

# *Preparation for Adulthood* **Careers Programme**

## **Intent**

Careers education and work experience make a major contribution to preparing our young people with autism for opportunities, responsibilities and experiences of the real world outside of school. We want to initiate a planned progressive programme of activities that support pupils who are able to participate through primary where careers is embedded in PSHE subjects to Year 7 – 14 to develop an awareness of employability skills and understanding of opportunities in the working world or further education. Work will focus on their interests and abilities in order to help them to follow a sustainable career path and future. We want our young people to succeed and realise life isn't just about work, it's about individuals with different skills and the importance of skills they learn at school can be used for their next phase and their futures beyond.

Primary	Careers Education Focus
	<p>In Primary careers education is embedded in the curriculum. This is developing early knowledge about work and their local community and pupils should learn and explore a number of basic careers, learning pathways and sectors. The aim is developing skills for work and life. Specifically developing non-academic skills such as enterprise skills and social-emotional skills and behaviours that will benefit their own wellbeing and the wellbeing of others. Pupils will learn about the jobs of people who help them or about what jobs their parents do.</p> <p>Work Related Learning opportunities offering meaningful vocational experiences on site such as taking part in class Enterprise projects e.g. Art and craft items, gardening projects.</p> <p>In year 6 pupils will take part in a one off transition lesson that prepares them for the changes to their education going into Key stage 3. They will study timetable/lesson changes and how this might affect them. They could transition to their new class and meet their new teacher/classroom.</p>
Key Stage 3	Careers Education Focus
	<p>Careers in Key stage 3 will continue to be embedded in the curriculum and Enterprise lessons but will explore different careers and work in more detail. Pupils will start to learn about different jobs and the roles involved and the qualifications needed to achieve these. There will be a focus on individuals and skills and activities to celebrate strengths and differences and challenge stereotypes and think of aspirations.</p> <p>From Year 9 pupils will have a clear careers pathway linked to their Transition pathway that starts to look into future opportunities based on a career or further education when they leave school.</p> <p>Functional work skills will be taught throughout school in Enterprise lessons where each class makes items from the school shop through class projects depending on their key stage and ability. Students' independence and interacting/sharing skills are promoted through activities that will benefit knowledge and understanding of different work and vocational careers.</p> <p>In year 9 pupils will take part in a one-off transition lesson that prepares them for the changes to their education going into Key stage 4. Depending on their ability they will have the</p>

	<p>opportunity to look where their individual strengths lie and decide on external accreditation of GCSEs, Functional skills or Entry level examinations. They will have a short transition visit to their new class/teacher and have an opportunity to become familiar to their new environment.</p>
<b>Key Stage 4</b>	<b>Careers Education Focus</b>
	<p>From Year 10 depending on ability, each pupil will have access to individual careers guidance from an Independent Careers Advisor (Progress Careers). They will have the knowledge of the current local labour market and can support with decisions on study or future career options. All pupils and parents/carers 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.</p> <p>From Year 10 one half term a year pupils will take part in Careers lessons depending on their ability and potential career pathway. Please see programme of study for detailed lesson content that will be covered by careers lead or individual class teachers.</p> <p>From Year 10 and through each year to year 14 students will complete work towards their 'My Robert Ogden School Career Plan' document – this pulls together individual work in careers, to work done in their independent career's advice sessions to their work experience. This is a working document and will be updated regularly. This can be used to show a clear plan on what they want to do in the future either career wise or in further education.</p> <p>Pupils will access the Job Explorer database 2021 (JED) this is an interactive careers support tool looking at skills and potential jobs from every sector. Pupils can create profiles, search different facts, take quiz's and look into what jobs suit their individual skills in the market. This will be used in conjunction with the careers programme of study.</p> <p>Vocational Education lessons will continue to be taught through Enterprise and will support pupils to identify and promote their skills, interests and talents in areas they may choose to follow when their education finishes. They will have opportunities to investigate and demonstrate competencies in using work skills such as planning, research, production, buying resources, selling and advertising. Enterprise will also provide young people with opportunities to maintain, consolidate, re-enforce, generalise and learn new knowledge, skills and understanding in relation to language, social communication &amp; interaction with others, flexibility of thought (imagination), problem solving and independence.</p> <p>For some pupils (depending on ability) they will start to access the school's work experience programme. Initially they may take part in groups of volunteers out of school to learn important schools in an external environment to help them cope with many different elements that they have not been used to. For most pupils this part of the programme will emerge in KS5.</p> <p>In conjunction with their Annual Review and Transition Plan, Year 11 pupils will have a one off transition lesson that prepares them for the changes to their education going into Key stage 5. This may be staying at ROS or another provision. They will look at their options for study whether that be continuing with external accreditation or looking at vocational studies. They will also have transition visits to meet key staff and view their new environment and discuss their new curriculum or timetables with the aim of reducing anxiety over the changes.</p>
<b>Key Stage 5</b>	<b>Careers Education Focus</b>
	<p>From Year 12 onwards depending on ability, each pupil will continue to have access to individual careers guidance from an Independent Careers Advisor (Progress careers). The work completed by the individuals and the Careers advisor will go towards the development of a Careers Plan that will be incorporated into the pupils Annual Review.</p>

From Year 12 one half term a year pupils will take part in Careers lessons depending on their ability and potential career pathway. Please see programme of study for detailed lesson content that will be covered. Careers lessons will involve a nurturing approach, to raise aspirations, promote equality of opportunity, to ensure every pupil gains the confidence, self-belief, as well as the skills, knowledge and experience required to manage their own career progress with the support of school and external agencies. Please see programme of study for detailed lesson content that will be covered.

From Year 12 onwards (depending on ability) pupils will take part in individual or group work experience placements within the local community are set up as a personalised approach according to pupil interest in future career pathways. These placements are organised over a long term period with local employers and attended on a weekly basis. The pupils work with employees and managers to carry out individual job roles to promote independence and work ethics. Pupils will also learn many important work skills such as serving customers, using their own initiative, problem solving, working as a group and following complex instructions. To high light decision-making, to make realistic, informed choices about future education opportunities and possible career pathways based on the skills, knowledge and experience gained at the placement. Work experience also lets pupils take responsibility for their own behavior, attendance, punctuality and attitude to learning in order to support them in becoming mature, responsible and enterprising which acts a key platform for success as an adult in the workplace.

Some of our pupils will also have the opportunity to take part in and run the school Coffee shop. While taking part in the different aspects of the job role they will serve and make pupils and staff snacks, drinks and lunches from around school. They will learn many important life skills with in the safe environment of school.

From Year 13 as part of their individual transition plan and during their Annual review pupils with their parents will have access to possible future placements or career pathways that could be considered in conjunction with external agencies (Local Authorities). Once a course of action is agreed that suits the individual, pupils and parents will have the opportunity to visit skills/employment fairs and also visit various specialist colleges or future placements to gather knowledge of future options.

#### **Skills developed through Careers programme:**

- Broadening horizons
- Making informed choices
- Communicating as effectively as possible
- Knowing where to get help and support from
- Developing independence
- Self-occupancy – developing hobbies and interests
- Enjoyment in helping others – voluntary work
- Focusing on increasing the probability and possibility of paid employment in the future
- Recognising individual skills and working out the best ways to use them
- To increase self-confidence and self-esteem in their ability to achieve
- Empowering an individual to control their own future with support

#### **Careers Programme of study:**

From Year 10 – 14 pupils will have the opportunity (depending on ability) to access key Careers lessons which will include the following areas of study. The content covered in lessons will be on an individual basis based on the extent of their desire to gain employment linked to when their work experience placement starts. Teachers with the guidance of the Careers lead will teach lesson content so students can:

- To understand the different routes and options available in further education, apprenticeships or employment in their future.
- Make realistic but ambitious choices about courses or placements for after they leave school.
- Develop an action plan for the future so pupils can see when and how their achievements need to be met.
- Understand the skills and qualities needed to succeed in life and a work placement.
- Be able to identify and relate specific skills and talents that would be suitable for potential jobs.
- Employability skills – What different jobs requirements are and how to develop them. What skills interest are linked to different careers paths. What qualifications are needed to reach their individual goals.
- Learn effective communication techniques for the work place to gain confidence in talking to colleagues and customers.
- Be able to understand and follow instructions to carry out a job role.
- To understand time keeping and attendance requirements for different roles.
- Complete food hygiene qualifications to implement food safety measures in a work placement.
- Recognise health and safety requirements for specific activities/job roles.
- Understanding rights and responsibilities in a work place.
- To develop independent living skills – to cope in an unfamiliar environment, to introduce independent travel training with in their community.
- Take part in job coaching and creating a list of personal skills and experiences to begin a CV.
- Lessons looking at Interview techniques, where and when we use them and complete work with mock applications for college and future job roles.
- To challenge stereotyping and promote equality of opportunity and confidence
- To study aspects of financial independence - bills, banks, wages, tax etc.
- To identify sources of income and how to balance income and expenditure.
- Complete 'My Robert Ogden School Career Plan' termly.

Reviewed: October 2024

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