

Careers Related Learning Programme



Updated March 2026 | Green Lane School

Our aim is to help our pupils become responsible citizens who can make a positive contribution to society. Staff at Green Lane work together with our children to encourage them to become as independent as possible, to achieve a range of qualifications and be prepared for transfer to the next phase of their lives.

Introduction

Green Lane School provides a relevant and engaging careers curriculum which meets the differing needs and requirements of our pupils. This is developed throughout a pupil's time at the school and is always supportive of their abilities, strengths and skills.

Aims and Purpose

- Prepare pupils for the transition to life after Green Lane, support pupils in making informed decisions which are appropriate for them.
- Provide pupils with well-rounded experiences
- Develop essential skills such as social skills, communication, independence and resilience
- Inspire and motivate pupils to develop themselves as individuals and live as independently as possible

This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

Statutory Requirements and Recommendations

The careers provision at Green Lane is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.

This states that all schools should provide independent careers guidance from Years 8 –13 and that this guidance should:

- be impartial
- include information on a range of pathways, including apprenticeships
- be adapted to the needs of the pupil

In addition, the school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all schools must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships.

Further information relating to this is set out later in this document, under Provider Access.

Career Related Learning Overview

Careers related learning is embedded into the curriculum at Green Lane School. Key skills for employment are developed throughout all subject learning and learners are given frequent opportunities to access employers, colleges and further learning providers. Green Lane School uses Skills Builder to support embedding of employability skills throughout the curriculum and this is threaded throughout all learning pathways across school from 4-19.

Careers related learning opportunities are made relevant to each key stage and begin in Lower School with early careers exploration and initial links being made with identifying different job roles within our local community. As pupils progress to Upper School, employers are invited in to school to work with pupils. We have established a strong Alumni and our ex-students share their own experiences and journeys to employment with our pupils.

Our Key Stage 4 Curriculum is based on hands-on, practical learning opportunities, accredited through ASDAN. Pupils explore a range of career opportunities and develop their key skills for employability as we focus on preparing for adulthood.

All pupils in Key Stage 4 are provided with a 1:1 Careers Guidance interview. The interview is impartial and provided by a specialist Level 6 Careers Advisor from MPloy.

Curriculum Overviews

Careers related learning is embedded across all curriculum areas at Green Lane School. Our curriculum maps include key links to careers related learning across all subjects and across all key stages. Linking learning to careers brings learning to life and helps to establish community understanding and develop awareness of the careers in our community.

Our curriculum focuses on developing key skills for employability. Essential skills unlock learning in the classroom, boosting academic outcomes, perseverance and self belief. They halve the likelihood of being out of work, and increase earnings across a lifetime. They even boost well-being and life satisfaction.

Our 8 Key Skill focus areas are:

Problem Solving

Critical Thinking

Listening

Speaking

Aiming High

Leadership

Creativity

Teamwork

Career Overview by Key Stage

	Autumn	Spring	Summer
Key Stage 1 & 2	People Who Help Us	People Who Help Us	People Who Help Us
	Role play	Role play	Role play
	Jobs in our community	Jobs in our community	Jobs in our community
	The Wider World	The Wider World	The Wider World
	Christmas Enterprise Project	Design & Technology Enterprise Project	Art Exhibition Enterprise Project
	Skills Builder linked Curriculum Learning	Skills Builder linked Curriculum Learning	Skills Builder linked Curriculum Learning
	Skills Builder: Assembly	Skills Builder: Assembly	Skills Builder: Assembly

Key Stage 3	Autumn	Spring	Summer
	Internal Work Experience Placement <i>(All pupils)</i>	Internal Work Experience Placement <i>(All pupils)</i>	Internal Work Experience Placement <i>(All pupils)</i>
	• Horticulture	• Horticulture	• Horticulture
	Weekly Careers Session	Weekly Careers Session	Weekly Careers Session
	Termly Skills Builder Project	Termly Skills Builder Project	Termly Skills Builder Project
	PHSE	PHSE	PHSE
	Christmas Enterprise Project	Employer Visits	Alumni Talks
	Careers and Moving on Event (Year 9)	Further Learning Talks	Employer Visits
	Skills Builder linked Curriculum Learning	D&T Enterprise Project	Art Exhibition Enterprise Project
	Skills Builder linked Curriculum Learning	Skills Builder linked Curriculum Learning	Skills Builder linked Curriculum Learning
	Skills Builder: Assembly	Skills Builder: Assembly	Skills Builder: Assembly
	Employer Visits: Paramedics	Employer Visits: Fire Service	Employer Visits: Fire Service

	Autumn	Spring	Summer
Key Stage 4	External Work Placements (<i>Some Pupils</i>)	External Work Placements (<i>Some Pupils</i>)	External Work Placements (<i>Some Pupils</i>)
	Internal Work Experience Placement (<i>All pupils</i>)	Internal Work Experience Placement (<i>All pupils</i>)	Internal Work Experience Placement (<i>All pupils</i>)
	• Bungalow • Tuck Shop • Breakfast Café • Horticulture	• Bungalow • Tuck Shop • Breakfast Café • Horticulture	• Bungalow • Tuck Shop • Breakfast Café • Horticulture
	PSD/Employability	PSD/Employability	PSD/Employability
	Curriculum linked to Asdan and PfA	Curriculum linked to Asdan and PfA	Curriculum linked to Asdan and PfA
	Enterprise Project	Enterprise Project	Enterprise Project
	Careers and Moving on Event	Employer Visits	Alumni Talks
	Initial College Visits	College Visits and Transition Sessions	Employer Visits
	1:1 Careers Advice Sessions (Year 11)	1:1 Careers Advice Sessions (Year 11)	College Visits and Transition Sessions
	Skills Builder: Assembly	Skills Builder: Assembly	Skills Builder: Assembly
	Workplace Encounters: <i>Visits to local employers.</i>	Workplace Encounters: <i>Visits to local employers.</i>	Workplace Encounters: <i>Visits to local employers.</i>

Responsibilities and Accountability

The overall organisation of work experience is undertaken by the school Careers Leader who liaises with the Upper School team to ensure the most relevant and engaging opportunities are taken. Families are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.

All pupils at Green Lane School take part in a minimum of three extended periods of internal work experience during Key Stage 3 and 4. Some pupils take part in external work experience in Key Stage 4. All pupils take part in meaningful workplace encounters in Key Stage 4, some pupils take part in meaningful workplace encounters in Key Stage 3. By the end of Key Stage 4, all learners will have undertaken a minimum of 10 work experience encounter days. This will range from internal work experience placements, employer talks, workplace encounter visits, workplace tasters, and external work experience placements.

All pupils and families from Year 8 upwards are invited to attend our annual 'Careers and Moving On' Event which is attended by local FE providers, Sixth Form Colleges and PfA Services. Pupils in Key Stage 3 are introduced colleges and options for Post-16 education and pupils in Key Stage 4 take part in visits to relevant colleges throughout Year 10 and Autumn Term Year 11, before beginning extended and bespoke transition sessions to the setting of their choosing.

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Careers Link Governor

Brian Lee – MPloy

Independent Careers Guidance Advisor

Hannah Gregory

Work Experience Coordinator

Provider Access Statement

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

A provider wishing to request access should contact Amy Johnston, Telephone: 01925 811617; Email: office@greenlaneschool.co.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

Premises and facilities

The school will make the main hall, classrooms or meeting spaces available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with a member of the Careers team. This will be made available to pupils and families as appropriate.