

# **St Martins School**

# **CAREERS & PROVIDER ACCESS POLICY**

*Draft September 2018*

Department of Education - Careers Strategy: Making the most of everyone's skills and talents.

Department of Education - Careers guidance and access for education and training providers (Statutory guidance for governing bodies, school leaders and school staff).

## **Introduction**

Good quality careers education will raise the aspirations of all young people. It will increase motivation by linking activities in school with preparation for life post 16 and post 18.

Careers education will therefore contribute to raising pupil achievement, help students focus on their longer-term career ambitions and ensure an equality of opportunity for all.

This policy statement sets out the School's arrangements for managing the access of providers to students at the school for the purposes of giving them information about the provider's approved technical education or training offers including apprenticeships. This complies with the school's legal obligations under Section 42B of the Education Act 1997. It also details the arrangements in place for all our students to gain valuable knowledge, skills and experience for life after school.

## **Student entitlement**

- Governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from year 6 (12-13 year olds) to year 11 (15-16 year olds).
- 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.
- Proprietor must prepare a policy statement setting out the circumstances in which education and training providers will be given access to pupils, and to ensure that this is followed. The proprietor must publish the policy statement and any revised statement.

Students *in years 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 options evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.
- To independent careers advice.

Students have access to a careers guidance (Careers Alliance) coordinator who is in School and qualified to Level 6/7. She offers independent impartial advice and guidance. All students in Year 11 receive an individual guidance meeting. Students in Year 10 are able to make appointments on request.

Our provision includes careers assemblies and sessions, one to one Careers advice, workshops, employability skills

including interview techniques and First Aid, enterprise activities and partnerships with local business and industry. We are part of the Careers and Enterprise Company and our Enterprise Advisor is Claire Rogers Director of 'Crumblicious', based in Oswestry. We have many business and college links that support a range of meaningful interactions with employment and other training, FE and HE options

## Management of provider access requests

### Procedure

A provider wishing to request access should contact:

Hannah Weaver Email: [reception@stmartins3-16.org](mailto:reception@stmartins3-16.org)

Tel: 01691 776500

## 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. Please speak to Hannah Weaver, Careers Lead, to identify the most suitable opportunity for you to visit St Martins School:

## Careers Strategy

- Sets out a long term plan to build a world class careers system that will help young people and adults choose the career that is right for them.
- This statutory guidance has been restructured around the **Gatsby Benchmark** and the government's expectation is that schools begin to work towards the Benchmarks now and meet them by the end of 2020. The strategy will mean that the careers programme is based around students needs and makes sure students get five **meaningful employee encounters** across school.
- Schools should use the **Compass tool** to baseline themselves, consider the opportunities to improve their careers programme based on their confidential results, and track their progress against the Benchmarks over time.
- The careers strategy explains that both co-ordinated external support and an appropriately skilled and experienced leader in school are important to help schools meet the Benchmarks.
- The **Careers & Enterprise Company** (CEC) will provide external support to schools and will take on a more ambitious role, building on their progress to date by coordinating support for schools across all of the Gatsby Benchmarks.
- Every school needs a **Careers Leader** who has the energy and commitment, and backing from their senior leadership team, to deliver the careers programme across all eight Gatsby Benchmarks. Every school will be asked to name this Careers Leader (required by September 2018).
- The way in which careers guidance will continue to be considered during Ofsted inspection is set out in **Ofsted Common Inspection Framework** and School Inspection Handbook. A successful careers guidance programme will also be reflected in higher numbers of pupils progressing to positive destinations such as apprenticeships, technical routes, sixth form colleges, further education colleges, universities or employment. We publish KS4 and 16-18 (KS5) education destinations in performance tables on gov.uk<sup>9</sup>, meaning that they are becoming an established part of the accountability system.

## Careers Overview

	Autumn Term	Spring Term	Summer Term
<b>Year 6</b>	Fairshare – Credit Union – saving club enterprise	Fairshare – Credit Union saving club enterprise	Fairshare – Credit Union saving club enterprise
<b>Year 7</b>	<ul style="list-style-type: none"> <li>Progress Evening</li> <li>PSE lessons on aspirations and the possible choices for the future ( 3 week course)</li> </ul>	<ul style="list-style-type: none"> <li>Career goals and aspirational assemblies</li> <li>PSE lessons on what are careers and different types of careers (6 week course)</li> </ul>	<ul style="list-style-type: none"> <li>Visit from the RAF – possible options for the future and team building.</li> </ul>
<b>Year 8</b>	<ul style="list-style-type: none"> <li>Assemblies and workshop activities for employability skills</li> <li>Reception ‘runner’</li> </ul>	<ul style="list-style-type: none"> <li>PSE work based on jobs within different sectors (6 week course)</li> <li>Reception ‘runner’</li> </ul>	<ul style="list-style-type: none"> <li>Reception ‘runner’</li> </ul>
<b>Year 9</b>	<ul style="list-style-type: none"> <li>Aspirational Assemblies from local businesses.</li> <li>CCF (sept 2019)</li> </ul>	<ul style="list-style-type: none"> <li>Aspirational Assemblies</li> <li>Careers guidance during PSE lessons based on skills and learning techniques.</li> <li>Apprenticeship day</li> <li>Options evening – careers advice available</li> <li>CCF (sept 2019)</li> </ul>	<ul style="list-style-type: none"> <li>PSE Personal development, CV writing and employability skills.</li> <li>Progress Night</li> <li>STEM DAY</li> <li>CCF (sept 2019)</li> </ul>
<b>Year 10</b>	<ul style="list-style-type: none"> <li>Careers workshops about apprenticeships, FE colleges, training providers and a wide variety of employers</li> </ul>	<ul style="list-style-type: none"> <li>Careers workshops about apprenticeships, FE colleges, training providers and a wide variety of employers</li> <li>Apprenticeship day</li> <li>Two careers afternoons: what do I enjoy, what are my options and what job could I have?</li> </ul>	<ul style="list-style-type: none"> <li>Life skills - assembly and tutor group opportunities</li> <li>Careers Fair</li> <li>Curriculum week: pupils out for two days at a college and university &amp; local companies AICO and ‘Crumblicious’.</li> </ul>

<b>Year 11</b>	<ul style="list-style-type: none"> <li>• Assembly on opportunities available and local businesses.</li> <li>• Personal support from teachers about options for post 16.</li> <li>• Advice on open evenings and open days.</li> </ul>	<ul style="list-style-type: none"> <li>• Moreton Hall Careers Fayre</li> <li>• Apprenticeship day</li> <li>• Assembly on opportunities available and local businesses.</li> <li>• Individual careers meetings (personal support).</li> </ul>	<ul style="list-style-type: none"> <li>• All students receive at least 1 careers interview with Careers Alliance</li> <li>• One to one time available for pupils with their tutors regarding cementing their options.</li> </ul>
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## Premises and facilities

St Martins School will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. St Martins 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 Lead. If a provider requires access to IT equipment to assist their presentation, the provider will need to contact school in advance of their visit to secure their requests (5 working days).

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Main Reception. Depending on the target audience, the literature will be made available to students via the Hub. The Hub is available to all students at lunch and break times.