



CAREERS POLICY

Author:	Lee Cross / Rachael Maybank
Updated:	June 2024
Approved by:	Curriculum & Policies Working Party on 4.7.24
Next review:	June 2026

Forward

Schools Statutory Duties

Statutory guidance from the Department for Education issued under Section 45A of the Education Act 1997 states maintained schools and academies in England have a duty to ensure that there is an opportunity for a range of providers to access pupils to inform them about technical education and apprenticeships. Maintained schools, academies, further education colleges and sixth form colleges must also have regard to it when carrying out their duty or funding requirement to provide pupils with independent careers guidance.

Through the Skills and Post-16 Act 2022, the government has strengthened this legislation by introducing a minimum number of six provider encounters that every school must provide and, for the first time, introduces parameters around the duration and content of these encounters so that we can ensure they are of high quality

As a minimum, schools must offer:

- Two encounters for pupils during the ‘first key phase’ (year 8 or 9) that are mandatory for all pupils to attend, to take place any time during year 8 or between 1 September and 28 February during year 9.
- Two encounters for pupils during the ‘second key phase’ (year 10 or 11) that are mandatory for all pupils to attend, to take place any time during year 10 or between 1 September and 28 February during year 11.
- Two encounters for pupils during the ‘third key phase’ (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend, to take place any time during year 12 or between 1 September and 28 February during year 13.

The governing body must also make sure that a policy statement setting out these arrangements is published (the legal requirements of the provider access legislation).

The Policy must include:-

- Any procedural requirement in relation to requests for access
- Grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access.

The Governing Body must ensure that the independent careers guidance provided:-

- Is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.
- Includes information on the range of education or training options, including apprenticeships and technical education routes
- Is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given

The School Information (England) Regulations 2008 require schools to publish information about the school's careers programme. This information must relate to the delivery of careers guidance to year 8 to 13 pupils in accordance with Section 42A of the Education Act 1997. For the current academic year, you must include:

- the name, email address and telephone number of the school's Careers Leader
- a summary of the careers programme, including details of how pupils, parents, teachers and employers may access information about the careers programme
- how the school measures and assesses the impact of the careers programme on pupils
- the date of the school's next review of the information published

Requirements and Expectations of Schools and the Governing Body

- To provide clear advice and guidance to the Head teacher on which he/she can base a strategy for careers education and guidance which meets the school's legal requirements, is developed in line with the Gatsby Benchmarks and informed by the Statutory Guidance.
- Every school should have a member of their governing body who takes a strategic interest in careers education and guidance and encourages employer engagement
- Ensure arrangement is in place to allow a range of education and training provides to access all pupils Year 8-13 to inform them about approved technical education qualifications and apprenticeships, and that a policy statement setting out these arrangements is published. This should be part of a broader approach to ensuring that young people are aware of the full range of academic and technical routes available to them at each transition point.

- The governance handbook provides information on governors' other legal duties - <https://www.gov.uk/government/publications/governance-handbook>
- Every school should name a Careers Lead from September 2018
- Every school will be expected to publish details of their Careers Programme for young people and their parents/carers from September 2018

Elmwood School Careers Strategy

This Programme of development is in line with the Statutory Guidance (Updated Jan 2023) and is endorsed by The Governing Body, School Leaders and School Staff. The Gatsby Charitable Foundation's Benchmarks have been adhered to wherever possible in order to develop and improve the school's existing careers provision.

Careers Strategy

1. Careers Programme
2. Local Career and Labour Market Information
3. Addressing the Special Educational Needs of each student
4. Linking curriculum learning to careers
5. Links with employers and employees
6. Work Experience/Tasters sessions
7. Encounters with further education
8. 1:1 Vocational Guidance with a Specialist Independent Careers Adviser
9. Provider Access Policy
10. Destination statistics.

Careers Programme

The Schools Careers Lead is Mr Lee Cross who has the appropriate skills and experience to ensure the leadership and coordination of our high quality careers programme.

All schools will have access to an Enterprise Adviser by 2020 in partnership with the Careers and Enterprise Company; local SEND Enterprise Coordinators work with a group of around 20 schools or colleges to:

- Provide day-to-day support tailored to the school's needs

- Give advice on which careers programme providers, activities and resources have been proven to work
- Share up-to-date information on the skills local and national employers
- Liaise with local employers to coordinate work encounters for our students

The school will be partnered with a SEND Enterprise Adviser, a senior business volunteer from a local company, who will:

- Use their business experience and knowledge to work closely with the headteacher or senior leadership team to develop a careers and enterprise plan
- Help the School connect with local and national employers to offer more work experiences for our students
- Share their insights on local and national skills needs and career opportunities

The Schools Careers programme is person centred and seeks to raise the aspirations of all pupils. We consciously work to prevent all forms of stereotyping in the advice and guidance provided both in house and by any visitors to the school. We expect young people from all backgrounds; gender and diversity groups to consider the widest possible range of careers and actively seek to challenge, address and overcome any barriers faced in the wider workplace due to any special educational need and or disability.

Local Career and Labour Market Information

Every pupil from Year 8 and above and their parents/carers will have access to good quality information about future study options and labour market opportunities.

This is explored and rehearsed in detail in Year 9 with the following specific inputs

- My Views – 1:1 Guidance meeting with Specialist Careers Adviser to begin exploration of future pathways. If you require further information, please refer to the Service Level Agreement via the School Business Manager at the School.
- Year 9 Person Centred Annual Review of EHCP – (prior to options)
- Year 9 Whole Group visit to Kidzania, London (or equivalent i.e. Dunstable Racecourse)

Again in Year 10 at the EHCP Review the thread of future aspirations and progress towards achieving this is revisited to ensure pupils remain on track. Work experience/ tasters and FE visits/classroom tasters are built in to the curriculum and pupil visit

programme in an individualised manner to ensure each pupil gains specific access to the experiences noted in their EHCP objectives.

In Year 11 all pupils have a 1:1 Vocational Guidance Interview in the Autumn Term (prior to their Annual Review of EHCP) which culminates in a detailed Careers Pathway Plan to be incorporated in their EHCP. This is pulled together at the Annual Review of EHCP where both pupil and parent/carer agree post Elmwood pathway including pathways to adulthood.

The EHCP Review provides the vehicle for pupils, parents/carers, school staff and advisers to keep track of agreed actions and next steps.

Addressing the Special Educational Needs of each student

The Headteacher / Careers Lead and wider Careers Team will work closely with the Local Authority SEN Team and Virtual School to ensure the needs of particularly vulnerable and disadvantaged pupils are met, particularly those who are at risk of none participation Post 16. In some instances, this may involve agreeing 5 x day packages of provision and support in partnership with local providers to ensure the pupil has the best preparation for adulthood (in accordance with the SEN Code of Practice Children and Families Bill 2014)

NB Due to the specific difficulties a high number of pupils face with new situations it is imperative that we ensure a long transition is built in to next placement to enable pupils to feel comfortable with the staff, environment they will progress on to long before they make the physical move.

It is important to ensure pupils, parents/carers are aware of the support available to adults with SEN or disabilities in the workplace and of the reasonable adjustments that are expected to be made to support, encourage and reassure. (This will be covered at the annual Review of EHCP across the board as appropriate and in VGI Interviews with Year 11 pupils.)

NB Pupils are heavily supported by in house Careers Team – who maintains contact and support with pupils once they have left Elmwood. 3 x visits per year for the following 2 years are built in for touch base meetings and all pupils know they are able to call into school at any time if they need support / reassurance around their new setting.

This goes above and beyond and demonstrates our commitment to all our pupils in ensuring they make the most positive transition possible.

Linking curriculum learning to careers

All subject teachers will support the school's approach to careers education and guidance. Subject teachers will be aware of the importance of their presenting

themselves as powerful role models for their subject areas in seeking to attract pupils towards their subject and the careers that may flow from it. All teachers will be committed to support the careers development of young people in their tutorial role through their subject teaching.

The school will work towards weaving careers education and guidance in to subjects across the curriculum wherever possible.

The English, maths and science teachers support as early as possible to ensure pupils understand that good functional skills are a necessary element of citizenship and that studying these subjects can lead to a wide range of career choices. The importance of these in all jobs must be highlighted to pupils.

The Maths and English Teachers and support staff will make it clear to pupils that if they do not manage to achieve a grade 4 or better in GCSE maths and English by the end of Key stage 4 they will be required to continue working towards this aim as part of their 16-19 study programme if this is a realistic and achievable goal. The objectives of the pupils EHCP will outline this. In any event pupils will be made aware that some form of maths and English will continue as part of Post 16 study at an appropriate level.

School Staff to ensure pupils and their parents/carers can access support via websites/help lines.

Staff/pupils will make use of The National Careers Service Website both for LMI and Careers Information.

The school Careers Lead to invite in Jobcentre Plus to whole school Assembly to make use of their 'Support for Schools' programme which provides presentations and workshops on the local labour market and employer expectations. A link to this website is available on the News and Links page of the School website.

Links with employers and employees

The School's Careers Team, staff, Parent/Carer Forum and Governor with Strategic lead for Careers and Employer engagement will work together to build partnerships with local businesses and other employers, employment services and disability and other voluntary organisations to help broaden the pupils' horizons.

The Careers Lead will work with The Careers & Enterprise Company to identify an Enterprise Adviser appropriate for the school so that this partner is in place by no later than 2020.

Every year 11 pupil will participate in at least one meaningful encounter with an employer as appropriate to individual need/aspiration wherever possible. This could involve any /all of the following :-

- Careers Events (Progress and Achievement Event)
- Transition skills workshops such as CV writing, mock interviews
- Mentoring and e-mentoring
- Employer delivered employability workshops
- Business games and enterprise competitions.
- An activity with a STEM employer/Ambassador wherever possible. (Science, Technology, Engineering, Maths)

Work Experience/Tasters sessions

Pupils will be given access to hands on experience in the workplace wherever possible and school will actively facilitate this. Due to the particular needs of our pupils and the need to ensure the right support is in place school staff will prepare both students and the employers well for these experiences so that they can be as positive an experience as possible and allow our young people to show the best version of themselves as they are able.

Such work experience sessions could include :-

- Work place visits
- Simulated working environments in a local college, Training Provider or alternative curriculum off site provider
- Work experience placement (flexible approach e.g. 1 day per week for a given period, block placement etc.)
- Job shadowing
- Career related volunteering and social action.

Encounters with further education

All staff and in particular the Careers Team are committed to ensuring that pupils have access to and experience a range of FE providers. Year 10 and Year 11 pupils are given at least 3 x College / FE Provider visits which includes wherever possible sampling specific lessons in their vocational or academic area of interest.

All teaching and support staff will ensure pupils/parents /carers understand the requirements of raising the participation age (RPA) mainly that they can choose to continue in some form of learning up to the age of 18 in any of the following outlets: -

- Full time study in a school, college or training provider
- An apprenticeship, traineeship or supported internship
- Full time work or volunteering (20 hours or more) combined with part time accredited study

Most FE Providers have their own prospectuses (including on line) and school Staff will encourage pupils to research College/Provider prospectuses to look at the range of appropriate provision. The schools Careers adviser will support this process and names appropriate providers in accordance with Careers aspirations on the Careers Pathway Plan for all Year 11 Pupils.

Pupils will also be made aware of other useful websites such as the National Apprenticeship website,

1:1 Vocational Guidance with a Specialist Independent Careers Adviser

All pupils from Year 8 upwards receive an input from the school's Specialist Careers Adviser who is Level 6 trained (Diploma in Careers Guidance Parts 1 & 2) and has a wealth and breadth of knowledge. Year 9 and Year 11 pupils have access on a 1:1 basis as noted in the Access to Provider Policy. See the Service Level Agreement (reviewed and updated annually) at Annex 2.

Destination statistics

An annual report of Year 11 pupil destinations will be published at the end of the Autumn Term of the year they left the school, this will be reviewed at termly intervals highlighting those who have slipped into becoming a NEET (Not in Education Employment or Training).

It is expected that every pupil from Elmwood School will make a positive progression from Year 11 in line with the objectives of their EHCP/Careers Pathway Plan, such as apprenticeships, supported Internships, technical routes, further education college, another school 6th form or employment.

The leadership team believe destination measures provide clear and comparable information on the success of the school's Careers Team and wider staffing community in helping all our pupils take qualifications and be exposed to experiences that offer them the best opportunity to continue in education or training.

Elmwood School's Policy Statement on Provider Access

Introduction

This Policy statement set out the school's arrangement for managing the access of providers to pupils 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.

Pupil entitlement

All pupils in Year 8 – 11 are entitled: -

- 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 Progress and Achievement events in school, group discussions, taster sessions/events and Person Centred EHCP reviews (Year 9).
- To understand how to make applications for the full range of academic and technical courses.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11).

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils.

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the Making it meaningful checklist.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

- Juniper Training
- Walsall Council – Supported Internships and Apprenticeships
- Walsall College
- NOVA

Destinations of our pupils

Last year our year 11 pupils moved to range of providers in the local area after school:¹

Management of provider access requests

Procedure:

Any Provider wishing to request access either at this annual event or otherwise should contact: -

Beverley Bailey – (Family Welfare Officer)

Telephone – 01922 721081

Email – bbailey@elmwood.walsall.sch.uk

Opportunities for access

The school offers the six provider encounters required by law and a number of additional events, integrated into the school careers programme.

NB The School's Careers Team actively invite Providers into the school and run an annual Progress and Achievement event specifically aimed at Provider access to and for pupils and parents from Year 8 and above.

¹ [Careers | Elmwood School](#)

	Autumn Term	Spring Term	Summer Term
Year 8	<p>Access to “World Of Work” through vocational experience within the Out and About curriculum.</p> <p>Curriculum links / visits to employment.</p>	<p>PSHE – Introduction to the world of work.</p>	<p>Visit to Jaguar Landrover for a STEM Event.</p>
Year 9		<p>1:1 discussions/completion of My Views for EHCP with Independent Careers Adviser – discussion of future education, training and employment options.</p>	<p>To understand the value of money and education.</p> <p>Maths intervention to understand VAT & PAYE.</p>
Year 10	<p>Taster sessions with identified Post-16 providers.</p> <p>Pupils attend local Colleges, training providers to support qualification delivery as well as long</p>	<p>Taster sessions with identified Post-16 providers.</p> <p>Annual Review of EHCP – with pupil and parent/Carer - discussion of future education, training and employment options.</p> <p>Pupils attend local Colleges, training providers to support qualification delivery as well as long transitions for a successful Post-16 destination data.</p>	<p>Annual Review of EHCP – with pupil and parent/Carer - discussion of future education, training and employment options.</p>

	transitions for a successful Post-16 destination data.		Pupils attend local Colleges, training providers to support qualification delivery as well as long transitions for a successful Post-16 destination data.
Year 11	<p>1:1 Vocational Guidance interviews with Independent Careers Adviser – discussion of future education, training and employment options.</p> <p>Taster sessions with identified Post-16 providers.</p> <p>Pupils attend local Colleges, training providers to support qualification delivery as well as long transitions for a successful Post-16 destination data.</p>	<p>College Focus Meeting (including all providers who the school feel can meet need and the SEND Team) to share EHCP / Educational Advice to ascertain who will be able to meet need and direct LA to consul in preparation for the 31st March deadline.</p> <p>Taster sessions with identified Post-16 providers.</p> <p>Workshops – Applications for College/Work/Apprenticeships/Training – in accordance with Careers Pathway Plan/EHCP objectives.</p> <p>Pupils attend local Colleges, training providers to support qualification delivery as well as long transitions for a successful Post-16 destination data.</p>	Transition to Post 16 provision.

Please speak to our Career Lead and/or Careers Adviser to identify the most suitable opportunity for you.

Premises and facilities.

The school will make appropriate space available for discussions between the provider and students in accordance with the activity. The school will also make available equipment to support provider presentations wherever possible. This will be agreed in advance of the visit with the Careers Leader or a member of the Careers Team.

Providers are welcome and encouraged to leave a copy of their prospectus or other relevant course literature for the Careers Resource Area within the Pathways Community Base. This is managed by Pathways Base Staff (supported by providers and members of the Careers Team) and is available to students at lunch and break times.

Complaints:

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk