

## Careers Education - Guidance & Provider Access Statement

<b>Policy Title:</b>	<b>Careers Education - Guidance &amp; Provider Access Statement V1</b>
<b>Academic Year:</b>	<b>2018 - 2019</b>
<b>Policy Reference:</b>	<b>CS5</b> (Combined with CS6 July 2018)
<b>Description:</b>	Education, advice and guidance on career opportunities together with arrangements for managing the access of providers to pupils at icollege for the purposes of giving them information about the provider's education or training offer.
<b>Status:</b>	Approved by Management Committee
<b>Category:</b>	Statutory
<b>Review frequency:</b>	Annually
<b>Contact:</b>	Assistant Head Teacher - Raising Standards
<b>Version:</b>	Created by combining Careers Education & Guidance and Provider Access Statement policies
<b>Who was consulted:</b>	Governors and staff
<b>Other relevant policies:</b>	See item 16
<b>Acronyms:</b>	<p>MC - Management Committee</p> <p>TLC - Teaching &amp; Learning Committee</p> <p>SWC - Safeguarding &amp; Wellbeing Committee</p> <p>FC – Finance Committee</p> <p>H&amp;SPC - Health &amp; Safety and Premises Committee</p> <p>PERS - Personnel Committee</p> <p>LA - Local Authority</p> <p>WBC - West Berkshire Council</p> <p>HT - Headteacher</p> <p>AHT - Assistant Headteacher</p> <p>SLT - Senior Leadership Team</p> <p>ECM – Every Child Matters</p> <p>IAG – Information and Advice Guidance</p> <p>CEG – Careers Education and Guidance</p> <p>CEIAG – Careers Education Information and Guidance</p> <p>PSE – Personal and Social Education</p>
<b>Date for Review:</b>	July 2019



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### 1. Key contact list for Careers Education - Guidance & Provider Access Statement

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<b>Careers Leader</b>	Ali Haynes	<b>01635 48872</b>	ahaynes@icollege.org.uk

<b>2. Policy Statement</b>	<p>From September 2013 The Education Act 2011 has been amended to extend the requirements for schools to secure access to independent Careers guidance for learners in Years 8 - 13. Careers guidance must be presented in an impartial manner to promote the best interests of the learners to whom it is given.</p> <p>Careers guidance for those under compulsory school age must also include information on all options available in respect of 16 – 18 education or training, including Apprenticeships. For those over compulsory school age, information should include Higher Education and employment options Post 18, including Apprenticeships. Schools will be held accountable for the destinations of their leavers through the annual publication of Destination Measures.</p>
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	<p>The Careers Education and Guidance (CEG) programme is an important means of motivating learners to raise aspirations and attainments.</p> <p>We firmly believe that all <b>icollge</b> learners have an entitlement to a CEG programme, which, will encourage them to see career development as a life-long process. Working in conjunction with Adviza, other IAG (Information and Advice Guidance) parents, representatives from local industry and other partners, <b>icollge</b> aims to provide a high quality CEG programme to all our learners.</p> <p>The Provider Access Statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes 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.</p>
<p><b>3. Policy Aims</b></p>	<p><b>a) Self Development</b> Young people should be able to understand themselves and the influences on them as well as the way in which they can contribute to the well-being of others.</p> <p><b>b) Career Exploration</b> Young people should be able to investigate opportunities in learning and work and gain understanding of skills and experience they need to succeed in learning and work.</p> <p><b>c) Career Management</b> Young people should be able to make and adjust plans to manage change and transition.</p>
<p><b>4. Learning Outcomes</b></p>	<p><b>Self-Development</b> Learners should be able:</p> <ul style="list-style-type: none"> <li>• To assess their achievements, qualities and skills.</li> <li>• To present this information as appropriate</li> <li>• To use this information for personal development</li> <li>• To set career and learning targets</li> <li>• To recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work</li> </ul> <p><b>Career Exploration</b> Learners should be able:</p> <ul style="list-style-type: none"> <li>• To understand the nature of work and people's attitudes to it</li> <li>• To use a variety of sources of careers information</li> <li>• To use work experience to improve employment prospects and develop appropriate work based experiences</li> <li>• To understand local labour market</li> </ul> <p><b>Career Management</b> Learners should be able:</p> <ul style="list-style-type: none"> <li>• To use decision-making techniques</li> <li>• To understand and use sources of help</li> <li>• To make informed and appropriate choices at 14 and Post 16</li> <li>• To make and manage changes as appropriate</li> <li>• To understand job/learning applications and the requirements of interviews</li> <li>• To understand rights and responsibilities in the workplace</li> </ul>

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<p><b>5. Careers Education and Careers Guidance</b></p>	<p>CEG consists of Careers Education and Careers Guidance.</p> <p><b>Careers Education</b> helps individuals to develop the skills, knowledge and understanding required to make appropriate choices, to manage transitions in learning and to move successfully into Post 16 &amp; Post 18 choices.</p> <p><b>Careers Guidance</b> is a means of enabling individuals to apply the skills, knowledge and understanding they have learned to make appropriate decisions about learning and moving into work. It should be impartial, client centred and confidential. Careers Guidance takes place mainly through individual support.</p> <p><b>Careers Education and Guidance (CEG) across the icollege</b> In KS3/KS4/KS5 CEIAG (Careers Education Information And Guidance) is embedded within the Personal and Social Education (PSE), AQA exam board units e.g. Applying for Jobs and Courses, Making Informed Careers Choices and Relationships, Behaviour and Practices in the Workplace. They have targeted sessions, which help with preparation for work experience and post school life. Education and guidance includes:</p> <ul style="list-style-type: none"> <li>• Adviza individual guidance and action plans</li> <li>• Careers group work sessions</li> <li>• College visits, interviews and taster days</li> <li>• Work Experience and extended Work Experience (KS4 and 5 only)</li> <li>• Access to Local Market Information (LMI)</li> <li>• Award or Certificate in Personal and Social Education (PSE) offered to KS3, KS4 and KS5</li> <li>• Employer visits and presentations</li> <li>• Employer involvement in curriculum activities such as mock interviews</li> <li>• Employability skills workshops</li> <li>• Support in completing applications and attending interviews</li> <li>• Client centred multiagency approach adopted to facilitate success</li> <li>• Student profiling</li> <li>• Soft and transferable skills through DfE (Department for Education) award with Outdoor Academy (OA) and other external providers.</li> </ul>
<p><b>6. Careers Interviews</b></p>	<p>Careers interviews are conducted by an Adviza/IAG representative (with a level 6 qualified careers adviser)</p> <p>Development Institute database in a confidential setting to ensure impartiality. Learners are able to access this service at any time.</p>
<p><b>7. Information &amp; Resources</b></p>	<p>Careers Information and Resources are located in each unit.</p> <p>Displays of events, opportunities etc. are included on ECM (Every Child Matters) display boards.</p> <p>The Careers information is updated on a regular basis to incorporate any new or additional information.</p> <p>Within each unit there are IT (Information Technology) facilities connected to the school network for programmes such as National Careers, Job Profiles and eCLIPS.</p> <p>The Careers information is available to students at all times.</p>

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<p><b>8. Monitoring, Review &amp; Evaluation</b></p>	<p>This takes place through National Quality Standards for IAG and Local Authority (LA) supported self-evaluation.</p> <p>Assessment and Evaluation also takes place through:</p> <ul style="list-style-type: none"> <li>• Lesson Observations and Learning Walks</li> <li>• Work and planning scrutiny</li> <li>• Student voice</li> <li>• PSE coursework feedback</li> <li>• College placement reports</li> <li>• Learners, employers and teachers complete evaluation of work experience placements</li> <li>• Next stage destination survey</li> <li>• Leavers follow up survey</li> </ul>
<p><b>9. Equal Opportunities</b></p>	<p>The Careers Department supports the school Equal Opportunities Policy and endeavours to implement it in the following ways:</p> <ul style="list-style-type: none"> <li>• Equal Opportunities lessons.</li> <li>• Careful selection of posters and display material.</li> <li>• By encouraging all learners to prepare to support themselves financially.</li> <li>• By encouraging learners to consider all options including non-traditional careers/roles.</li> <li>• By avoiding the use of one gender and gender specific job titles, e.g. using she/he; son/daughter; waiter/waitress.</li> <li>• By offering as free a choice as possible for Work Experience.</li> <li>• By making every effort to give girls and boys equal opportunities to speak, offer opinions and answer questions in lessons.</li> <li>• By not arranging and by discouraging separate sex groups for group work.</li> <li>• Equal access to information for all learners of all abilities.</li> </ul> <p><b>icollege</b> recognise that courses and employment are available and suitable for people of varying skills, abilities and personal qualities. We encourage learners to consider these aspects when choosing work placements, further education and employment. If a learner does not have the academic ability for the career/course they have in mind, we try to help them to identify this and plan accordingly. We emphasise what they can do and the skills they do have.</p>
<p><b>10. Assessment &amp; Recording</b></p>	<ul style="list-style-type: none"> <li>• Learners' work for PSE is kept in exercise books or folders. Work is checked for spelling and grammar according to the Marking policy and learners' progress is monitored by regular end of unit assessments.</li> <li>• Careers Action Plans are produced by Adviza.</li> <li>• Review day documents record progress and suggestions for improvement.</li> <li>• Employers and Careers Leader complete assessment of work experience placements.</li> </ul>
<p><b>11. Entitlement</b></p>	<p>Whilst attending the unit learners should:</p> <ul style="list-style-type: none"> <li>• learn about themselves and what can influence their views</li> <li>• develop decision-making skills</li> <li>• develop skills to help them manage transition</li> <li>• develop skills to use and research careers information</li> <li>• have access to up-to-date information about opportunities in learning and work</li> <li>• have impartial, confidential and up-to-date guidance</li> <li>• learn about the world of work</li> <li>• experience the world of work.</li> </ul>

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	<p>Parents/Carers are entitled:</p> <ul style="list-style-type: none"> <li>to have the opportunity to speak to the Careers Leader by appointment or on review day or at careers evenings</li> <li>to have the opportunity to speak to Adviza or other IAG by telephone, appointment or on review day or at careers evenings</li> <li>to have information about Work Experience and the opportunity to discuss Work Experience issues</li> <li>to request home visits if required.</li> </ul> <p>Students in Years 8 - 13 are entitled:</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>To understand how to make applications for the full range of academic and technical courses.</li> </ul>												
<p><b>12. Links with the community, outside agencies and businesses</b></p>	<p>The <b>icollege</b> has a bank of links with businesses in the local area and this is constantly developing.</p> <p>Speakers/employers etc. are invited into school as appropriate.</p> <p>Speakers from all local colleges and training providers are invited in to school.</p> <p>Learners are also taken to visit college departments and providers and encouraged to attend their Open Days where appropriate. This may require staff to accompany learners to open days.</p>												
<p><b>13. Management of provider access requests</b></p>	<p><b>Procedure</b> - A provider wishing to request access should contact: Emma Douglas, Assistant Headteacher Raising Standards</p> <p>Email: <a href="mailto:edouglas@icollege.org.uk">edouglas@icollege.org.uk</a> Telephone: 01635 48872</p> <p><b>Opportunities for access</b> - 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:</p> <table border="1" data-bbox="440 1541 1517 2016"> <thead> <tr> <th></th> <th><b>Autumn Term Terms 1 &amp; 2</b></th> <th><b>Spring Term Terms 3 &amp; 4</b></th> <th><b>Summer Term Terms 5 &amp; 6</b></th> </tr> </thead> <tbody> <tr> <td>Y7/Y8</td> <td>Presenter Sessions Opportunities*  Adviza sessions offered</td> <td>Presenter Sessions Opportunities*  Adviza sessions offered</td> <td>Presenter Sessions Opportunities*  Adviza sessions offered</td> </tr> <tr> <td>Y9</td> <td>Presenter Sessions Opportunities*  Adviza sessions offered</td> <td>Presenter Sessions Opportunities*  Tenner Challenge Young Enterprise offered  Adviza sessions offered</td> <td>Presenter Sessions Opportunities*  Interview skills workshop – Watermill  Adviza sessions offered</td> </tr> </tbody> </table>		<b>Autumn Term Terms 1 &amp; 2</b>	<b>Spring Term Terms 3 &amp; 4</b>	<b>Summer Term Terms 5 &amp; 6</b>	Y7/Y8	Presenter Sessions Opportunities*  Adviza sessions offered	Presenter Sessions Opportunities*  Adviza sessions offered	Presenter Sessions Opportunities*  Adviza sessions offered	Y9	Presenter Sessions Opportunities*  Adviza sessions offered	Presenter Sessions Opportunities*  Tenner Challenge Young Enterprise offered  Adviza sessions offered	Presenter Sessions Opportunities*  Interview skills workshop – Watermill  Adviza sessions offered
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	Y10	<p>Presenter Sessions Opportunities *</p> <p>Skills Show NEC offered</p> <p>Berkshire Careers Fair offered</p> <p>Adviza sessions offered</p>	<p>Presenter Sessions Opportunities*</p> <p>Tenner Challenge Young Enterprise offered</p> <p>Adviza sessions offered</p>	<p>Presenter Sessions Opportunities*</p> <p>Interview skills workshop – Watermill</p> <p>Adviza sessions offered</p> <p>WEX experience offered</p>
	Y11	<p>Presenter Sessions Opportunities*</p> <p>Skills Show NEC</p> <p>Berkshire Careers Fair</p> <p>1:1 Adviza sessions offered</p> <p>Visits to colleges offered</p>	<p>Presenter Sessions Opportunities*</p> <p>Apprenticeship workshop day 1</p> <p>Inspiration workshop</p> <p>Interview Skills workshop</p> <p>Learn to Earn Young Enterprise workshop offered - Hitachi</p> <p>1:1 Adviza sessions offered</p> <p>College visit offered</p>	<p>Presenter Sessions Opportunities*</p> <p>Apprenticeship workshop day 2</p> <p>Sovereign mock interviews offered</p> <p>1:1 Adviza sessions offered</p> <p>College transition visits supported</p>
	Y12	<p>Presenter Session Opportunities*</p> <p>Skills Show NEC</p> <p>Berkshire Careers Fair</p> <p>1:1 Adviza sessions offered</p> <p>Visits to colleges offered</p>	<p>Presenter Sessions Opportunities*</p> <p>Apprenticeship workshop day 1</p> <p>Extended WEX opportunity</p> <p>1:1 Adviza sessions offered</p> <p>Supported college interviews</p>	<p>Presenter Sessions Opportunities*</p> <p>Apprenticeship workshop day 2</p> <p>Sovereign mock interviews</p> <p>Adviza sessions offered</p> <p>Supported college transition visits</p>
	Y13	<p>Presenter Sessions Opportunities*</p> <p>Skills Show NEC offered</p> <p>Berkshire Careers Fair offered</p> <p>1:1 Adviza sessions on offer</p>	<p>Presenter Sessions Opportunities*</p> <p>Extended WEX opportunity with support</p> <p>Apprenticeship workshop day 1</p>	<p>Presenter Sessions Opportunities*</p> <p>Adviza sessions offered</p> <p>Apprenticeship workshop day 2</p> <p>Supported college transition visits offered</p>

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	College visits organised	1:1 Adviza sessions offered	
		College visit interview	
	<p>Please speak to our named Careers Leader to identify the most suitable opportunity for you.</p> <p>*Presenter Sessions Opportunities: sessions include careers advice and support, local market information (LMI), profiling, employability skills, representatives from apprenticeship providers, 6<sup>th</sup> Form colleges and universities.</p> <p>The school policy on Child Protection &amp; Safeguarding <a href="http://www.icollege.org.uk/policies_and_procedures.php">http://www.icollege.org.uk/policies_and_procedures.php</a> sets out the school's approach to allowing providers into school as visitors to talk to our students.</p>		
<b>14. Premises and facilities</b>	<p><b>Premises and facilities</b></p> <p><b>icollege</b> will make rooms available for discussions between the provider and students, as appropriate to the activity at the most appropriate unit. Icollege will also make available AV and other specialist equipment to support provider presentations if possible. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.</p> <p>Providers are welcome to leave a copy of their prospectus or other relevant course literature in the appropriate area at each unit, this will be managed by the unit PM. This information will be made available to all students at lunch and break times.</p>		
<b>15. Meeting the Gatsby Benchmarks</b>	<p>The Government wants to go beyond the statutory duties and introduce a framework around which schools can develop and improve their entire careers programme. This will help to promote a shared understanding of what excellent careers provision looks like and a consistent approach to achieving it.</p> <p>The Government expects all schools to use the Gatsby Benchmarks to improve their careers provision. The Gatsby Charitable Foundation's Good Career Guidance' report brought together the best national and international research to look at what practical actions could improve careers guidance in England. It identifies eight Gatsby Benchmarks that define a world-class standard of excellent careers guidance.</p> <p>The research provides a clear and consistent message that a good careers programme means achieving all eight Gatsby Benchmarks with every pupil.</p> <p>The Government's expectation is that all schools begin working towards the Benchmarks now (January 2018) and meet them all by the end of 2020.</p> <p>The <b>icollege</b> are in the process of working through implementation of the Benchmarks which are included in the School Improvement Plan.</p> <p>More detail will be provided in due course.</p>		
<b>16. Associated policies</b>	<p>Child Protection &amp; Safeguarding Policy Equal Opportunities Policy Marking Policy School Improvement Plan</p>		





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17. Change Record				
Version	Date Appr	Min Ref	Description of Amendments	Review Date
1	12.7.18		New policy created by combining former CS5 and CS6 policies plus addition of reference to the Gatsby benchmarks.	July 2019

<b>Approved by:</b>	Full MC 12.7.18
<b>Signed:</b>	e signed
<b>Print name:</b>	Karen Reeve
<b>Position:</b>	MC Chair
<b>Date:</b>	12.7.18
<b>Review date:</b>	July 2019