

Careers Policy and Provider Access Statement			
Date	Review Date	Owner	Nominated Governor
1 st September 2021	1 st September 2023	Mark Anderson	Daniel Childerhouse (Chair)

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 student's time at Future Education 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 students 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 students 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 student

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 student
- 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 students have access to the following:

- Careers and preparation for life after school 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 students in developing their understanding of a range of different post 16 pathways available.
- All students from have access to a careers guidance appointment from the School Business Manager (qualified Careers Adviser).
- All students have access to a careers guidance appointment from the School Business Manager (qualified Careers Adviser) to discuss applications and transition plans as part of EHCP reviews.
- Students have access to regional and local careers events such as the Norfolk Skills and Careers Show and provider and open evenings/events at Post 16 providers/Colleges.
- Access to vocational experts to industry onsite who work in industry and teach vocational provision (Construction, Hair and Beauty, Motor mechanics).
- Pathways onto accredited and vocational courses are planned and prepared for via vocational provision offered on school site.
- Enterprise projects (Hair ad Beauty Workshops, VIY Construction Projects) across the school year.
- The opportunity to take part in recognised awards such as John Muir, Arts Award, AQA Awards and NCFE Occupational Studies.
- The School Business Manager (Careers Adviser) provides information, advice and guidance on individual routes into Post 16 provision and considers for SEN students with an EHCP meaningful work experience opportunities or simulated vocational provision throughout their time at school.
- The majority of students take part in a vocational Occupational Studies Programme (e.g. Construction, Mechanics, Hair and Beauty, Music Technology, Personal Development).
- Work experience 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.

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 School Business Manager.

Provider Access Statement

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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](#).

From January 2023 the Skills and Post-16 Education Act 2022 sets out new requirements on the number and types of encounters schools will need to deliver for their pupils. Future Education will provide at least four encounters for students during their time at Future Education. The encounters will be with approved providers of approved technical education or apprenticeships. Two encounters in the same phase cannot be with the exact same provider.

Future Education will ask all providers to whom access is given to provide information that includes the following:

- (i) Information about the provider and the approved technical education qualifications or apprenticeships that the provider offers.
- (ii) Information about the careers to which those technical or educational qualifications might lead.
- (iii) A description of what learning or training with the provider is like
- (iv) A record of the responses to questions from the students about the provider or approved technical education qualifications and apprenticeships.

The Skills and Post-16 Education Action 2022 is mandated for each registered students not just selected groups.

This policy shows how our school complies with these requirements.

3. Student entitlement

All students 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.
- Four encounters with technical education providers/apprenticeships (see above in statutory requirements for what this looks like in the Skills and Post 16 Education Act 2022).
- Support to complete application forms with the School Business Manager/Careers Adviser 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:

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
All students	<p>Careers Guidance Appointments</p> <p>Visit with/to technical education provider/apprenticeship providers</p>	<p>Careers Guidance Appointments</p> <p>Sessions around CV's and What makes a good application? (delivered in PSHE)</p> <p>Visit with/to technical education provider/apprenticeship providers</p> <p>Norfolk Skills Show and Careers Fair March 2023</p>	<p>Careers Guidance Appointments</p> <p>Employer visits to school to discuss a range of industry specific areas.</p> <p>Visit with/to technical education provider/apprenticeship provider</p>

Please speak to 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 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
- 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 School Business Manager and School Careers Adviser.

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