

Careers policy and provider access statement

FUTURE EDUCATION



Approved by: Mark Anderson

Date: 09/06/2020

Last reviewed on: 01/06/2022

Next review due by: 01/06/2023

Careers Policy

Introduction

Future Education provides a relevant and engaging careers curriculum which meets the differing needs and requirements of our students all of which have an Education Health and Care Plan (EHCP). This is developed throughout a pupil's time at the school between Year 9 and Year 11 and is always supportive of their abilities, strengths, skills and therapeutic needs.

Future Education prepares students for their transition into new destinations after Future Education and into their post 16 destinations by:

- Supporting pupils to make informed decisions which are appropriate in relation to their skills, needs and personal circumstances.
- Develop personal characteristics such as social skills, communication, independence and resilience integrated within our whole school curriculum, PSHE, SMSC and tutorials.
- Inspire and motivate pupils to develop themselves as individuals and live as independently as is possible.

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

The careers provision at Future Education 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:

- Always remain impartial
- Include information on a range of pathways, including apprenticeships
- Adapt to the needs of each pupil

The school is also compliant with the 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.

The school also works to provide career related activities in accordance with the 8 Gatsby Benchmarks:

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance

Careers Provision at Future Education:

All pupils have access to the following:

- At Future Education - Careers and preparation for life after Future is a fundamental aspect of our PSHE and SMSC curriculum.
- External guest speakers who visit school (e.g. voluntary and public sector, commercial employers) alongside offsite visits to support pupils in developing their understanding of a range of different post 16 pathways available.
- All pupils from Year 9 have access to a careers guidance appointment from the School Business Manager (qualified Careers Adviser).
- All pupils in Year 10 access a careers guidance appointment from the School Business Manager (qualified Careers Adviser) to discuss applications and transition plans as part of EHCP reviews.
- Pupils have access to regional and local careers events published via helpyouchoose.org such as the Norfolk Skills and Careers Show and provider open evenings/events.
- Access to vocational experts to industry onsite who work in industry and teach vocational provision (Construction, Hair and Beauty, Motor mechanics).

Key Stage 3

- Pathways onto accredited and vocational courses (within school) are planned and prepared for in KS3 via the options process.
- Pupils take part in Enterprise projects (Hair and Beauty Workshops, VIY Construction Projects) across the school year
- Pupils in Year 9 will have the opportunity to take part in recognised awards such as John Muir, Arts Award, AQA Awards and Occupational Studies.

Key Stage 4 (in addition to KS3 ongoing provision)

- One-to-one meetings with families, the School Business Manager (Careers Adviser) in Year 10 and Year 11 informs individual routes into Post 16 provision and considers for SEN students with an EHCP meaningful work experience opportunities or simulated vocational provision.
- The majority of KS4 pupils take part in a vocational Occupational Studies Programme (e.g. Construction, Mechanics, Hair and Beauty, Music Technology, Personal Development).
- Pupils in Year 10 and 11 undertake work experience (depending on whether individual risks assessment make it possible) and/or simulated work based placements and opportunities.

The overall organisation of work experience (on site/simulated) is undertaken by the School Business Manager who liaises with school form tutors to ensure the most relevant and engaging opportunities are taken. Including pathways from

Families are informed and communicated with throughout the process. All pupils on placement are covered by the employers' insurance and places of work are risk assessed by the Careers Leader.

Provider Access Statement

Contents

1. Aims.....	4
2. Statutory requirements.....	4
3. Student entitlement	4
4. Management of provider access requests.....	4
5. Links to other policies.....	6
6. Monitoring arrangements	6
.....	

1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our school complies with these requirements.

3. Student entitlement

All students in years 9 to 11 at Future Education Independent School are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Supported to complete application forms with the careers lead in relation to either academic or vocational post-16 transition courses.

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact:

Mark Anderson School Business Manager and School Careers Adviser

Telephone: 01603 251 310

Email: m.anderson@futureeducation.org.uk

4.2 Opportunities for access

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

	Autumn term	Spring term	Summer term
Year 9	<p>Assembly and tutor group opportunities - employability skills</p> <p>All delivery staff to introduce basic employability skills:</p> <p>Communication, problem solving, learning new skills, IT literacy, work values and problem solving.</p>	<p>Sessions around CV's and What makes a good application? (delivered in SMSC)</p>	<p>Employer visits to school to discuss a range of industry specific areas.</p> <p>Key Stage 4 options event (Summer term)</p> <p>One to one careers guidance sessions (available).</p>
Year 10	<p>Assembly and tutor group opportunities - employability skills:</p> <p>Reinforcing employability skills and putting them into practice with mock interviews at school from industry employers and an opportunity to have CV reviewed and questions answered.</p>	<p>Attend Norfolk Skills Show and Careers Fair (If running due to Covid-19).</p> <p>One to one careers guidance sessions</p>	<p>Work experience preparation sessions PSHE/SMSC</p> <p>Work experience or simulated opportunity with a training provider or onsite with a vocational expert/Community Project.</p>
Year 11	<p>Assembly on opportunities at 16</p> <p>Provider visits set up for Year 11 students</p> <p>One to one careers guidance sessions</p>	<p>Post-16 taster sessions</p> <p>Apprenticeships/Study Programmes/College – support with applications.</p>	<p>Transition planning</p> <p>Post 16 Opportunities follow up of offers.</p>

Please speak to Mark Anderson School Business Manager and School Careers Adviser to identify the most suitable opportunity for you.

4.3 Granting and refusing access

Upon request, providers will be given access to attend and take part in school assemblies, timetabled careers or Learning for Life lessons, and careers or raising aspirations calendared events that Future Education is arranging. Students may also travel to visit another provider as part of an organised school trip.

4.4 Safeguarding

Our Whole School Policy for Safeguarding, incorporating Child Protection and Prevent outlines the school's procedure for checking the identity and suitability for visitors.

Education and training providers will be expected to adhere to this policy and ensure with specific reference to sections 2.3, 4.4, 11.3 and Appendix 2 that they evidence meeting the DBS criteria in relation to working with vulnerable students.

4.5 Premises and facilities

The school has a range of facilities available for providers depending on their needs. Prior to any visit providers must discuss with Mark Anderson School Business Manager and Careers Adviser in the first instance and then IT Manager as appropriate to agree which facilities can be used. Following the visit the providers may wish to leave materials/resources for the students and parents to access at a later date.

5. Links to other policies

All link policies can be found on the Future Education website within the documents section:

- Whole School Policy for Safeguarding, incorporating Child Protection and Prevent
- *Careers policy*
- Curriculum Policy
- PSHE Policy (Incorporating SMSC)

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Mark Anderson School Business Manager and School Careers Adviser.

This policy will be reviewed by Mark Anderson annually. At every review, the policy will be approved by the governing board with specific input from the link governor for Careers.