

Presdales School



Title	Careers policy (including Provider access policy)
Version	October 2018
Author/Title	Julie Stephenson
Committee Responsible	Achievement & Curriculum Committee
Governor Link	Mark Dunstan
Date approved by Committee	
Date approved by Full Governing Body	NA
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Enquiries & comments

Any enquiries and comments about this publication may be made to:

Telephone: 01920462210 / Email: admin@presdales.herts.sch.uk

Address: Hoe Lane, Ware, Hertfordshire SG12 9NX

Presdales Careers Plan 2017-2018

Governing bodies are required to ensure that all students are provided with independent careers guidance from year 8 to year 13

Independent careers guidance must:

- promote the best interests of the students to whom it is given
- be presented in an impartial manner
- feature information on the range of education or training options, including apprenticeships and other vocational pathways.

By the end of Key Stage 3 students are entitled to:

- be supported in devising an action plan towards their career goal
- take part in an enterprise activity and begin to develop financial capability skills
- listen to talks on different careers
- begin to develop presentation and interview skills
- have been given the opportunity to have a day's work experience

Activities to include:

- A variety of volunteers that are invited into school to speak in assemblies about their jobs and opportunities they have encountered.
- Using career exploration resources e.g. Kudos software
- A student has an individual meeting with a member of senior leadership team in year 9 during which information, advice and guidance is given to support future steps as part of the GCSE Options Process.
- Enterprise activities take place in PSHE lessons e.g. small business challenge, financial awareness run by Santander Bank.
- Year 9 SEND students have an individual appointment with a qualified, independent, impartial careers advisor
- Students are invited to take part in "Take your daughter to work day" in year 8.

By the end of Key Stage 4 students are entitled to:

- be offered at least one individual appointment with a qualified, independent, impartial careers advisor.
- be supported in devising an action plan towards their career goal
- take part in an enterprise activity
- listen to talks on different careers
- have been given the opportunity to speak to representatives from various sectors of the world of work
- develop financial capability skills
- produce a curriculum vitae
- be given impartial advice and guidance on post-16 education, employment and training and apprenticeship options.
- develop presentation and interview skills

Activities to include:

- A variety of volunteers that are invited into school to speak in assemblies about their jobs and opportunities they have encountered
- Year 11 SEND students having an individual appointment with a qualified, independent, impartial careers advisor
- Using career exploration resources e.g. Kudos software
- A student has an individual meeting with a member of senior leadership team in year 11 during which information, advice and guidance is given to support future steps as part of the A level/higher education options process.
- Enterprise initiatives to take place in PSHE lessons e.g. small business challenge, financial awareness
- Students offered at least one appointment with YC Herts.
- Students preparing their own CV and take part in a mock interview
- Suitable apprenticeships and training vacancies are also advertised to students on a regular basis.

By the end of Key Stage 5 students are entitled to:

- have comprehensive information about Post 18 Higher Education Options
- complete a workable action plan, taking account of the options available to them and be aware of the different qualifications available Post 16.

Activities to include

- Students receive regular email reminders of forthcoming university open days and occupational taster days
- Medical Society – open to all students considering careers within the NHS, Veterinary Science or other medical related career
- Applications to Higher Education is supported fully by the Sixth Form team and a designated UCAS coordinator
- Regular email updates about apprenticeships, job vacancies and other training opportunities
- Workshops to provide support in the production of high quality CVs/Personal Statements and preparation for interviews
- Guidance and support with work experience and/or work shadowing

Monitoring

The careers programme is led by the DHT Curriculum who regularly updates SLT on careers. The lessons and events are regularly evaluated by students.

The SENCo is involved in identifying students with special educational needs for extra careers support with YC Herts in Year 9 and 11.

The PSHE Coordinator is responsible for coordinating the PSHE curriculum and liaising on the delivery of any work related units.

Provider Access Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students 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.

Student entitlement

All students 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 educational 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 open 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 Julie Stephenson DHT Curriculum

Telephone: 01920 462210

Email: stephensonj@presdales.herts.sch.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 students and/or their parents/carers:

Year group	Autumn Term	Spring Term	Summer term
7		Careers week activities Santander financial workshops Use Unifrog platform in PSHE lessons (May 2018)	
8		Careers week activities Use Unifrog platform in PSHE lessons (March 2018) Take your Daughter to work day (April 26th 2018)	
9	Year 9 options launch with Unifrog in form times	Careers week activities Futures Interviews with SLT (January)	Small business challenge
9	YC Herts SEND and PP interviews		
10	Skills London (24th November)	Careers week activities Unifrog in form time (February 2018)	
10	CV and interviewing masterclass by YC Herts	YC Herts mock interview day (15th March 2018)	
11	Futures interviews 1 with SLT	Careers week activities	
11	YC Herts SEND interviews	YC HERTS interviews	
11	Collapsed day 1/2 day A level taster sessions, Apprenticeship talk and HRC tour and information session (25 th October) Unifrog in form time	Futures interview 2	
12	Apprenticeship session	YC HERTS interviews Year 12 Futures Week	
13	Apprenticeship session	YC HERTS interviews	

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms 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 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 at the Careers Resource Centre, which is managed by the school receptionist. The Resource Centre is available to all students at lunch and break times.