



Careers Education, Information, Advice and Guidance Policy (including Provider Access Policy)

Approved by:	Sacha Schofield
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Introduction

Bents Green School aims to provide all students with experiences and opportunities, in different learning situations and contexts, so that they have a basis for comparing and understanding a wide range of concepts and issues in order that they can ultimately make informed decisions about their future role in society. The emphasis is on each student to take an active role in their career learning.

Scope

This policy relates to all sites across Bents Green School where provision is in place for Key Stages 3, 4 and 5. All students will experience regular Preparation for Adulthood lessons (directly linking with the Careers Education, Information, Advice and Guidance) allowing them to learn and achieve relevant qualifications, according to individual student need. Students within Key Stages 4 and 5 will also access regular Careers sessions.

Context

This document sets out the Bents Green School Careers policy including arrangements for managing the access of providers to students.

This provider access is to give for the purpose of giving students information about a provider's education, work or training offer. This complies with the Bents Green School's legal obligations under: Section 42A of the Education Act 1997 which requires governing bodies to ensure that all registered students at the school are provided with independent careers guidance from Year 8 (12-13 year olds) to Year 13 (17-18 year olds) and is in line with the DfE legislation Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff (January 2018).

In addition, the Education Act (2002) places a statutory duty on schools to secure access for students to independent and impartial careers guidance. This guidance will promote the best interests of the individual student and will include information on all options available to them, including apprenticeships and other work-based learning.

Key points in the Statutory Guidance includes "the duty on schools, to secure independent careers guidance for all year 8-13 pupils. This is intended to expand advice and guidance for young people so they are inspired and motivated to fulfil their potential".

Our strategic intent

- Bents Green School will support every student to realise and develop high aspirations and consider a broad and ambitious range of careers through a combination of direct/indirect experiences and learning opportunities.

- Bents Green School ethos is “To Be a Great School.” We will achieve this by developing an inspirational outstanding Autism provision that promotes their enjoyment and aspirations.
- In order to be the best and achieve meaningful lifelong outcomes for our students we stand by and put our energy into effective working partnerships. Companies and business who wish to regularly support the school will be asked if they wish to officially be a Bents Green School Industry Champion.
- We aim to inspire every student through real-life contacts with the World of Work (via encounters with employers and employees) as we know this can help them understand where different meaningful choices may lead them in the future. Bents Green School will work with a range of organisations and local authorities to achieve this, some of which will take the form of events within the annual World of Work and National Careers Weeks. Following the events and encounters within school students will then visit and experience a variety of different workplaces. To further widen the students worlds and make them more informed of possible future opportunities, students will also have encounters with further and higher education provisions. Parents/carers will be actively involved and informed of this learning to enable the students to continue, transfer and build on learning that occurs within the school day.
- Bents Green School will measure the effectiveness of their careers activity by considering both the attainment and the destinations of their students. Success will be reflected in more numbers progressing to work placements, apprenticeships, traineeships, and other positive destinations such as employment or a further education college. This will help to close the destinations gap (i.e. reduce the number of NEET¹s) between young people from disadvantaged backgrounds and others.
- Bents Green School will provide Advice and Guidance as part of a coherent programme of activities that inform, inspire and motivate young people, preparing them for work and helping them to understand where different education and training choices could take them in the future. (This is in line with DfE statutory guidance 2014).
- We understand this programme must consider student’s potential lifelong careers not just their immediate 16+, 17+ or 18+ placements.

¹ **N**ot in **E**ducation, **E**mployment or **T**raining – Local Authorities have statutory duty to monitor and report statistics. <https://www.gov.uk/government/collections/statistics-neet>

Training

Key staff within Bents Green School will be identified and encouraged to access and complete appropriate levelled training in careers advice and guidance. The designated course will be determined at a suitable level following forthcoming recommendations from area Careers coordinators/advisers.

Role and Responsibilities

Bents Green School Learning Community has a duty to ensure that statutory duties are being exercised effectively and that compliance with guidance is enabled and facilitated at a local academy level.

The Careers Adviser will provide expert guidance and advice. This advice and guidance may take many different forms, including planning meetings, networking, practice sharing events, information evenings, outside speakers in classes, general studies programmes, careers fairs meetings with mentors, transition meetings for pupils and advice given on work experience programmes as well as face-to-face interviews with an independent adviser.

In order to provide for the real needs and circumstances of all our students, face-to-face interviews with independent advisers will be provided for those students to whom deemed it to be the most suitable form of support. This will be in addition to or alongside interviews offered by the Bents Green School staff, where information will also be given in a differentiated, impartial way, in line with their communicative needs.

Bents Green School will provide information and verbal briefings on pupil profiles to help independent advisers and mentors to understand their potential outcomes and current performance and will expect this information to be given due consideration and to be used in confidence in line with General Data Protection Regulations (2018).

Bents Green School will quality assure careers guidance, including that offered independently, to ensure that students are receiving advice that is impartial and is relevant to their needs, and will raise any concerns that might emerge in good time with advisers.

Bents Green School will provide a range of careers activities, which may include work-related learning, encounters with employers and employees, experiences of workplaces and provider accessed events.

Bents Green School will work with a range of other schools/providers (Mainstream and Special designation), further education and higher education providers, and work-

based training and apprenticeship providers in order to ensure that students have access to a range of options at each stage of their education.

The journey of education and lifelong learning can take many different turns and it will be Bents Green School's responsibility to achieve and sustain a person centred and responsive careers offer. Bents Green School will look to establish a person-centred pathway for each student, capturing the aspirational goals and planning needed to achieve their desired destination. This individual pathway plan alongside a child's Education, Health & Care Plan will form the key planning and reference tool for the team around the child and act as a reference to the multidisciplinary planning/support required by the student going forward.

Students will have access to on-line advice, including the National Careers Service website. Students will also be advised of the NCC (National Careers Centre) telephone helpline number, with visual reminders on displays around school. Bents Green School will evaluate its success in supporting pupils to take up education and training which offers good long-term prospects through analysis of internal destination measures.

This data will be shared with the local authority, parents and significant others in line with data protection.

Effective partnership links are set up with numerous organisations, businesses, training providers and enterprising bodies, some of these include:

- Students/ parents/ carers
- Local SEND transition Officer
- Staff at Annual Reviews and Transition Reviews
- Sheffield Futures
- Further Education Colleges
- Enterprise Advisor Network – (including the Sheffield City Region Careers Hub)
- Business Education South Yorkshire
- School Governors
- Children's and Adult Disability Services
- The Careers and Enterprise Company
- Special Schools Employment Forum
- LEAF –Local Employment Advisory Forum
- Job Centre Plus
- National Citizen Service
- The Gatsby Foundation

Expectations

Bents Green School complies with the following requirements and expectations:

Timing	Action
Ongoing (legal duty came into force in September 2012)	Bents Green School ensures that students are provided with independent careers guidance from Year 8 to Year 13.
From January 2018 (legal duty came into force on 2 January 2018)	<p>Bents Green School ensures that there is an opportunity for a range of education and training providers to access all students in Year 8 to Year 13 to inform for the purpose of informing them about approved technical education qualifications or work/apprenticeships.</p> <p>Bents Green School has a policy statement setting out their arrangements for provider access and ensure that it is followed.</p>
From January 2018 to end 2020	<p>Bents Green School should begin using the Gatsby Benchmarks to improve careers provision and meet them by the end of 2020.</p> <p>Bents Green School will offer multiple employer encounters – at least one each year from Year 7 to Year 13. Some of these encounters may include STEM employers.</p>
From September 2018	Bents Green School have a named person to the role of Careers Leader to lead the careers programme.
From September 2018	Every academy will be expected to publish details of their careers programme for young people and their parents.

In addition, Years 8-13 student entitlement includes opportunities:

- to find out about education qualifications, traineeships and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education/training options available at each transition point;

- to hear from a range of local providers about the opportunities they offer, including: through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of courses.

Management of provider access requests

A provider wishing to request access should contact the Careers Leader. These details are featured on the School's website.

Bents Green School Careers Education Governance structure

In Bents Green School governors will, through this policy and associated quality assurance systems, reaffirm their long-standing commitment to ensuring high quality careers guidance that promotes students' best interests and meets their real needs. A link governor will be responsible to support and oversee Careers curriculum development.

Premises and facilities

Bents Green School will make the Sports Hall, Activity Suite, classrooms and meeting rooms available for discussions between the provider and students, as appropriate to the activity. Suitable rooms will also be made available at the other sites across Bents Green School.

The school will also make available audio visual technology and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the academy. This information will be made available to students at all times and should be adapted to meet the communicative needs of the pupil.

Monitoring, Review and Evaluation

The Careers Leader and SLT will assess the appropriateness of the careers programme yearly and monitor accredited achievement, the success of transition from school to other providers and destination data.

Bents Green School will use the Compass Plus audit tool to perform an annual review of its careers provision to plan, record and monitor activity. This will show progress against The Gatsby Benchmarks.