

## **Smallbrook School Careers Policy Statement including Provider Access Policy Statement**

### **Introduction**

Smallbrook 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 Smallbrook School
- Support pupils in making informed decisions which are appropriate for them
- Provide pupils with well-rounded experiences
- Develop personal characteristics such as social skills, communication, independence and resilience
- Inspire and motivate pupils to develop themselves as individuals and live as independently as is 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 Smallbrook 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.

## **Careers Provision at Smallbrook School**

All pupils have access to the following:

- Embedded careers in the Smallbrook curriculum and explicit employability sessions for all students.
- Visitors in to school and offsite visits support pupils in developing their understanding of a range of different post 16 pathways.
- All pupils from Year 7 have access to advice and guidance from our Employability teacher and Lead.
- All pupils in Year 10 plus have access to a meeting with the independent careers advisor and school careers leader. They also explore future pathways through the employability sessions.
- Pupils have access, through the programme, to relevant careers events hosted in house and at local collages and local/national events.

### **Key Stage 3**

- Pupil pathways onto accredited and vocational courses are planned and prepared for in KS3.
- Pupils take part in Enterprise projects.
- Events and projects are a key part of the KS3 curriculum.
- Pupils in Year 9 will have the opportunity to take part in the Bronze Duke of Edinburgh Award.

### **Key Stage 4 (in addition to KS3 ongoing provision)**

- One-to-one meetings with the school Careers Leader and CSW Advisor in Year 10 and Year 11 inform individual routes into Post 16 provision and appropriate and meaningful work experience opportunities.
- The majority of KS4 pupils take part in the Duke of Edinburgh Award.
- Pupils in Year 10 and 11 plus to undertake Work Experience and work based placements and opportunities.
- Take part in an Enterprise project.

### **Key Stage 5**

- One-to-one meetings with the school Careers Leader and CSW Advisor in Year 12 and Year 13 inform individual routes into Post 16 provision and appropriate and meaningful work experience opportunities.
- The majority of KS5 pupils take part in the Duke of Edinburgh Award.
- Pupils in Year 12 and 13 plus to undertake Work Experience and work based placements and opportunities, due to their age these are often extended periods fitted around their timetable in school.
- Take part in Enterprise project.
- External college placements offering specialised courses identified from previous careers consultation with students are arranged.

The overall organisation of work experience is undertaken by the school Careers Leader who liaises with the Care Homes Managers, and day student parents/guardians to ensure the most relevant and engaging opportunities are taken.

Care home Managers, day student parents / guardians and authorities are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.

All pupils on placement are covered by the employer's insurance and places of work are risk assessed by the Careers Leader in liaison with the Care Home Manager, or day student parent/guardian. This is signed off by the Deputy Head Teacher.

## **Providers Access Policy 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, 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**

#### Procedure:

A provider wishing to request access should contact the Deputy Head Teacher and Careers Programme Lead.

The Careers lead is available at the careers hub on a Monday and Thursday Lunch time for a drop in session. Students can also book in appointments between 3 and 5 pm, Monday and Friday.

### **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 students and/or their Care Home Manager, day student parents/guardians:

	Autumn term	Spring term	Summer term
Year 7*	Employability Sessions [Rolling programme] <ul style="list-style-type: none"> <li>• Visits to employers</li> <li>• Assembly [To include outside speakers, planned sessions]</li> <li>• Embedded work through Curriculum</li> </ul>		
Year 8	<ul style="list-style-type: none"> <li>• Employability Sessions [Rolling programme]</li> <li>• Visits to employers</li> <li>• Assembly [To include outside speakers, planned sessions]</li> <li>• Embedded work through Curriculum</li> </ul>		
Year 9	<ul style="list-style-type: none"> <li>• Employability Sessions [Rolling programme]</li> <li>• Visits to Employers</li> <li>• Assembly [To include outside speakers, planned sessions]</li> <li>• Embedded work through Curriculum</li> </ul>		
Year 10	<ul style="list-style-type: none"> <li>• Embedded work through Curriculum</li> <li>• Assembly [To include outside speakers, planned sessions]</li> <li>• Employability [weekly]</li> </ul>	<ul style="list-style-type: none"> <li>• Embedded work through Curriculum</li> <li>• College taster programme</li> <li>• KS4 attend careers event</li> <li>• Employability [Weekly]</li> <li>• LANDAU Work experience PREP</li> <li>• Work Experience</li> <li>• Assembly [To include outside speakers, planned sessions]</li> <li>• Enterprise project</li> <li>• Meeting with independent careers Adviser</li> </ul>	<ul style="list-style-type: none"> <li>• Embedded work through Curriculum</li> <li>• Employability Weekly</li> <li>• LANDAU summer school</li> <li>• Assembly [To include outside speakers, planned sessions]</li> <li>• Enterprise project</li> </ul>
Year 11 PLUS	<ul style="list-style-type: none"> <li>• Meetings with Independent Careers adviser</li> <li>• LANDAU Work Experience PREP</li> <li>• Work Experience</li> <li>• Careers advice [external]</li> <li>• Skills show</li> <li>• Employability Weekly</li> <li>• Interview Skills LANDAU</li> <li>• Assembly [TO include outside speakers, planned sessions]</li> </ul>	<ul style="list-style-type: none"> <li>• attend careers event</li> <li>• College taster programme</li> <li>• Assembly</li> <li>• Employability weekly</li> <li>• Work Experience</li> <li>• Visits to employers</li> <li>• Practice interviews</li> <li>• Assembly [To include outside speakers, planned sessions]</li> </ul>	<ul style="list-style-type: none"> <li>• College visits</li> <li>• Enterprise Project</li> <li>• Employability weekly</li> <li>• LANDAU [Summer School]</li> <li>• Visits to employers Assembly [To include outside speakers, planned sessions]</li> </ul>

*\*not a legal requirement at Year 7 but at Smallbrook Year 7 pupils are part of our Careers Programme through the curriculum and tutorial programme.*

### **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 the Careers Programme Lead. This will be made available to pupils and home teams as appropriate.

The main area to be used is the Careers Hub in Room 7.

### **Gatsby reference to policy [See action plan]**

1. A stable careers programme. Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.
2. Learning from career and labour market information. Every student, and their team, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.
3. Addressing the needs of each student. Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.
4. Linking curriculum learning to careers. All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.
5. Encounters with employers and employees. Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
6. Experiences of workplaces. Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.
7. Encounters with further and higher education. All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8. Personal guidance. Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.

