

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

Introduction

The Pines provides a relevant and engaging careers curriculum which meets the differing needs and requirements of all our students. This is developed throughout a student's time at the school and is always supportive of their abilities, strengths and skills.

Aims and purpose

- Prepare students for a successful transition into life after The Pines
- Support students and parents / carers in making informed decisions which are appropriate for them for Post 16 provision
- Provide students with well-rounded experiences
- Develop personal characteristics such as social skills, communication, independence and resilience
- Inspire and motivate students to develop themselves as individuals and live as independently as is possible

This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

Statutory requirements and recommendations

The careers provision at The Pines is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997. This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including apprenticeships
- be adapted to the needs of the student

In addition, the school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all schools must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.

Careers Provision at The Pines

Year 7 and 8 and Ongoing	Introducing potential careers through the curriculum	<ul style="list-style-type: none"> • Links to potential careers and related skills identified within curriculum planning. • Students encouraged to think about their own interests and potential Post 16 pathways.
	Promoting independence and employment skills and life skills throughout the curriculum.	<ul style="list-style-type: none"> • Students are encouraged to understand the skills needed to ensure they are able to lead a positive lives and successfully enter further education, employment or training. • Students have a Work Skills Passport that follows them through KS3 and KS4. This records experiences and skills related to employability.
	School Jobs	<ul style="list-style-type: none"> • A variety of jobs within school are advertised and students apply, sometimes formally. Students undergo a review at the end of the work experience and details are logged within their Work Skills Passport.
	Carers display board to promote options and skills	<ul style="list-style-type: none"> • A regularly updated display board is placed in a central area of KS3. It is used to introduce a variety of different careers and potential options, Post 16.
	Career Podcasts	<ul style="list-style-type: none"> • Students interview a range of different adults related to their career. They then create a Podcast which can be shared with the other students across the school.
	Industry Visits and guest speakers	<ul style="list-style-type: none"> • There is ongoing development of links with local businesses to provide visits to a range of industries to experience workplaces.
	Discussion within EHCP reviews related to interests and potential post 16 pathways	<ul style="list-style-type: none"> • EHCP reviews begin to focus on students' interests and beginning to develop clearer ideas for realistic and ambitious pathways for each student.
	Enterprise Week	<ul style="list-style-type: none"> • Each year, the whole school participate in a week of enterprise activities which enable students to develop their entrepreneurial skills.
	Careers / Employability / community week	<ul style="list-style-type: none"> • Each year, students in KS3 take part in a careers week where they take part in a range of activities to promote careers, options for Post 16 and accessing the local community.
	Life skills are woven throughout the curriculum to support the development of students' key life skills to prepare them for increased independence and further education and employment.	<ul style="list-style-type: none"> • Key life skills are assessed and tracked during the year alongside the AET framework.

Year 9	Options Events	<ul style="list-style-type: none"> Students and parents are invited to select their option subjects for KS4.
	Invitation to careers fairs	<ul style="list-style-type: none"> Students and parents are invited to careers fairs arranged by local special and mainstream schools.
KS4	College and University visits	<ul style="list-style-type: none"> Students to have experience of local colleges and universities through visits and attending open days.
	Participation in careers fairs and events	<ul style="list-style-type: none"> Students and parents are invited to select their option subjects for KS4.
	Careers Adviser Meetings	<ul style="list-style-type: none"> Students and parents will meet with a careers adviser to develop their transition plan.
	Development of an individualised Post 16 action plan	<ul style="list-style-type: none"> This will form part of the EHCP review.
	WEX / Industry Visits / Experience of workplaces	<ul style="list-style-type: none"> Students continue to develop their experience of careers and workplaces through visits and work experience.
	Vocational courses within the KS4 curriculum	<ul style="list-style-type: none"> Students will have the ability to study vocation courses within KS4.
	Preparing for transition events	<ul style="list-style-type: none"> Students will be supported through the curriculum to prepare them for transition, including completing applications, interview techniques. Links with employers will support these sessions.

The overall organisation of work experience is undertaken by the school Careers Leader who ensures the most relevant and engaging opportunities are taken.

Providers Access Policy Statement

Introduction

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.

Student entitlement

All students in years 8-13 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 options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure:

A provider wishing to request access should contact Alex Lawrence, Assistant Headteacher and Careers Programme Lead, Telephone: 0121 464 6136; Email: a.lawrence@pines.bham.sch.uk

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 students and/or their parents/carers:

	Events
Year 7/8	<ul style="list-style-type: none">• Enterprise Week• Careers visits to a variety of employers• Curriculum opportunities within assemblies and class group opportunities• Life Skills, Functional Skills and Employability skills developed throughout the curriculum
Year 9	<ul style="list-style-type: none">• CSW to attend EHCP meetings• Opportunity to access careers events at local special and mainstream settings• Enterprise Week• Options Week• Curriculum opportunities within assemblies and class group opportunities• Life Skills, Functional Skills and Employability skills developed throughout the curriculum
Year 10	<ul style="list-style-type: none">• Bespoke College taster programme• KS4 attend careers events and college visits• CSW and DH/Careers lead meet with families• Careers evening• World of work skills week
Year 11	<ul style="list-style-type: none">• Careers advisor in school regularly and working alongside young person and family• CSW to attend EHCP meetings

Premises and facilities

The school will make adequate meeting spaces 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 with Alex Lawrence, Careers Programme Lead. This will be made available to students and families as appropriate.

Review

Next review: September 2019