

Presdales School



Title	Careers policy (including Provider access policy)
Version	May 2019
Author/Title	Julie Stephenson
Committee Responsible	Achievement & Curriculum Committee
Governor Link	Oyinda Bishi
Date approved by Committee	May 2019
Date approved by Full Governing Body	May 2019
Review Date	Summer 1: 2020

Enquiries & comments

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

Telephone: 01920 462210 / Email: admin@presdales.herts.sch.uk

Address: Hoe Lane, Ware, Hertfordshire SG12 9NX

1. MISSION STATEMENT / RATIONALE

Presdales School is committed to providing high quality Careers Education, Information, Advice and Guidance (CEIAG) to all students and recognises the important role that careers education / work-related learning plays in:

- preparing and supporting young people to sustain employability and achieve personal and economic wellbeing throughout their lives
- empowering young people to make well-informed decisions when planning and managing their own futures
- raising aspirations and inspiring young people to achieve their full potential
- promoting equality, diversity, social mobility and challenging stereotypes
- preparing young people to leave school prepared for life in modern Britain

Careers education forms an integral part of the curriculum at Presdales School. The taught curriculum is supported by a comprehensive programme of organised activities. Careers guidance focuses on the specific needs of individual students to promote self-awareness and personal development. The school's aim is to provide current and relevant information, in an impartial, confidential and differentiated manner, to enable each student to make well-informed decisions about their future.

The provision reflects the DfE's statutory and non-statutory guidance and engagement with supporting bodies including the Careers and Enterprise Company and Gatsby Foundation.

2. COMMITMENT & VISION STATEMENT

Presdales School seek to provide a planned programme of CEIAG for students in partnership with a range of stakeholders including YC Hertfordshire, local colleges and HE providers, businesses, parents and alumni. The ambition is to ensure that all students leave equipped with the relevant skills and knowledge required to successfully support their entry to the next stage of their development. To this end it aims to promote:

- An understanding of the changing nature of work, learning and career choices, including the full range of pathways open to young people post-16 and post-18.
- Progression planning through the provision of information and guidance from independent external careers advisors, support within the curriculum, organised activities and events with local colleges and businesses.
- Direct exposure to a wide range of employers from different career fields and first-hand experience of the world of work through programmes such as Year 8 and 10 work shadowing.
- A commitment to achieving excellence in this area of the curriculum by striving to achieve the Quality in Careers Standard
- Self-awareness and self-development – encouraging students to assess their own strengths and areas for development in order to inform future learning and work choices and develop positive self-esteem.

3. LEADERSHIP AND MANAGEMENT

The Careers programme is delivered, monitored and evaluated by the Careers Lead in consultation with relevant staff, including:

- Careers Link Governor
- SENCo
- PSHE coordinator
- YC Hertfordshire
- Careers Enterprise Company

4. CURRICULUM PROVISION

Presdales School careers programme is designed to meet the needs of students at different stages of their learning journey through school. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. Consideration for SEND learners is taken into account and activities are differentiated to ensure an inclusive approach and equality of access.

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 and have various employer encounters
- begin to develop presentation and interview skills
- have been given the opportunity to have a day's work shadowing

Activities to include:

- A variety of volunteers that are invited into school to speak in assemblies and workshops about their jobs and opportunities they have encountered.
- Using career exploration resources e.g. Unifrog 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.
- 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 and impartial careers advisor.
- be supported in devising an action plan towards their career goal and 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 and workshops about their jobs and opportunities they have encountered
- SEND students having an individual appointment with a qualified, independent, impartial careers advisor
- Using career exploration resources e.g. Unifrog software
- A student has two individual meetings 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 taking 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 reminders of forthcoming university open days and occupational taster days through Sixth Form google site.
- 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
- Regular updates about apprenticeships, job vacancies and other training opportunities through Sixth Form google site.
- Workshops to provide support in the production of high quality CVs/Personal Statements and preparation for interviews using Unifrog package.
- Guidance and support with work experience and/or work shadowing

5. PERSONAL PROVISION

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 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 evenings, assemblies and group discussions and taster events
- To understand how to make applications for the full range of academic and technical courses

6. RESOURCES

Funding is allocated in annual budget planning. Funding for developments in the school's improvement plan is considered in the context of whole school priorities. Presdales School allocates resources to support its careers provision as well as meeting the Gatsby Benchmarks by 2020, as set out in the DfE's 2018 guidance. Resources including free advice and support are sought in order to enhance provision further.

7. STAFF DEVELOPMENT AND CPD

Presdales School keeps abreast of changes to statutory and non-statutory guidance, as well as changing labour market and education information and opportunities. Staff with dedicated responsibility for careers provision receives training to lead, manage and deliver the school's careers programme. Other staff that engages in the delivery of the school's career's programme is supported to do so.

8. MONITORING, REVIEW AND EVALUATION OF PROGRAMME AND DELIVERY

The Careers Leaders is responsible for the monitoring, review and evaluation of the programme. This annual evaluation is informed by:

- Evaluation of progress against the Gatsby Benchmarks through the Compass tool
- Systematic evaluation of the careers programme by key stakeholders
- Support from a school governor who acts as a critical friend
- Monitored at management, school and trust level

9. BUSINESS LINKS

Presdales School engages with the Careers and Enterprise Company. Each school's Enterprise Advisor works with them to build employer engagement and to create lasting connections between the school and local businesses. These efforts are supported by each school's engagement with parents and alumni who facilitate employer engagement.

Presdales School has relationships with a range of business from different industries; these relationships are used to ensure CEIAG is relevant and delivered by those in industry. These relationships are reviewed annually and new partnerships are constantly being sought.

10. ENGAGING PARENTS / CARERS / ALUMNI

The school seeks to actively engage parents / carers in the formulation and development of careers provision. Regular careers updates together with requests for assistance with careers events are provided through the school newsletter and other social media. A database of parents / carers / alumni able and willing to support with events and other planned activities such as work experience is maintained and updated by the Careers Lead.

11. COMMUNICATIONS

Presdales School takes a proactive approach to communicating their careers programme for example through each school's website. Through the monitoring, review and evaluation of provision, set out in section 8 of this policy, Presdales School acts on feedback and refine its careers programme each year. Presdales School prioritises maintaining relationships with key groups set out in sections 9 and 10 of this policy to ensure a sustainable careers programme.

12. APPROVAL AND REVIEW

Policy will be reviewed annually involving all stakeholders and actions for improvement will be included in the school improvement plan.

Date effective: May 2019

Review date: May 2020

Review leader: Julie Stephenson

Appendix A

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 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

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. The careers plan is available on the school website ([click here](#))

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.