



The Poplar Adolescent Unit  
Therapeutic Education Department

---

## CAREERS POLICY

---

The Policy was formally adopted by the  
Management Committee on:

Review Date:

March 2021

April 2025

## General Statement

The PAU provides education and support as an alternative provision to ensure that every learner reaches their full potential. We work with learners who are particularly vulnerable. The PAU recognises that it has a statutory duty to secure independent careers guidance for all Year 8 to 13 students as outlined in (The Education Act 2011 / Career guidance and access for education and training providers January 2018).

Our aim is that all students acquire the skills, knowledge and attitudes to manage their learning and career progression. We will support students in making informed decisions by providing access to differentiated, impartial and independent information and guidance about the range of post 16 pathway's available to them.

The school is committed to ensuring that the CEIAG advice students receives:

- Includes information on a range of education or training options, including apprenticeship and other vocational pathways
- Impartial
- In the best interests of the students
- Meets the needs of the students We are committed to ensure that the school continues to meet the requirements outlined in the Gatsby Benchmarks.



We are committed to providing a planned Careers programme. This is differentiated to suit the needs of each individual learner. Learners will leave The PAU with the skills and

knowledge required to support their further education, training or employment. The school also works with the Local Authority and a wide range of voluntary / statutory agencies to support our learners whose circumstances have made them vulnerable or hard to reach, including those with special educational needs and those at risk of being NEET post-16.

The PAU supported by Connexions Southend and we work closely with the DWP Careers Advisers, Essex County Council and the Careers and Enterprise Company. We ensure that education and training providers have access to our students, as required by Education Act 1997 and is outlined in our Careers Poplar Providers Access Policy Statement.

### Our Careers Programme

The aim of our Careers Programme is to raise the aspirations of our learners and to support them in making realistic decisions for post 16. The school works collaboratively with internal and external agencies to build a cohesive programme of careers education to ensure that every learner reaches their full potential. This complies with the schools' legal obligations under section 42B of the Education Act 1997. From September 2018 we will be using KUDOS to support in having a structured whole school careers programme.

We aim to ensure that all our YP, who are approaching discharge and are NEET, will at a minimum, take away with them a 'POST DISCHARGE EDUCATION PLAN' detailing their career activity whilst at PAU. A PEDP includes:

- CV & Personal statement Writing- Kudos
- Personal Career Plan/One to One's with DWP/Connexions
- How to use Job Search Engines
- How to complete online job applications
- Mock interviews scenarios- DWP/Connexions
- Part-time Work, Work Experience and Volunteering
- IAG on Post 16- Apprenticeships, Jobs and Universities

### Responsibilities

All staff have the responsibility to contribute to the overall careers programme within the school.

### Careers Team

Cheryl Gardner (Careers Lead): [cheryl.gardner@nhs.net](mailto:cheryl.gardner@nhs.net) PAU Office 01702 538138

Steph Yates (Executive Head): [steph.yates@nhs.net](mailto:steph.yates@nhs.net)

Management Committee have the overall responsibility for overseeing the Careers Education Provision. Teaching Staff are responsible for the delivery of careers education by embedding Careers into their subject area and contributing to the effectiveness of the overall programme.

### Monitoring and evaluation

The Careers Team meet on a regular basis to develop, monitor and evaluate CEIAG across the school. Progress towards the Gatsby Benchmark is adhered to and evaluated.

The development of CEIAG is a continuous priority in the school's strategic development plan. The school has invested in the KUDOS programme, which is an online careers management system which can be accessed by staff and students. This management system allows the school to monitor and evaluate any CEIAG that happens throughout the academic year.

#### Support for pupils with Special Educational Needs or Disabilities

The PAU has high aspirations for all pupils with special educational needs and disabilities (SEND) and will support them in preparing for their next phase of education or training. Further information about outcomes for students with SEND can be found in the SEND policy which is available on the school website.

#### Partnership Work

The school will continue to work with a range of partners to assist in the support and delivery of CEIAG and the Career and Enterprise Company, Enterprise Advisor, local employers, post 16 providers and professional bodies.

#### Staff CPD

Staff CPD will be identified through performance management, staff appraisals and Career team meetings. CPD supports the school improvement plan. Key staff also attend local career meetings to share good practice with other local secondary schools and career providers.