HOE VALLEY SCHOOL

WORK READY

Person Responsible:	Head Teacher
Date Adopted:	Spring 2021
Date of last review:	Spring 2026
Date of next review:	Spring 2027

To be read in conjunction with:

- The visiting speaker policy
- The Work Experience Policy
- The Provider Access Policy Statement
- Data protection policy
- Data retention policy

1. INTRODUCTION

Hoe Valley School's Work Ready programme is central to the school's ethos, and incorporates careers and other key elements of how we prepare our students for life after Hoe Valley. It exceeds statutory guidance on careers provision and exposes students to multiple different post-16 pathways in order to equip them to decide the best route for them. Embedded throughout are the HVS Work Ready skills, designed to be transferable no matter which direction a student's career path might take.

2. AIMS OF THE POLICY

The Work Ready policy does not intend to prepare students to join the workforce on the day they complete Year 11 or Year 13, rather this policy aims to provide exposure to a rich, variety of careers in order that students are as prepared as possible for the big decisions that they will start to make as they prepare to move on from HVS to whatever lies ahead.

In the longer term, this policy aims to provide HVS alumni with the lifelong skills necessary to excel in whatever they choose to do, and a grounding in solid decision making.

To achieve this, we work to raise aspirations, to promote equality and diversity, and challenge stereotypes. Most importantly, we encourage students to consider a wide range of careers and personalise the independent advice that every student will receive.

3. **STATUTORY COMPLIANCE**

The Work Ready programme is designed to comply with or exceed the requirements of Section 42A of the Education Act 1997, requiring schools to provide all pupils from Years 8-13 with independent careers guidance.

Our related Provider Access Policy meets the requirements of Section 42B of the Education Act 1997 as well as The Department of Education, (July 2021): 'Baker Clause: supporting students to understand the full range of education and training options', and the Provider Access Legislation (January 2023) in ensuring an opportunity for providers of a range of education and training programmes to access all pupils for the purpose of informing them about approved technical education qualifications or apprenticeships.

Further, in line with the Department for Education's Statutory Careers Guidance first published in October 2018, the Work ready programme meets or exceeds the Gatsby Charitable Foundation's Benchmarks of Good Careers Guidance (the Gatsby Benchmarks). The Gatsby Benchmarks are:

1. A stable careers programme

2. Learning from career and labour market information

3. Addressing the needs of each pupil

4. Linking curriculum learning to careers

5. Encounters with employers and employees

6. Experiences of workplaces

7. Encounters with further and higher education

8. Personal guidance

We work closely with the Careers and Enterprise Company, and specifically Local Enterprise Partnership the Surrey Careers Hub, to ensure that these standards are met, and this status is reviewed once a term.

4. **THE WORK READY SKILLS**

The Work Ready skills are firmly embedded into the HVS curriculum: they are not specifically taught as a separate subject, but rather they are built into the teaching of curriculum subjects. Throughout their time at HVS, students are encouraged to demonstrate:

Adaptability	Able to quickly adapt to working new and efficient ways in an ever-changing work environment
Digital Skills	To possess advanced knowledge of modern technology for the workplace
Creativity	To be imaginative and innovative in creating something new and effective
Time Management	To be excellent at planning how much time to spend on specific activities and able to meet deadline
Persuasive Communication	The ability to argue, convince or persuade someone to accept a desired way of thinking
Teamwork	To thrive on working collaboratively to achieve a common goal

These skills are the focus of the Work Ready programme because they are transferable to whatever career path a student might go down and are as relevant to for instance a research scientist as they are to a tradesperson. This element of our Work Ready programme is largely delivered through the Faculty of Communication and Digital Skills, which works with other departments on a cross-curricular basis to ensure that the very latest technology is brought to bear in support of our curriculum learning.

5. **DELIVERY**

As a Google School, we are fortunate that every student routinely uses the latest technology during their day-to-day learning. Our Work Ready faculty builds on this by placing the latest communications technologies at the heart of teaching and learning through the use of our state-of-the-art Media Suites. These facilities enable students to create truly multi-media content to support their learning, and to embed the work ready skills from early on in students' journeys through HVS.

Every student is allocated a Chromebook which means that much of our careers provision can be delivered online via our student facing Work Ready portal Unifrog.org. This class-leading careers information platform provides appropriate information on how to get into university; local post-16 education and training providers; how to apply for college, apprenticeships and other opportunities; the latest labour market information; details of work experience opportunities; insight into relevant careers.

Additionally, this platform is used to collate student data in order to target interventions, track destinations and manage work experience placements.

To develop the Work Ready skills, in the course of their normal curriculum learning in the full range of subjects, students regularly:

- produce websites using state of the art professional applications such as Adobe Express or Google Sites
- produce podcasts, advertisements or whole radio programmes using tools such as Express or Adobe Audition
- produce videos on Express, on Adobe Premiere Rush or Adobe Premiere Pro

This is delivered through the use of Chromebooks in a normal classroom, or for more advanced work through lesson time spent in our Media Suites. All of these example projects help students to develop their adaptability, digital skills, creativity, time management, communication and teamwork.

Our careers plan is regularly reviewed, but aims to meet or exceed the Gatsby Benchmarks as follows:

	Gatsby Benchmarks							
	A STABLE CAREERS PROGRAMME	LEARNING FROM CAREER AND LABOUR MARKET INFORMATION	ADDRESSING THE NEEDS OF EACH STUDENT	LINKING CURRICULUM LEARNING TO CAREERS	ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES	EXPERIENCE OF WORKPLACES	ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION	PERSONAL GUIDANCE
	1	2	3	4	5	6	7	8
Year 7	Regular careers themed assemblies, PSHE sessions, tutor group activities, visiting speakers and workshops. Work Ready Bulletin sent home half termly. Student, parent and staff voice actively sought.	Unifrog. Visiting Speaker Programme, including Worktree events. Spring term careers fair.	Unifrog placement quizzes used to tailor LMI. PSHE sessions, Careers Advisor delivered lessons	Work Ready skills embedded in schemes of work from all departments. Open links to careers drawn in lessons. Subject area careers resourcing. PSHE sessions.	Visiting Speaker Programme, including Worktree events. Spring term careers fair.	Faculty led trips and visits.	Visiting Speaker Programme.	Unifrog placement quizzes. PSHE sessions. Inspirate careers lesson.
Year 8	Regular careers themed assemblies, PSHE sessions, tutor group activities, visiting speakers and workshops. Work Ready Bulletin sent home half termly. Student, parent and staff voice actively sought.	Unifrog. Options Evening - information for students and parents/carers. Inspirate careers lessons. Visiting speaker programme, including Worktree events. Unifrog. Spring term careers fair.	Unifrog placement quizzes used to tailor LMI. PSHE sessions, Yes Futures, Careers Advisor delivered lessons	Work Ready skills embedded in schemes of work from all departments. Open links to careers drawn in lessons. Subject area careers resourcing. PSHE sessions.	Visiting Speaker Programme, including Worktree events. Skills Act Provider Access Legislation mandated session with technical education or apprenticeship provider. Spring term careers fair.	Faculty led trips and visits.	Visiting Speaker Programme. Scholars programme. Spring term careers fair.	Unifrog placement quizzes. PSHE sessions. Growing Aspirations. Inspirate careers lesson. Yes Futures for PP students
Year 9	Regular careers themed assemblies, PSHE sessions, tutor group activities, visiting speakers and workshops. Work Ready Bulletin sent home half termly. Student, parent and staff voice actively sought.	Unifrog. Visiting Speaker Programme. Spring term careers fair.	Unifrog placement quizzes used to tailor LMI. PSHE sessions, Careers Advisor delivered lessons	Work Ready skills embedded in schemes of work from all departments. Open links to careers drawn in lessons. Subject area careers resourcing. PSHE sessions.	Visiting Speaker Programme. Skills Act Provider Access Legislation mandated session with technical education or apprenticeship provider. Spring term careers fair.	Faculty led trips and visits.	Visiting Speaker Programme, including Worktree events. Skills Act Provider Access Legislation mandated session with technical education or apprenticeship provider. Spring term careers fair.	Unifrog. PSHE and Growing Aspirations. Inspirate careers lesson
Year 10	Regular careers themed assemblies, PSHE sessions, tutor group activities, visiting speakers and workshops. Work Ready Bulletin sent home half termly. Student, parent and staff voice actively sought.	Unifrog. Visiting Speaker Programme. Preparation for work experience and selection of placements both driven by LMI, and used to expose students to LMI. Spring term careers fair.	Tailored Unifrog quizzes and careers library access, PSHE sessions, Achieving Aspirations, Inspirate careers lessons, Work Experience interviews, individual interviews - Inspirate Careers interviews, visits to local Colleges and Wiliat Next Questionnaires.	Work Ready skills embedded in schemes of work from all departments. Open links to careers drawn in lessons. Subject area careers resourcing. PSHE sessions.	Visiting Speaker Programme. HVS Ambitions Programme. Work Experience. Skills Act Provider Access Legislation mandated session with technical education or apprenticeship provider. Spring term careers fair.	Faculty led trips and visits. Work Experience programme.	Visiting Speaker Programme, including Worktree events. Skills Act Provider Access Legislation mandated session with technical education or apprenticeship provider. Spring term careers fair.	Unifrog. PSHE sessions, One to one careers guidance appointments. Work Experience appointments.
Year 11	Regular careers themed assemblies, PSHE sessions, tutor group activities, visiting speakers and workshops. Work Ready Bulletin sent home half termly. Student, parent and staff voice actively sought.	Unifrog. Visiting Speaker Programme. Spring term careers fair.	Tailored Unifrog quizzes and careers library access, PSHE sessions, Inspirate careers lessons, Work Experience interviews, individual interviews - Inspirate Careers interviews, visits to local Colleges and Universities as appropriate, Wiliat Next Questionnaires. Application support as necessary to achieve 100% placement in suitable post-16 options.	Work Ready skills embedded in schemes of work from all departments. Open links to careers drawn in lessons. Subject area careers resourcing. PSHE sessions.	Visiting Speaker Programme. Skills Act Provider Access Legislation mandated session with technical education or apprenticeship provider. Spring term careers fair.	Faculty led trips and visits.. Oxford University trip.	Visiting Speaker Programme, including Worktree events. Skills Act Provider Access Legislation mandated session with technical education or apprenticeship provider. Spring term careers fair.	Unifrog. PSHE sessions. One to one careers guidance appointments. Next Steps interviews. Application support as necessary.
Year 12	Regular careers themed PSHE sessions, tutor group activities, visiting speakers and workshops. Student, parent and staff voice actively sought.	Unifrog. Visiting Speaker Programme. Spring term careers fair.	Personalised support from Work Ready team.	Work Ready skills embedded in schemes of work from all departments. Open links to careers drawn in lessons. Subject area careers resourcing.	Visiting Speaker Programme. Spring term careers fair.	Work Experience programme. Workplace visits, coordinated by Heads of Faculty, Year Team and Careers Lead.	Strong relationships with Universities and Apprenticeship providers. Spring term careers fair.	Independent careers advisor 1:1's. Drop in support through Work Ready Hub. UCAS application support. Work Experience appointments.
Year 13	Regular careers themed PSHE sessions, tutor group activities, visiting speakers and workshops. Student, parent and staff voice actively sought.	Unifrog. Visiting Speaker Programme. Spring term careers fair.	Personalised support from Work Ready team.	Work Ready skills embedded in schemes of work from all departments. Open links to careers drawn in lessons. Subject area careers resourcing.	Visiting Speaker Programme. Spring term careers fair.	Work Experience programme. Workplace visits, coordinated by Heads of Faculty, Year Team and Careers Lead.	Strong relationships with Universities and Apprenticeship providers. Spring term careers fair.	Independent careers advisor 1:1's. Drop in support through Work Ready Hub. UCAS application support. Work Experience appointments.

6. STATUTORY CAREERS LEADER

While the Work Ready programme runs through almost everything that happens at HVS, in line with statutory guidance the Head of Work Ready is line managed by the Senior Leadership Team and is our nominated Careers Leader.