

Careers Education

Policy number	BS074
Applies to	Upper School and Prep School (Years 6-13)
Endorsed by	Deputy Head (Academic)
Responsibility	Head of Careers and UCAS
Date reviewed	March 2023
Next review	March 2024

Vision and Values

Bedford School aims to provide an outstanding programme of Careers Education that supports the school's long-term vision and core values. The Careers Programme maximises the school's ethos of integrity, responsibility, curiosity, kindness and endeavour by providing boys with the self-awareness, confidence, breadth of experience, opportunities and networking skills to make informed and confident decisions about the options available to them and their future beyond school.

This policy is underpinned by all the current policies held within the school, including the More Able, Gifted and Talented Policy, Special Educational Needs and Disabilities Policy, University Open Days and Interviews Policy.

Staff

A core team of staff work in collaboration with the Head of Careers and UCAS, who is Level 6 qualified and a member of the CDI. This team includes a Careers Adviser (also Level 6 qualified) and staff responsible for overseeing Oxbridge, clinical, international applications and degree apprenticeships, including direct work entry and vocational qualifications. Careers staff adhere to the CDI Code of Ethics. The Careers Programme is delivered with support from all staff, including Tutors, Housemasters, and Heads of Department. The school is the holder of the Onslow Trust's Gold Award for Education to Employment and holds the nationally accredited Career Mark.

Careers Programme

The Careers Programme is underpinned by a range of research and best practice including the CDI framework for Careers, Employability and Enterprise, the Gatsby Benchmarks of Good Career Guidance, and the ISI Regulatory Requirements.

There is a full Careers Programme for pupils from Year 6 to the Upper Sixth. As part of our ongoing development, all Y6-Year 8 students will have a Unifrog account as from the 2022/23 academic year; this in addition to those boys having accounts throughout the Upper School.

Key elements of the Careers Programme include:

Year 6: Introduction to Unifrog, personality profile. Knowing yourself. Identifying different careers/jobs in all sectors. Qualities needed for the working world.

Year 7: Personal strengths and areas for development. Future Careers and Employability Skills lessons.

Year 8: A broad selection of careers talks run by outside employers in industry, enabling focus and drive to think about future decision-making in school.

Fourth Form: A careers research experience. Presentation skills. GCSE Options support.

Remove: Morrisby profiling (non-biased and impartial). Teamwork and Leadership activities. Self-actualisation for fulfilling potential.

Fifth Form: Interview with an independent unbiased, qualified external Careers Adviser to discuss Morrisby results and formulate an action plan; further discussion regarding future choices with a member of CMT. CV design and making effective choices.

Lower Sixth: 1:1 personalised Careers Advice sessions in-house. Completion of the MyUniChoices questionnaire; a 'Beyond Bedford' evening focusing on Higher Education options; a series of off-timetable events with specialist staff to help students to focus on their subject and university choices and personal statements; support for international applications, degree apprenticeship applications and interview and direct-to-work applications.

Upper Sixth: Focus on pathways beyond school. Completion of UCAS forms; guidance for all pathways including degree apprenticeships, employment, gap years, and international applications; support with decision-making; student finance.

More detailed and specific information is given to pupils and parents/guardians at the time of GCSE and A Level/IB choices concerning the requirements of all pathways beyond school, including university courses. An independent Careers Adviser is also present at Fifth and Sixth Form Parents/guardians' Evenings to provide additional professional advice and support.

Meetings with members of the Careers Team are available daily and may be requested by any student or parent/guardian. Open door policy in place.

A Careers Fair open to all boys is held in conjunction with the OB Club in the Spring Term. Speakers representing a broad range of different careers give presentations to pupils and their parents/guardians throughout the evening.

Careers events (including assemblies, visiting speakers, off-site visits, webinars) are held throughout the year with a focus on enthusing and informing boys regarding specific subject interests.

The Careers Team also provide careers support and guidance to alumni.

Work Experience

Please see Appendix 1.

Resources

Careers information and resources are shared with boys and parents/guardians via the school's VLE Firefly, including details of work experience opportunities, careers events and links to high quality careers resources, updated daily.

The Careers Department offers an extensive range of careers resources in the Careers Library. These include reference guides, books for loan, up-to-date magazines and journals, brochures and prospectuses. All resources are reviewed and updated annually.

Students have access to a number of online careers platforms, including Unifrog, Morrisby, and MyFutureChoice.

Monitoring and Evaluation

This policy is monitored on an annual basis through:

- External review processes such as those led by ISI and The Quality in Careers Standard (Career Mark)
- Outcomes for students
- Stakeholder feedback.

Appendix 1: Work Experience

1. Bedford School regards work experience as an essential part of all boys' decision-making processes at all junctures, and encourages boys to proactively seek out such opportunities, by networking through family and friends, as well as by accessing physical and virtual opportunities listed on Firefly. Work experience enables all boys to find direction, gain valuable 'soft' skills and forge links for the future.
2. Work experience placements should only take place during school holidays. Boys are encouraged to undertake their first work experience placement in the summer holidays at the end of the Fifth Form, with additional placements throughout the school holidays in the Sixth Form.
3. Pupils on work experience are not supervised in any way by the School. The School's duty of care is limited to providing guidance on how to organise a placement and appropriate checks for parents/guardians and boys to consider. Any work experience contacts with Old Bedfordians or other members of the extended school community may be shared with parents/guardians (not pupils) in good faith, but the school accepts no liability for the suitability of these contacts and parents/guardians should consider appropriate checks themselves. Parents/guardians should satisfy themselves that they are happy with the employer's arrangements for the work experience, and should pay particular attention to the following:

a. Health and Safety

Pupils on work experience are deemed to be employees for the purposes of Health and Safety legislation. The employer has the main responsibility for the health and safety of the pupil on the work placement.

The employer should be asked to confirm that they have a current Health and Safety Policy and that they will go through the relevant sections with the pupil at the start of the placement. Parents/guardians are directed to the [HSE website](#) for further guidance.

b. Working Time Regulations

Under the Working Time Regulations 1998 there are strict daily and weekly working time limits for young workers under 18. Pupils must not work in excess of the set time limits. Working hours should be clearly defined and communicated to the student in advance of the placement. For further guidance see [here](#).

c. Risk Assessments

The employer should have risk assessments in place before the placement starts, taking into account the age and limited experience of the young person. The key findings should be communicated to the pupil before the commencement of the placement.

The employer should be informed of any medical conditions or special needs that the pupil has that may need to be considered as part of the employer's risk assessment.

d. Insurance

Most employers should have in place Employers' Liability Insurance and parents/guardians should check with the employer that such insurance is in place before the placement begins. Please note, the following employers are exempt from needing Employers' Liability Insurance:

- Sole traders, and companies employing only their owner where that employee also owns 50% or more of the issued share capital in the company;
- Most public organisations including government departments and agencies, local authorities, police authorities and nationalised industries;
- Health service bodies, including National Health Service trusts, health authorities, primary care trusts and Scottish health boards;
- Some other organisations which are financed through public funds, such as passenger transport executives and magistrates' courts committees;
- Family businesses, if all of the employees are closely related (excluding family businesses which are incorporated as limited companies).

A Public Liability insurance policy is not a legal requirement to host work placements, however, most Public Liability policies will cover any accidental injury or damage to third party property arising from the actions of the pupil on work experience, and employers may want to make sure that they are insured in this way.

e. Placements outside of the UK

For placements outside of the UK, parents/guardians are advised to check that employers conform to all local and national standards in the country in which the placement will take place. Parents/guardians should satisfy themselves that appropriate health and safety, insurance, and risk assessment procedures are in place.

4. Pupils are encouraged to reflect on their work experience placement by filling in the Unifrog placements journal and uploading it to their Unifrog locker.