companies this is the main way to make apprenticeship applications.
- [www.gov.uk/government/publications/a-parents-guide-to-apprenticeships](http://www.gov.uk/government/publications/a-parents-guide-to-apprenticeships)

- A useful parents guide to apprenticeships, explaining the benefits and progression routes of apprenticeships.
- [www.indeed.co.uk](http://www.indeed.co.uk)  
A general job web site but some companies advertise apprenticeships on here.
- [www.getmyfirstjob.co.uk](http://www.getmyfirstjob.co.uk)  
This site contains some apprenticeship vacancies and general information on job search/applications for young people.
- [www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)  
This site has a variety of useful information for school leavers and is especially aimed at young people not wanting to go into Higher Education
- [www.brightknowledge.org](http://www.brightknowledge.org)  
Bright Knowledge is a useful guide to careers, education and student life. It aims to help you with what you want to achieve and how you can get there.
- [www.do-it.org](http://www.do-it.org)
- Information on volunteering
- [www.ncsyes.co.uk](http://www.ncsyes.co.uk)
- The National Citizen Service offer a great programme of activities for students aged 15 – 17 years old. The programme is a great personal development, confidence building and something great to put on your CV.
- [www.volunteermatters.org.uk/want-to-volunteer](http://www.volunteermatters.org.uk/want-to-volunteer)
- This site has lots of information with regards to voluntary work and the opportunity to search for programmes in your local area.