



Careers Education – Guidance & Provider Access Statement

Policy Title:	Careers Education - Guidance & Provider Access Statement V1
Academic Year:	2020-2021
Policy Reference:	CS5 (Combined with CS6 July 2018)
Description:	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.
Status:	Approved by Management Committee
Category:	Statutory
Review frequency:	Annually
Contact:	Assistant Head Teacher - Raising Standards
Version:	Created by combining Careers Education & Guidance and Provider Access Statement policies
Who was consulted:	Governors and staff
Other relevant policies:	See item 16
Acronyms:	<p>MC - Management Committee</p> <p>TLC - Teaching & Learning Committee</p> <p>SWC - Safeguarding & Wellbeing Committee</p> <p>FC – Finance Committee</p> <p>H&SPC - Health & 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>
Date for Review:	July 2021



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

Assistant Headteacher Raising Standards	Emma Douglas	01635 48872	edouglas@icollege.org.uk
Assistant Headteacher Community & Wellbeing	Faye Miller	01635 48872	fmliller@icollege.org.uk
Careers Leader	Ali Haynes	01635 48872	ahaynes@icollege.org.uk

2. Policy Statement	<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> <p>The Careers Education and Guidance (CEG) programme is an important means of</p>
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	<p>motivating learners to raise aspirations and attainments.</p> <p>We firmly believe that all icollege 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, icollege 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>3. Policy Aims</p>	<p>a) Self Development 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) Career Exploration 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>c) Career Management Young people should be able to make and adjust plans to manage change and transition.</p>
<p>4. Learning Outcomes</p>	<p>Self-Development Learners should be able:</p> <ul style="list-style-type: none"> • To assess their achievements, qualities and skills. • To present this information as appropriate • To use this information for personal development • To set career and learning targets • To recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work <p>Career Exploration Learners should be able:</p> <ul style="list-style-type: none"> • To understand the nature of work and people's attitudes to it • To use a variety of sources of careers information • To use work experience to improve employment prospects and develop appropriate work based experiences • To understand local labour market <p>Career Management Learners should be able:</p> <ul style="list-style-type: none"> • To use decision-making techniques • To understand and use sources of help • To make informed and appropriate choices at 14 and Post 16 • To make and manage changes as appropriate • To understand job/learning applications and the requirements of interviews • To understand rights and responsibilities in the workplace
<p>5. Careers</p>	<p>CEG consists of Careers Education and Careers Guidance.</p>



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<p>Education and Careers Guidance</p>	<p>Careers Education 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 & Post 18 choices.</p> <p>Careers Guidance 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>Careers Education and Guidance (CEG) across the icollege In KS3/KS4/KS5 CEIAG (Careers Education Information And Guidance) is embedded within the Personal Social Health and Economic (PSHE) programme and is delivered in rotation with Enterprise and Marketing (E + M) Cambridge Nationals Level 1 and 2. The Careers syllabus is derived from the 2020 Careers Development Institute (CDI) delivery framework. Students have targeted sessions, which help with preparation for work experience and post school life.</p> <p>Education and guidance includes:</p> <ul style="list-style-type: none"> • Adviza individual guidance and action plans • Careers group work sessions • College visits, interviews and taster days • Work Experience and extended Work Experience (KS4 and 5 only) • Access to Local Market Information (LMI) workshops • Access to E + M Cambridge Nationals Level 1 and 2 • Employer visits and presentations • Employer involvement in curriculum activities such as mock interviews • Cross curricular approach to development of employability skills • Bespoke support completing applications and attending interviews • Student profiling and identifying careers of interest • Development of skills through DfE (Department for Education) award with Outdoor Academy (OA) and other external providers. <p>Careers Leader presence in multiagency meetings to meet student needs</p>
<p>6. Careers Interviews</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>7. Information & Resources</p>	<p>Careers Information and Resources are located in each unit.</p> <p>Displays of events, opportunities etc. are included central display boards and as part of 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>
<p>8. Monitoring,</p>	<p>This takes place through National Quality Standards for IAG and Local Authority (LA)</p>



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Review & Evaluation	<p>supported self-evaluation.</p> <p>Assessment and Evaluation also takes place through:</p> <ul style="list-style-type: none"> • Lesson Observations and Learning Walks • Work and planning scrutiny • Student voice • Enterprise and Marketing (E + M) Coursework feedback and Examination <p>End of term assessments (formal and informal) in Careers and PSHE</p> <ul style="list-style-type: none"> • College placement reports • Learners, employers and teachers complete evaluation of work experience placements • Next stage destination survey • Leavers follow up survey
9. Equal Opportunities	<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"> • Equal Opportunities lessons. • Careful selection of posters and display material. • By encouraging all learners to prepare to support themselves financially. • By encouraging learners to consider all options including non-traditional careers/roles. • By avoiding the use of one gender and gender specific job titles, e.g. using she/he; son/daughter; waiter/waitress. • By offering as free a choice as possible for Work Experience. • By making every effort to give girls and boys equal opportunities to speak, offer opinions and answer questions in lessons. • By not arranging and by discouraging separate sex groups for group work. • Equal access to information for all learners of all abilities. <p>icollege 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 whilst supporting aspirational development.</p>
10. Assessment & Recording	<ul style="list-style-type: none"> • Learners' work for E +M and PSHE 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. • Careers Action Plans are produced by Adviza. • Review day documents record progress and suggestions for improvement. • Employers and Careers Leader complete assessment of work experience placements.
11. Entitlement	<p>Whilst attending the unit learners should:</p> <ul style="list-style-type: none"> • learn about themselves and what can influence their views • develop decision-making skills • develop skills to help them manage transition • develop skills to use and research careers information • have access to up-to-date information about opportunities in learning and work • have impartial, confidential and up-to-date guidance • learn about the world of work • experience the world of work.

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	<p>Parents/Carers are entitled:</p> <ul style="list-style-type: none"> to have the opportunity to speak to the Careers Leader by appointment or on review day or at careers evenings to have the opportunity to speak to Adviza or other IAG by telephone, appointment or on review day or at careers evenings to have information about Work Experience and the opportunity to discuss Work Experience issues to request home visits if required. <p>Students in Years 8 - 13 are entitled:</p> <ul style="list-style-type: none"> 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. 								
<p>12. Links with the community, outside agencies and businesses</p>	<p>The icollege 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 local further and higher education providers and training providers are invited in to school.</p> <p>Learners are also taken to visit further and higher education providers and encouraged to attend their Open Days where appropriate. This may require staff to accompany learners to open days.</p>								
<p>13. Management of provider access requests</p>	<p>Procedure - A provider wishing to request access should contact: Emma Douglas, Assistant Headteacher Raising Standards</p> <p>Email: edouglas@icollege.org.uk Telephone: 01635 48872</p> <p>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. The events listed below are indicative of the range typically offered to students, these will be subject to Covid conditions inline with Government guidelines and may be replaced with virtual learning experiences as required.</p> <table border="1" data-bbox="440 1637 1538 2024"> <thead> <tr> <th></th> <th>Autumn Term Terms 1 & 2</th> <th>Spring Term Terms 3 & 4</th> <th>Summer Term Terms 5 & 6</th> </tr> </thead> <tbody> <tr> <td>Y7/Y8</td> <td> Presenter Sessions Opportunities* Teamwork Workshops Strengths workshop Community project Police Presentation/ visit </td> <td> Presenter Sessions Opportunities* STEM activity/ Big Bang Show offered Enterprise Challenge Adviza sessions offered </td> <td> Presenter Sessions Opportunities* Options at 14 and 16 Farm Trip offered Careers Pilot career profile development </td> </tr> </tbody> </table>		Autumn Term Terms 1 & 2	Spring Term Terms 3 & 4	Summer Term Terms 5 & 6	Y7/Y8	Presenter Sessions Opportunities* Teamwork Workshops Strengths workshop Community project Police Presentation/ visit	Presenter Sessions Opportunities* STEM activity/ Big Bang Show offered Enterprise Challenge Adviza sessions offered	Presenter Sessions Opportunities* Options at 14 and 16 Farm Trip offered Careers Pilot career profile development
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	Adviza sessions offered		Adviza sessions offered
Y9	<p>Presenter Sessions Opportunities*</p> <p>Community based fund-raising project</p> <p>Teamwork workshop</p> <p>Police Presentation/ visit</p> <p>Adviza sessions offered</p>	<p>Presenter Sessions Opportunities*</p> <p>Local Business Challenge offered</p> <p>Communication workshop</p> <p>STEM Activities/ Big Bang Show/ Forensics workshop</p> <p>Adviza sessions offered</p>	<p>Presenter Sessions Opportunities*</p> <p>Strengths workshop</p> <p>Careers Pilot (profile) development session</p> <p>Farm visit offered</p> <p>LMI and Options workshops</p> <p>Adviza sessions offered</p>
Y10	<p>Presenter Sessions Opportunities *</p> <p>ASK Apprenticeship Introduction</p> <p>Communication skills workshop</p> <p>Teamwork Workshop</p> <p>ASK Recognising Strengths</p> <p>Career pilot careers profile development</p> <p>Skills Show NEC offered</p> <p>Careers Fair offered</p> <p>Adviza sessions offered including</p>	<p>Presenter Sessions Opportunities*</p> <p>STEM Activities/ Big Bang Show/ Forensics workshop</p> <p>Application writing (English cross-curricular)</p> <p>E+ M Business Challenge</p> <p>Cadburys World Trip</p> <p>ASK LMI and apprenticeships session</p> <p>Fire Service Visit and presentation</p> <p>Adviza sessions offered</p>	<p>Presenter Sessions Opportunities</p> <p>Newbury College Options + Pre-16 course Information Event</p> <p>ASK application workshop</p> <p>Bank/ Visit</p> <p>Mock interviews with local employer</p> <p>WEX experience offered</p> <p>Adviza sessions offered</p>
Y11	<p>Presenter Sessions Opportunities* including T Level presentation from Newbury College at Information Evening</p> <p>Skills workshop</p> <p>Apprenticeship Introduction workshop</p> <p>Careers Fair/ or careers in curriculum event.</p>	<p>Presenter Sessions Opportunities*</p> <p>NCS presentation with Alumni</p> <p>Apprenticeship workshop – Strengths</p> <p>Career Pilot profile update sessions offered</p> <p>Inspiration/ LMI/STEM workshop</p>	<p>Presenter Sessions Opportunities*</p> <p>Bank presentation</p> <p>Apprenticeship – Interview techniques</p> <p>Employer- hosted mock interviews offered</p> <p>College interview/ applicant event/ taster day support</p>



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		<p>NHS experience visit</p> <p>Skills Show Offered</p> <p>Employer visit – Madejski Stadium</p> <p>Visits to colleges offered</p> <p>1:1 Adviza sessions offered</p>	<p>Watermill Theatre Skills Development workshop</p> <p>College visits offered</p> <p>Higher Education Exhibition offered</p> <p>1:1 Adviza sessions offered</p>	<p>Apprenticeship Applications workshops</p> <p>Higher Education visit offered</p> <p>1:1 Adviza sessions offered</p>
	Y12	<p>Presenter Session Opportunities* - including T Level presentation from Newbury College at Information Evening</p> <p>Appenticeships Introduction</p> <p>Teamwork workshop</p> <p>Skills Show NEC offered</p> <p>Careers Fair/ or careers in curriculum event.</p> <p>NHS experience visit</p> <p>Apprenticeships – LMI and Research Skills</p> <p>Visits to colleges and universities offered</p> <p>1:1 Adviza sessions offered</p>	<p>Presenter Sessions Opportunities*</p> <p>Watermill Theatre Skills Development workshop</p> <p>ApprenticeshipsStrengt hs workshop</p> <p>Extended WEX opportunity</p> <p>Employer visit (STEM)</p> <p>Higher Education Exhibition offered</p> <p>1:1 Adviza sessions offered</p>	<p>Presenter Sessions Opportunities*</p> <p>Apprenticeship Winning application sessions</p> <p>Employer-hosted mock interviews offered</p> <p>College applicants events, interviews and taster days supported</p> <p>1:1 Adviza sessions offered</p>
	Y13	<p>Presenter Sessions Opportunities*including T Level presentation from Newbury College at Information Evening</p> <p>Appenticeships Introduction</p> <p>Teamwork workshop</p>	<p>Presenter Sessions Opportunities*</p> <p>Watermill Theatre Skills Development workshop</p> <p>Extended WEX opportunity with support</p> <p>Apprenticeship Strengths workshop</p>	<p>Presenter Sessions Opportunities*</p> <p>Apprenticeship Winning application sessions</p> <p>Employer-hosted mock interviews offered</p> <p>College applicants events, interviews and</p>



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		<p>Skills Show NEC offered</p> <p>Careers Fair/ or careers in curriculum event.</p> <p>NHS experience visit</p> <p>Apprenticeships – LMI and Research Skills</p> <p>Visits to colleges and universities offered</p> <p>1:1 Adviza sessions on offer</p>	<p>Employer visit (STEM)</p> <p>Higher Education Exhibition offered</p> <p>College visits/ interview support</p> <p>1:1 Adviza sessions offered</p>	<p>taster days supported</p> <p>1:1 Adviza sessions offered</p>
<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, local and national employers, 6th Form colleges, and universities.</p> <p>The school policy on Child Protection & Safeguarding http://www.icollege.org.uk/policies_and_procedures.php sets out the school's approach to allowing providers into school as visitors to talk to our students.</p>				
<p>14. Premises and facilities</p>	<p>Premises and facilities</p> <p>icollege 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>			
<p>15. Meeting the Gatsby Benchmarks</p>	<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 are currently working towards the Benchmarks (July 2019) and will meet them all by the end of 2020.</p>			



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	The icollge are in the process of working through implementation of the Benchmarks which are included in the School Improvement Plan. More detail will be provided in due course.
16. Associated policies	Child Protection & Safeguarding Policy Equal Opportunities Policy Marking Policy School Improvement Plan

Keeping Children Safe in Education September 2019

All staff with the iCollege understand the need to safeguard and promote the welfare of children; this includes protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

Children includes everyone under the age of 18.

17. Change Record				
Version	Date Appr	Min Ref	Description of Amendments	Review Date
2			Minor amendments to reflect adjustments to curriculum.	July 2021

Approved by:	Management Committee
Signed:	Maureen Sims
Print name:	Chair of Governors
Position:	
Date:	6 th October 2020
Review date:	September 2021