



Careers Information and Guidance Policy

Policy Update

Policy Lead Person: CIAG (Careers Information and Guidance) Lead

Reviewed/approved by: Governors' T&L Committee : 7th February 2019

Next Review Date due: Governors' T&L Committee: March 2020

The Park Community School, Barnstaple



Careers Information and Guidance

This document sets out the school's procedures for Careers Information and Guidance following the publication of the Careers Strategy: making the most of everyone's skills and talents - December 2017 and the statutory guidance: Careers Guidance and Access for Education and Training Providers January 2018.

Our aims are:

- ★ to have a member of their Governing Board who takes a strategic interest in careers education and guidance and encourages employer engagement.
- ★ to make sure all students get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience;
- ★ to fulfil the school's legal duties: the existing duty to secure independent careers guidance and the new duty to provide opportunities to a range of providers of technical education and apprenticeships to access students to inform them about technical education qualifications or apprenticeships;
- ★ to improve careers provision by working towards meeting all eight of the Gatsby Benchmarks (Appendix A) by the end of 2020 using the Compass self-evaluation tool to assess progress;
- ★ to enable the students to develop self-awareness and an honest self-assessment;
- ★ to encourage/develop the skills necessary for students to use a range of research resources in order to make sensible and well-informed decisions;
- ★ to give students an insight into all aspects of the community and work, to encourage them to broaden their horizons;
- ★ to ensure that staff are kept up to date with current careers and guidance information through updates and training;
- ★ to provide destination data annually from the year cohort, to enable students, parents and staff to see which opportunities they have pursued.

How the Careers Information and Guidance is structured working towards the 2020 Standards:

1. The school uses the Gatsby Benchmarks to develop and improve careers provision.
2. The school uses the Compass self-evaluation tool to audit existing provision, consider how to improve and track progress towards meeting the Gatsby Benchmarks with the support of The Careers and Enterprise Company and an Enterprise Adviser.
3. A named Governor and a named Careers Leader are responsible for oversight of Careers Information and Guidance and encourages employer engagement.
4. The day to day planning and running of careers, advice and guidance work is organised by the Careers Leader.

5. Impartial advice is available via Careers South West, the Careers Library, online sources such as the National Careers Service Database, LMI in a Box, Kudos and through contact with employers and Park School Alumni.
6. The Careers Library is located in the Learning Resource Centre, giving open access to both students and staff from 8.30am – 4.30pm. Access to online resources are available at any time.
7. A structured CIAG Programme is taught by the tutors within the P.S.H.E.E. Programme in Years 7, 8, 9, 10 and 11.
8. A structured work experience opportunity is delivered in Year 10.
9. The opportunity for students to go on a taster day at the local Further Education College. Students in Year 11 also have the opportunity to attend taster days at other FE establishments.
10. Tutors deliver the programme to their Tutor Groups and are now actively involved in the delivery of careers work from Year 7 through to Year 11.
11. Students have an opportunity for personal guidance interviews whenever significant study or career choices are being made. All students will have been invited to receive an interview by the age of 16. These may be conducted by a suitably experienced member of the school staff or a Careers Adviser from Careers South West.
12. An 'Options at 16+' careers event takes place in the Autumn Term for Year 11 where employers, the armed forces, further education colleges and higher education are invited to attend.
13. Further Education, Apprenticeship providers and Careers South West attend the Year 9 Options evening.
14. Some students in Year 11 may be offered the opportunity to attend University Summer Schools across the country once their GCSE exams have finished.
15. The Careers South West Careers Adviser attends all transition reviews for vulnerable groups to advise on transition information.
16. The Careers Leader is well supported by the Leadership Team, enabling attendance at relevant courses to keep up-to-date with current issues.
17. From the age of 11, pupils will participate in a meaningful encounter with an employer every year. A record is kept of these encounters and will feature in a student's Progress Folder.

Further Education

We have developed a wide network of links with our local FE provider and many other FE providers. The vast majority of students recognise the value of continuing their education well beyond 16 and over.

Apprenticeships

- Students are kept up-to-date with current information on apprenticeships and degree apprenticeships to enable them to make informed decisions (see below).

Provider Access Statement

Introduction

This 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.

Pupil 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 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 events, 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 Serena Thomas Careers Lead

Telephone 01271 373131 stomas@theparkschool.org.uk

Opportunities for Access

A number of events, integrated into the schools careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

	Autumn Term	Spring Term	Summer Term
Year 7			Careers Interview What do You do in Your Job?
Year 8			Careers Interview What qualifications do you Have?
Year 9	Careers Programme Talk Opportunities in NHS	Options Evening Careers Programme Talk Opportunities in Engineering, Hospitality and Catering, Administration, Construction	
Year 10		Careers Programme Talk on Apprenticeships at 16 and Degree Apprenticeships	Post 16 Taster Sessions
Year 11	Options at 16+ Evening Apprenticeships Evening		

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

Premises and facilities

The school will make the School 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 all be discussed and agreed in advance of the visit with the Careers Coordinator or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library, which is managed by the school librarian. The Careers Library is available to all students before and after school and at lunch and break times.

Reviewed & Approved by the Governors' T&L Committee on 7th February 2019

Review - 2020