

Careers Education and Guidance Policy (including work experience guidance)

Applies to:

- All staff (teaching and non-teaching), the directors and volunteers working in the School.
- Pupil, Parents and Caregivers

Availability:

This policy is made available in the following ways:

- The School's website www.radnor-sevenoaks.org;
- Via Teams, All Staff Shared Documents, Compliance, Policies;
- On request a copy may be obtained from the School's Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Head.
- The Board of Directors undertake a formal annual review of this policy.

Signed:



David Paton
Head



Ian Davies
Chairman of the Board of Directors

Reviewed: September 2025
Next Review: September 2026

1. Introduction

- 1.1 Radnor House Sevenoaks (the School) considers sound and effective Careers Education and Guidance to be an essential feature of the provision it makes for its pupils whilst in full-time education and an expression of its commitment to the principles of lifelong learning and equality of opportunity.

2. Aims

- 2.1. Careers Education and Guidance at the School seeks to comply with statutory requirements. It also supports the declared aims of the School.
- 2.2. Careers Education and Guidance at the School seeks to comply with the 'Careers Guidance and Access for Education and Training Providers', Jan 2023 (Updated May 2025) – created by the Department for Education. <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-Schools>.

3. Implementation

- 3.1. Independent Schools Inspectorate Regulatory Requirements relevant to Careers Provision.
- 3.2. Advice is provided for pupils at every level of the School, with careers education being delivered as part of the PSHEE programme in Y7-13 and with ongoing support provided by the pupils' tutors and teachers. There is a particular focus on helping those receiving secondary education choose GCSE and post-16 courses. Pupils are supported to make informed choices about a range of career options, and receive advice that generally helps to encourage them to fulfil their potential.
- 3.3. Pupils at the School, in Y7-13, receive a guided careers education programme as part of their PSHEE lessons. These are provided by Unifrog, which pupils use from Year 7 onwards as an ongoing research tool and for impartial advice. In addition, the Senior Deputy, Pupil Support, Head of Careers and Head of Sixth Form have an integral part to play in advising on the relationship between subject selection and careers. Ahead of selecting A Levels, pupils in Y11 have the opportunity to meet with the Head of Sixth Form, Academic Deputy and Senior Deputy and their parents to discuss the selection of subjects. They also have the opportunity of a Taster Day in Year 10 (10 to Sixth) and Year 11, as well as a Sixth Form Open Evening to consider possible subjects. Furthermore, pupils in Y9 sit the Fast Tomato Morrisby test, which provides guidance (supported by staff) for future careers and GCSE options.
- 3.4. The requirement relates to the July 2021 careers guidance and Gatsby benchmarks, which apply to all pupils receiving secondary education. As an all-through School, the School includes careers guidance at every appropriate level of its Senior School curriculum. In addition, Faculties highlight courses of interest during National Careers Week.
- 3.5. Careers guidance is presented in an impartial way that shows no bias or favouritism towards a particular education or work option.
- 3.6. The School offers A Levels in Y12 and Y13. Pupils who are interested in following these courses are given an honest and open appraisal of the different systems during their meeting with the Head of Sixth Form. This also includes the advantages of University, apprenticeships or work. Pupils also have access to this information through Unifrog. Opportunities with external companies are also promoted to pupils interested in that field when appropriate.
- 3.7. Professional Career guidance will be provided to Year 12 students (external, Level 7 trained provider). They can also attend a Careers Fair showcasing a range of employers, providing another opportunity to encounter workplace experiences and continue to receive information on career paths through bespoke assemblies and the RH Futures Newsletter.
- 3.8. The guidance enables pupils to make informed choices about a broad range of options. This includes timely advice to help pupils choose GCSE and post-16 courses.
- 3.9. In addition to the guidance outlined above, the School organises an annual Networking Event for Y10, Y11, and Y12 pupils to meet with a range of professionals from diverse educational and

career backgrounds who can also offer advice based on their individual experiences. Pupils in Year 11 will complete work experience at the end of their respective academic year. Students are encouraged to organise their own work experience, either following up on conversations at the Networking Evening or through connections outside of School. The School uses the Medway Education Business Partnership (MEBP) to help with the completion of the relevant risk assessments and health & safety checks. Students without a placement are provided one by the Head of Careers with the Medway Education Business Partnership (MEBP).

3.10. Pupils will be expected to log this work experience, completing the logbook provided by MEBP, in preparation for job and UCAS applications. They should use this experience to reflect on the key skills they have developed and link them with guidance within the School to consider future career and study paths.

3.11. The guidance encourages pupils to fulfil their potential. To this end, good careers education enables pupils to 'know themselves' and understand how their strengths, weaknesses, and interests relate to the world of work; learn about different careers and opportunities; obtain individual guidance; gain work experience; and acquire information about training, education, and occupations beyond the School. The School consciously works to prevent all forms of stereotyping in the advice and guidance provided to simply ensure that all pupils consider the widest possible range of careers.

3.12. Part of the PSHEE curriculum encourages pupils to be aware of their strengths and weaknesses through self-reflection as well as providing them with opportunities to learn about a myriad of different careers through specially designed lessons, Unifrog profiles, discussions with tutors and the Networking Evening.

4. Careers Provision in the Prep School (KS1 & 2)

4.1. Whilst careers guidance is sometimes seen as the sole preserve of senior Schools, the School acknowledges the importance of providing careers education to pupils in their formative years. Pupils are encouraged to think about their hopes and aspirations for the future, as well as to ask questions about what a job is, why they are relevant, and to understand that different skills and training are required for each. Members of the local community, from various professions, are invited to speak with different year groups. While this cannot be exhaustive, it does provide the pupils with a greater understanding of the wide variety of careers available to them.

5. Evaluation

5.1. The School will evaluate the effectiveness of the Careers Education and Guidance programme at regular intervals, referencing the Learning Outcomes defined in the Gatsby benchmarks and consulting with outside agencies and staff responsible for delivering this aspect of the curriculum.

Appendix: Work Experience Guidance and Form

Work Experience – ‘Own Find’ Placement Guidance: *Useful Information for parents/carers on finding own work placements*

What is an ‘Own Find’ work placement?

Pupils in Y11 will complete work experience at the end of the respective academic year. Students are encouraged to organise their own work experience, either following up on conversations at the Networking Evening or through connections outside of School. When they find their own placement, it is called an ‘own find’ placement. Students without a placement are provided one by the Head of Careers with the Medway Education Business Partnership (MEBP). It must be noted that the choices can be understandably limited and potentially not be relevant to a specific field.

What do I do with the form attached?

For us to set up our own placement, please make sure that the form is completed and signed by you and the employer. Return the form as soon as possible to Miss Brice.

How you can help your child

- Help them understand that it may be hard to find a placement in a job that they are interested in for a future career. The placement doesn’t have to be in an area of particular interest to be useful. The main purpose is that they have the experience of working and dealing with different situations in an adult working environment.
- Help them to appreciate the goodwill of employers who offer the placements.
- Sign and return their paperwork promptly.
- Help them to adopt good work habits e.g. punctuality, appropriate appearance and behaviour.
- Please make sure that you have the name and phone number of someone in authority in the company who has agreed to the placement. Ask them to complete and sign the employer’s section of the form.
- If it is a very small company, find out if the person is a sole trader. If they do not employ any staff they will not have the necessary Employers Liability Insurance in place to cover your child.
- If it is a large company identify which part of the company they will be working in.
- Be sure to notify both the School and the employer if they are unable to attend.
- Encourage them to have a positive approach to the placement, even if it isn’t quite what they expected.

This form must be fully completed and signed by your parent/carer and the employer. Please return the completed form to Miss Brice, Head of Careers and Work Experience

| This section to be completed by the pupil and their parent or carer | |
|---|--------------------|
| Date of work experience | |
| Name of pupil & Tutor Group | |
| Name of Business | |
| Address of Business Post Code | |
| Telephone number(s) | |
| Email Address | |
| Name of the person(s) in the business who has agreed to your placement & who will monitor the pupil. | |
| Their position in the company or job title | |
| Work Experience Position/Job Description | |
| I agree to my son/daughter carrying out the placement detailed above and confirm that I am responsible for travel arrangements (please also see overleaf for helpful information) | Signed Date |
| This section to be completed by the employer: | |
| <p>*Please Note: We regret that only those employers with Employers Liability Insurance (or equivalent if outside the UK) may be used for work experience. We may also need to visit you to carry out a health and safety visit on behalf of the School.</p> | |

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|--|--|
| Do you have Employers Liability Insurance? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
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|--|---|
| Do you have an up to date Risk Assessment for Employees? | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
|--|---|

| | |
|---------------------------|--|
| Name of Insurance Company | |
|---------------------------|--|

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|-------------------------------|----------------|
| Policy Number and Expiry Date | Date: __/__/__ |
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Declaration

During the period of work experience, the above-mentioned pupil will be given meaningful work to carry out and will be properly instructed and supervised, especially with regard to safety at work. I acknowledge our responsibilities under the Health and Safety at Work Act 1974. I can confirm that the pupil on placement will be insured under our Employer Liability Insurance.

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|---|---|
| Please sign here to confirm that a) you have agreed to this placement with the pupil and b) you are also happy for a member of our team to visit you to carry out a health and safety risk assessment on behalf of the School | Signed Dated For and on behalf of |
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