



## Careers Education, Guidance and Provider Access Policy

<b>Reviewed:</b>	<b>June 2019</b>
<b>Review date:</b>	<b>June 2022</b>
<b>Review cycle:</b>	<b>Every 3 years</b>
<b>Committee:</b>	<b>Standards and Curriculum</b>
<b>Author:</b>	<b>TCh</b>

### Rationale

Kings Norton Girls' school is committed to offering all students high quality career learning opportunities. These are provided through a programme of internal careers education lessons, careers activities, careers interviews providing personalised advice and guidance (IAG) and a programme of employer engagement.

Our internal programme of careers education at Kings Norton Girls' School is taught within the PSHE curriculum and a series of off-timetable days. The programme prepares students in years 7–13 for their post-16 and post-18 pathways and future working life. This policy 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.

This programme is co-ordinated by the Assistant Headteacher.

### Practice

At Kings Norton Girls' School all students are entitled to, and receive, Careers Education, Information, Advice and Guidance which :-

- is independent and impartial;
- is easily accessible and free of charge;
- is based on the principle of equality of opportunity;
- is provided by adults with appropriate education and training;
- is structured and forms an integral part of students' overall education;
- recognises the contribution of students to their own career development;
- recognises the contribution of others, particularly parents, to this process;
- recognises the contribution of employers, apprenticeship providers, FE colleges, and universities;
- enables them to find out about technical education qualifications, apprenticeship opportunities and information on the full range of education and training options available at each transition point;
- enables them to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies, group discussions, careers fairs and work experience;

- supports understanding on how to make applications for the full range of academic and technical courses;
- respects the confidentiality of personal information.

This is provided through:

- A structured programme of careers guidance, information and advice through the PSHE programme including help with basic career management skills such as CV writing, job searches and job interviews;
- One to one guidance with a personal advisor, mentor or teacher.
- Contact with the world of work through participation in work experience.
- Contact with the world of work through off-timetable days including; Challenge Days, Year 9 Community Outreach days, Careers Fair, Post-16 Day.
- A number of planned activities to help develop knowledge and understanding of careers and the world of work, enabling participation in meaningful engagements with employers who are experts in their field including a very strong partnerships with Lloyds Bank and use of alumni through Future First.
- Planned talks by a range of alternative post-16 and post-18 education, apprenticeship and training providers.
- Comprehensive subscription to Unifrog which supports students' access to labour market information, careers research, personal development profiling and Post-16 and Post-18 applications.
- Careers fairs- annually.
- Access to open days at FE and HE institutions and universities.
- Up to date careers library and noticeboard which contains a wide range of prospectuses for further and higher education as well as information on a large number of careers and training paths.

### **Key stage 3**

From year 7, students are introduced to the careers library and encouraged to make use of its facilities which include access to careers computer software. Over the course of the key stage, they have a number of careers lessons, go on work-related visits in the locality and have the opportunity to work with a range of employers. They embark on their progression through the five-year careers programme which has the following main learning aspects:

- Self-awareness, self-determination and self-improvement as a learner.
- Exploring careers and career development.
- Investigating work and working life.
- Understanding business and industry.
- Understanding the labour market.
- Valuing equality, diversity and inclusion.
- Showing initiative and enterprise.
- Employability skills.
- Understanding budgeting.
- Developing personal financial awareness and capability.
- Learning about employment law, including health and safety.
- Employer engagement.

In year 9, all students take part in community outreach activities and are given help and advice with their GCSE and other choices by independent external providers and made aware of opportunities to enrol at alternative educational institutions where they can complete key stage 4.

## **Key stage 4**

Students continue to work through the learning aspects at a more sophisticated and detailed level. They are encouraged to make regular use of the careers library. The full range of post-16 possibilities, including technical education qualifications and apprenticeships, are explored through a number of activities, including contact with and visits to FE, training and work-based facilities. Talks by employers are included as well as independent one-to-one career interviews for all students in Year 11. Year 10 students participate in a one-week work experience placement and receive a mock job interview from a governor or other appropriate person from the world of work. Parents are encouraged to be involved in and supportive of these activities. Special attention is given to the needs of disadvantaged students and with SEND.

Year 11 destinations are tracked throughout the year and appropriate support given where it is needed. On GCSE results day staff and external advisers are on hand to give additional guidance if needed.

## **Post-16**

The post-16 careers provision is part of our sixth form PSHE and enrichment programme. Students are encouraged to reflect on their own personal development. They are kept aware of changing career processes and opportunities, as well as being encouraged to carry out their own research and to develop their personal network of support. Students are offered help in preparing for and performing well in interview and selection processes for university, apprenticeships, employment and training. Visits to higher education and other institutions are arranged. We ensure that the best possible up-to-date impartial advice is available for all pathways including Apprenticeships. Year 12 students participate in a minimum one-week work experience placement.

## **Management of provider access requests**

### **Procedure**

A provider wishing to request access should contact *Tom Charlett*, (Assistant Headteacher)

Telephone: 0121 675 1305 Email: [tcharlett@knqs.co.uk](mailto:tcharlett@knqs.co.uk)

### **Premises and facilities**

The school will make the main 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 Leader or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Learning Hub, which is managed by the school librarian and careers interviewer. The Learning Hub is available to all students at lunch and break times.

### **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/carers including:

#### **Year 7-12**

- **Careers Fair**; an event for Employers, Universities, 6<sup>th</sup> form colleges, FE and HE colleges and Apprenticeship providers

<p><b>Year 9</b></p> <ul style="list-style-type: none"> <li>• Community outreach; 1 day work which supports the community</li> <li>• <b>KS4 options events :</b> <ul style="list-style-type: none"> <li>➢ Option choices</li> <li>➢ Employer engagement</li> <li>➢ Apprenticeship , University, post 16 college information for parents/ carers</li> </ul> </li> </ul>
<p><b>Year 10</b></p> <ul style="list-style-type: none"> <li>• <b>CEIAG off timetable day:</b> <ul style="list-style-type: none"> <li>➢ Labour market information</li> <li>➢ Apprenticeship, University, 6<sup>th</sup> form and post-16 college information</li> </ul> </li> <li>• Work experience.</li> <li>• Small group sessions: future education, training and employment options</li> <li>• Mock Interviews with employers</li> </ul>
<p><b>Year 11</b></p> <ul style="list-style-type: none"> <li>• Support for post 16 interviews</li> <li>• Visits to local FE providers.</li> </ul>
<p><b>Year 12</b></p> <ul style="list-style-type: none"> <li>• University Visits</li> <li>• External speakers</li> <li>• University webinars</li> <li>• Apprenticeship talks.</li> <li>• Gap year assembly</li> <li>• Preparation for UCAS applications. University and apprenticeships</li> <li>• Work experience</li> <li>• Local volunteering opportunities assembly</li> <li>• Workshops (e.g STEM)</li> </ul>
<p><b>Year 13</b></p> <ul style="list-style-type: none"> <li>• Students finance talk</li> <li>• UCAS Offers talk</li> </ul>

### **Monitoring & Review**

- The school's careers education policy is monitored on a regular basis by the Assistant Headteacher to ensure that it meets all statutory requirements, the needs of our students and prepares them effectively for work and life in the 21<sup>st</sup> century.
- Careers initiatives are reviewed with key staff and students and the Standards & Curriculum Committee of the Governing Body.
- The school makes use of and contributes to the DFE Destination Measures data which helps us to assess our success in supporting our students to take up education and training opportunities when they leave the school.
- Provider access is reviewed with key staff and students and the Standards & Curriculum Committee of the Governing Body.

### **Other Policies and Procedures Linked to the Careers Education and Guidance Policy**

- Curriculum Policy
- No Platform / Visitor Speaker Policy

### **Link Governor**

Link governor is John Couperthwaite.