

CAREERS POLICY & PROVIDER ACCESS STATEMENT

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Outstanding Achievement for All

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LeAF Studio Careers Policy & Provider Access Statement

Careers guidance is understood in this policy to be the full range of activity delivered under the eight Gatsby Benchmarks. The Gatsby Benchmark Toolkit: September 2017

Introduction

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and Employability skills, LeAF Studio seeks to help all students take their place as suitably qualified and responsible adults within society. The focus is upon career and option choice, raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

The schools careers programme has an ongoing commitment to:

- Providing a planned programme of activities to which all students from Years 9 – 13 are entitled which will help them to plan and manage their careers
- Providing Information, Advice and Guidance (IAG) which is impartial, unbiased and is based on their needs
- Ensuring that the CEIAG and Employability programme follows local, regional and national frameworks for good practice and other relevant guidance, such as Section 19 Education Act (2011), January 2018 Statutory guidance: Careers strategy: making the most of everyone's skills and talents (December 2017), as well as guidelines from Ofsted, the Career Development Institute and the Gatsby benchmarks (Appendix 2) for good career guidance
- Working in partnership with The Careers and Enterprise Company to ensure all students access education, employment or training at the relevant transition points

Links with other policies: The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, recording and reporting achievement, equal opportunities and diversity, looked after children and SEND.

Entitlement

Students are entitled to CEIAG which meets professional standards of practice and is both personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to deliver explicit learning outcomes, raise aspirations, challenge stereotyping and promote equality and diversity.

The careers programme is designed to meet the needs of the students at LeAF Studio to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The primary aims of the Careers Education and Guidance (CEG) programme are to:

- Help young people develop an understanding of their own and others' strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values
- Help young people investigate opportunities for further learning and employment, make decisions and manage transitions across key stages
- Ensure that, wherever possible, all young people leave the school with employment, further education or training

CEIAG at LeAF Studio aims to provide students with the skills, knowledge and understanding to support 3 core aims:

- Developing yourself through careers, employability and enterprise education
- Learning about careers and the world of work.
- Developing your career management and employability skills.

The CEG programme provides students with a wide range of experiences to help them progress effectively through their education and on to successful careers. The intended career learning outcomes for students are based on the National Framework and can be found embedded in the Statement of Entitlement (Appendix 1).

Assessment

Through evaluation following career-related events we assess whether students have met the above learning outcomes.

Implementation: Management

Responsibilities are spread between the Vice Principal and the Careers Coordinator. They plan, co-ordinate and evaluate the careers programme as well as plan work experience for Y10 and 12 students. Subject leaders and tutors are consulted to ensure appropriate coverage of careers themes in the tutor and personal development programme as well as in applied subjects across the school. All subjects have a focus on and link to career development and employability learning.

Implementation: Staffing

All staff contribute to CEIAG through their roles as tutors and subject teachers. Tutors deliver weekly careers sessions based on the Unifrog careers platform with the aim of supporting the outcomes listed in appendix 1. Heads of Specialism at Key Stages 4 and 5 deliver and coordinate specialist sessions which enhance students' vocational training. Staff liaise with the relevant Vice Principal and the Careers Coordinator to address needs of all students, including support from teachers and external agencies, including the local IAG provider.

Implementation: The CEG Programme

The CEG programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities via the Unifrog platform, employability learning (including 2 weeks of work experience in key stages 4 and 5) and individual learning planning/portfolio activities via Unifrog. Other focused events, e.g. a higher education fair are provided at Key Stage 4 and 5 and mentoring at Key Stage 4. Work experience takes place towards the end of Year 10 and 12 whereby students prepare for work experience in KS4 and KS5 tutor sessions. Students are actively involved in the evaluation of activities including work experience through lessons and in written feedback.

All students receive at least one careers interview with the Careers Advisor during KS4 and KS5; additional intervention strategies are introduced for those students who may find processes such as securing Work Experience placements and applying to Further Education providers particularly challenging. The Careers Advisor is central to providing guidance to students on routes beyond school and those students who are unsure of their destination after Year 11 and Year 13, are given further support in groups or as individuals to provide the best possible guidance.

The Careers Coordinator works with the Vice Principal to oversee planning, design and delivery of all aspects of our careers education allowing for current labour market intelligence to inform these processes. Careers Education helps young people to develop the knowledge and skills they need to make successful choices, manage transition between key stages and between education and the world of work.

Staff Development

Staff training is identified by a needs analysis and planned for - training to enable subject staff to provide information is planned in conjunction with the Teaching and Learning CPD sessions. Regular CPD sessions

are provided for staff to update them on the sessions for each half term in advance and allow them opportunities to discuss the activities and planned tasks.

External Partnerships

Independent Careers Advice, Employers, ASK Apprenticeships and Higher Education providers visit the school to run work-related activities with students, hold auditions and offer full scholarships to our students. Strong links with a range of employers have been established who visit the school to speak to students about a range of employment sectors.

There have been recent developments with employers offering apprenticeships and information is shared with students about available apprenticeships via ASK, Bournemouth and Poole College, Southern Universities Network (SUN) and the Careers Coordinator. Any provider wishing to request access should contact the Careers Coordinator in the first instance.

Resources

Funding is allocated in the annual budget-planning round in the context of whole-school priorities and particular needs in the CEIAG area. The Principal is responsible for the effective deployment of resources in coordination.

Monitoring, review, evaluation and development of CEG - Our partnerships are reviewed regularly. The following provision is reviewed by the Careers Coordinator and the Assistant Vice Principal with oversight of CEIAG:-

- Annual review of partnership with SUN.
- Lesson and tutor observations within careers tutor lessons as part of School Self Evaluation
- Feedback on the effectiveness of the CEIAG programme is sought through student focus groups and parent questionnaires. Resulting action points then feed into the following years' planning process to ensure they are addressed.
- Review of the school's adherence to the Gatsby Benchmarks through Compass, an online self-evaluation tool for schools.

Appendix 1

Employability Learning and Careers Education, Information and Guidance Statement of Entitlement

As a student at LeAF Studio School, you are entitled to receive a programme of work related and career related learning, careers information and impartial advice and guidance, designed to help you to recognise and develop your skills and abilities, know what opportunities are available in the world of work and to make plans to help you achieve your education and career goals.

At all Key Stages you can expect ...

- access to a planned programme relevant to your year group
- access to a qualified impartial and independent careers adviser for personalised advice and guidance
- help to recognise your likes, dislikes, influences, strengths and preferences in relation to career decisions
- information about the world of work and how the labour market is changing
- information about further and higher education, training and apprenticeships and employment routes
- to take part in activities which challenge stereotyping and raise your aspirations
- to develop skills and qualities to improve your employability
- to develop enterprise skills
- to be well prepared for different transitions
- help to develop financial capability skills
- to develop and strengthen your personal presentation skills for selection processes
- sign posting to relevant up-to-date and impartial sources of careers information and advice

Also, not to have limitations imposed on your aspirations based upon your social, economic or ethnic background.

All students will:

By the end of Key Stage 4:

- Experience careers education, focused on your development, labour market awareness, educational pathways and employability skills, as part of the Personal Development programme and within subject areas.
- Be offered at least one individual appointment with a qualified, independent, impartial careers advisor
- Devise an action plan towards your career goals
- Have listened to talks on different careers
- Have been given the opportunity to speak to representatives from various sectors of the world of work
- Have developed financial capability skills
- Have produced and reviewed a Curriculum Vitae

- Have written a formal letter, e.g. covering letter
- Been given impartial advice and guidance on post-16 education, employment and training and apprenticeship options
- Develop presentation and interview skills
- Be able to access careers information and resources via the school website
- Be offered the opportunity to take part in taster days/ sessions
- Have visited or spoken to representatives of further or higher education institutions, such as universities
- Have opportunities to evaluate individual achievements e.g. rewards assemblies, enterprise activities
- Be given the opportunity to take part in work experience

By the end of Key Stage 5:

- Be offered at least one individual appointment with a qualified, independent, impartial careers advisor
- Participate in an enrichment and tutorial programme focused on your personal development
- Have had the opportunity to set targets and review your progress through Specialism training and on-going support from your tutor and subject teachers
- Develop independent research skills
- Have had the opportunity to meet university and vocational college representatives
- Have had the opportunity to meet apprenticeship providers
- Have been given the opportunity to visit universities
- Have been given the opportunity to volunteer or take part in work experience
- Have received a regular bulletin, containing up-to-date information on higher education taster days, apprenticeship and job opportunities
- Understand the UCAS process and be able to research different universities and courses using online resources
- Have information and support with financial planning for university, work and training
- Write a personal statement for a UCAS or job application
- Have been mentored through the university application process or supported with job or training applications
- Have access to information on how to apply for internships, sponsorships or gap year placements
- Be given the opportunity to take part in enterprise and challenge activities

Appendix 2

The Eight Gatsby benchmarks:

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

Appendix 3

Leaf Studio School Provider Access Policy Statement

Under Section 42B of the Education Act 1997, as of 2 January 2018, we have a duty to provide pupils in years 8-13 with access to providers of post-14, post-16 and post-18 education and training. This policy statement sets out how we manage access requests from these providers.

What are pupils entitled to?

Pupils must be allowed to:

- Learn more about technical education qualifications and apprenticeship opportunities, as part of a careers programme which informs pupils of the full range of education and training options available to them at each transition point
- Hear from a range of local providers about the opportunities on offer, for example, technical education and apprenticeships – this can be achieved through options evenings, assemblies, group discussions, and taster events
- Understand how to apply to the full range of academic and technical courses available to them

Who handles our access requests?

Any provider wishing to request access should contact our careers leader, Mr. Eric Olson, on 01202 578886 or via email on: eric.olson@leafstudio.co.uk

What opportunities are provided to allow access to pupils?

Via our school careers programme, we offer providers numerous opportunities throughout the school year to speak to pupils and/or their parents.

Our annual schedule of events is as follows:

	Autumn	Spring	Summer
Year 9	Careers assembly	Careers assembly	
Year 10	Careers assembly	Careers Fayre Work experience preparation	Work experience
Year 11	Assembly about opportunities at 16 ASK Apprenticeships workshop	Post-16 options evening Post-16 taster sessions	Post-16 taster sessions
Year 12	HE fair	Post-18 assembly on apprenticeships	Post-18 taster sessions
Year 13	Apprenticeship, FE and HE application workshops		

Who should providers contact to discuss events and options?

Providers can speak to our careers leader, Mr. Eric Olson, to discuss possible attendance at relevant events.

What can providers expect once a request has been accepted?

Once we have approved a provider, we will work with them to identify the best method for providing access to our pupils.

We will make the school hall, classrooms and private meeting rooms available to host discussions between providers and pupils. We will also make presentation equipment, such as projectors and televisions, available to providers.

Arrangements will be discussed in advance between our careers leader and a nominated member of the provider's team.

Can providers leave prospectuses for pupils to read?

Providers are welcome to leave a copy of their prospectus and other relevant course literature with Mr. Eric Olson at the careers area of the school library.

Approval and review

This policy statement is reviewed annually by the Careers Leader.