



# Stafford Manor High School

Review frequency (Free/annual/etc.)	Recommended annually
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Responsibility of (FGB/Committee/individual)	FGB
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Signed by Chair (Maddy Belle/Progress and Learning Committee & Warren Dix Chair of FGB)	<i>M Belle</i> <i>W Dix</i>
Review date	Summer 2023
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## Careers Education and Provider Access Policy

### Careers Policy

Careers education, information, advice and guidance play an important part in preparing pupils for the opportunities, responsibilities and experiences of life. A programme of relevant activities supports them at key decision making points such as GCSE, post 16 and post 18 options. It will equip them to choose pathways that are right for them, to be able to manage their careers and aspire to career well-being and happiness. At Stafford Manor High School we believe that all pupils are able to achieve their potential only if they understand themselves, their abilities and opportunities open to them.

This policy is underpinned by Sections 42A and 45A of the Education Act 1997, and has due regard to the DfE's statutory guidance, 'Careers guidance and access for education and training providers', which was last updated in October 2018.

### Aims

Stafford Manor High School's Career Education Policy has the following aims:

- To contribute to strategies for raising achievement through raising aspirations, motivation and confidence;
- To challenge stereotypes and promote equality of opportunity;
- To develop an understanding of different career paths and the differences between school and work;

- To help pupils to access information on the full range of post-16 education and training opportunities;
- To develop enterprise and employability skills;
- To inspire pupils to chase and achieve their dreams, through focussing on future aspirations and work with employers;
- To reduce the number of pupils not in employment, education or training, and reduce the number of pupils who drop out of courses in education or training;
- To involve parents and carers throughout the delivery of CEIAG and instil a healthy attitude towards work.

## **Roles and Responsibilities**

The Headteacher and Governors have overall responsibility for CEIAG provision. Stafford Manor High School also has a dedicated Careers Lead to implement CEIAG across the school. All staff contribute to CEIAG through their roles as tutors and subject teachers.

The school has a close working relationship with The Careers and Enterprise Company to support the implementation of its careers programme.

## **Provision**

The careers programme at Stafford Manor High School has been produced with pupils at the forefront and in accordance with the 'Eight Gatsby Benchmarks for good career guidance'. These are stated below:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Stafford Manor High School aims to embed enterprise, employability and quality careers guidance and inspiration into the schools culture and curriculum with a focus on developing structured and sustainable employer partnerships increasing pupil exposure to the real world of work as part of their preparation for modern life. We believe in developing the employability of pupils with a focus on skill development, workplace behaviours and exposure to the world of work to enable a successful integration on leaving education into their first job.

The programme has the following themes:

**Key Stage 3:** During Year 7, pupils will understand the benefits of a good education in allowing them to enhance their career prospects. Through Year 8 pupils broaden horizons and awareness of careers and the world of work, whilst developing their self-awareness of skills and understanding of their application to future careers. In Year 9 pupils focus on the importance of choosing the correct subjects to study in the next phase of their education to achieve their career goals.

**Key Stage 4:** Through Year 10 pupils develop skills for employment by developing CV and letter writing skills, as well as mock interviews to focus pupils on the practical aspects of embarking on a career. Year 11 has a strong focus on ensuring pupils are fully aware of their post 16 options and what the next stage of their education will be.

**Post 16:** Pupils are provided with advice and guidance regarding post 18 options including higher education, apprenticeship routes and alternative options. Pupils continue to receive quality support in writing of CV's and personal statements to support UCAS applications. Visits to University, apprenticeship placements and workplaces are all encouraged.

## **Personal Guidance**

Stafford Manor High School invests in the services of a professional Careers Advisor to support appropriately with careers advice. All pupils will have a meeting with the careers advisor by the time the pupil reaches the age of 16, with the opportunity for a further interview by the age of 18.

## **Monitoring and Review**

An audit of CEIAG provision will be carried out annually to ensure suitable progress is being made towards the Gatsby benchmarks. Quality assurance will include the evaluation of the quality of provision, pupil feedback and destination data.

The Governors Progress and Learning Committee, in conjunction with the Headteacher and Careers Lead, will review this policy on an annual basis.

The Headteacher will make any necessary changes to this policy, and communicate them with all members of staff.

# **Provider Access Policy Statement**

## **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

## **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.

## **Pupil entitlement**

Pupils in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeship 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.

## **Management of provider access requests**

### **Procedure**

A provider wishing to request access should contact Mrs Karen Burns (Teacher of Maths/Careers Lead). Telephone: 01785 258363; Email: [k.burns@smhs.staffs.sch.uk](mailto:k.burns@smhs.staffs.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 pupils and/or their parents.

	<b>KS3</b>	<b>KS4</b>	<b>KS5</b>
<b>Aims</b>	Identify individual's skills and abilities. Understand that different jobs/careers need different skills/abilities/qualifications Prepare for KS4 options	Understand the different types of courses and qualifications after KS4/KS5. Develop personal skills to help with the application process for courses, apprenticeships and part time work	Developing personal skills to cope with study and work. Understand the range of options post KS5 and the necessary qualifications.
<b>Autumn</b>	'Meet an employer' event Assemblies and tutor group activities Y7 Who am I? skills and abilities and aspirations Y8 How different jobs require different skills and abilities Y9 Investigating different jobs and qualifications	'Meet an employer' event Assemblies and tutor group activities Y10 Understanding the structure of KS4 Courses. Y11 Mock interviews Post 16 Options Evening Y11 Careers Interviews with External Advisor	'Meet an employer' event Assemblies and Tutorial programme Y12 Developing personal skills and abilities for study and future pathways Y13 UCAS applications
<b>Spring</b>	Careers Fair Assemblies and tutor group activities Y9 Future pathways week KS4 Options meeting	Careers Fair Assemblies and tutor group activities Y10 CV's and Application forms Post 16 Courses Y11 Careers interviews with External Advisor Y11 Support for Post 16 courses Y10 Nu Futures- targeted pupils	Assemblies and Tutorial programme HE Fair Y12/13 Individual careers guidance and support from External Advisor
<b>Summer</b>	Assemblies and tutor group activities Employers Workshop including visits	Assemblies and tutor group activities Employers Workshop including visits Y10 College visits Y10 Nu Futures- targeted pupils Y10 Early careers interviews for targeted pupils	Assemblies and Tutorial programme Y12 Next steps – developing skills for post y13 Y12 Work Experience

Please speak to our named Careers Leader to identify the most suitable opportunity for you.

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

## **The rules for granting and refusing access requests**

Every access request will be considered by the school on its individual merits and the final decision will be made by the Headteacher. However, any access request must be relevant and appropriate to the pupils at Stafford Manor High School as well as meeting the requirements of our Equality Information and Objectives Policy.

## **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, 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 at the Careers Resource Centre, which is managed by the careers leader. The Resource Centre is available to all pupils at lunch and break times.

## **Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to pupils is monitored by the Headteacher.

This policy will be reviewed by the Headteacher on an annual basis. At every review, the policy will be approved by the Governors Progress and Learning Committee.