

Careers Education and Guidance Policy – CEIAG 2018

Kenilworth School and Sixth Form

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Kenilworth School and Sixth Form: Provider Access Policy

1. Introduction:

This policy statement sets out the school's arrangements 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 obligation under section 42B of the Education Act 1997. This policy also outlines the schools Careers provision as a whole.

Kenilworth School and Sixth Form is committed to enabling students to make informed careers choices; equipping them with the tools to empower and inspire them; to fulfil their goals and aspirations; to achieve and reach their full potential as best we can.

To help students achieve "more than they ever thought possible".

2. Key points in the Government strategy December 2017.

The Government's careers strategy published on 4th December 2017 sets out a long term plan to build a world class careers system that will help young people and adults choose the careers that are right for them. To achieve this aim, the careers strategy sets out that every school and academy providing secondary educations should use the Gatsby benchmarks as follows:

- 1) A stable Careers programme
- 2) Learning from Career and Labour Market information
- 3) Addressing the needs of each pupil
- 4) Linking curriculum learning to careers
- 5) Encounters with employers and employees
- 6) Experiences of workplaces
- 7) Encounters with further and higher education
- 8) Personal guidance

As from January 2018, according to the Department of Education Careers statutory guidance, every school should begin using the Gatsby benchmarks to improve careers provision now, and meet them by 2020. The existing duty is to secure independent careers guidance and the new duty; to provide opportunities to a range of providers of technical education and apprenticeships to access pupils to inform them about technical education qualifications and apprenticeships.

The duty on schools, to secure independent careers advice, is intended to extend advice and guidance for young people so they are inspired and motivated to fulfil their potential. Schools should encourage pupils to achieve high aspirations and consider a broad and ambitious range of careers. They should inspire every pupil with real life interactions with the world of work, enabling them to understand where different choices can take them in the future.

Schools must work with local authorities to support more vulnerable young people as well as those with special educational needs and those who are disengaging or who are at risk of disengaging.

Schools can measure the effectiveness of their careers activity by considering both the attainment and destinations of their pupils. Success will be reflected in higher numbers progressing to apprenticeships, further education and higher education eg; University.

3. **Pupil Entitlement.**

All pupils in Years 8-13 are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of a careers training programme, which provides information on the full range of education and training options available at each transition point.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events assemblies, group discussions and taster events.
- Understand how to make applications for the full range of academic and technical courses.

Pupil Premium/Bursary Students

Vulnerable students in key stage 4 and those who claim a bursary are prioritised for individual Career interviews for next steps, be they Key stage 4 options, Key stage 5 pathways. All students will be interviewed however, as above, those that are disadvantaged are given priority when scheduling appointments.

4. **Management of provider access requests**

Procedure:

A provider wishing to request access should contact our Careers Adviser – **Marie Brennan**

Direct telephone: 01926 513612 email: m.brennan@ksn.org.uk

5. **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.

Examples of opportunities:

- Careers Fair (internal and external)
- Assembly Presentations
- Speed careers events
- University events (internal and external)
- Apprenticeship provider events

- Industry themed events
- Mock interview sessions
- Small group sessions: future education, training and employment options.
- Employability Skills workshops
- Work Experience
- Work place visits
- Skills Show/UCAS Exhibition

Please speak to the designated contact to identify the most suitable opportunity for you.

6. Premises and facilities:

The school will ensure the main hall, classrooms or private meeting rooms will be available for discussions between the providers and students, as appropriate to the activity. The school will also make available IT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Adviser from Kenilworth School.

7. Working with Employers.

Kenilworth school and Sixth Form is committed to building sustained relationships with employers in order to 'bring the employer into the classroom' and building that bridge in order that employers will inspire our students by highlighting their opportunities, relaying their own journeys, giving pupils insight into industry.

We have already built relationships with many employers including the following:

- National Grid
- Jaguar Land Rover
- Future Water Association
- Warwickshire Police
- BBC
- Coventry Building Society
- Barclays Bank
- Leaders Estate Agents

To fulfil the D of E's new statutory guidance January 2018 employers Benchmark, every school should begin to offer every young person 7 encounters with employers – at least one each year from Year 7 to year 13 and meet this in full by the end of 2020. Some of these encounters must be with STEM employers.

8. Information and Resources at Kenilworth School and Sixth Form

Careers Lead – Paul Hoverd

Careers Adviser – Miss Marie Brennan

Parents as well as students can book appointments to discuss career aspirations and seek advice for their child. Miss Brennan attends Options/Open evenings for Year 9; Open/Parents evenings for Years 10/11/12/13.

She writes for the 'Careers' page of the school newsletter and contributes weekly.

Miss Brennan attends all staff briefings; Year 11 tutor briefings; and is a visible presence in school.

Other staff members directly involved with the school's careers provision:

Mr N Mummery – Senior Deputy Head and Head of 6th Form

Mr P Hoverd – Deputy Head (Curriculum) and Careers Lead.

Mrs N Reddington – Pastoral Leader –Sixth Form

Dr K Parsons – UCAS Coordinator

Hilary Hughes and Mandy Milton – (Administration)

Head Teacher and Heads of Years.

9. Careers Guidance software

The careers guidance software is **JED** (Job Explorer Database Year 9 and 10) and **Unifrog** (Year 11-13). Students have access to this both at school and at home via a platform accessed by a password.

10. Work Experience

All Year 11 pupils will have the opportunity to participate in work experience activity during the summer term after their GCSE examinations. Year 13 will have the same opportunity as they enter their final year at school. Work experience opportunities will be self-sourced where possible – students do have access to in-house employer database upon request. Pupils will be encouraged to source an opportunity which relates to their career aspirations.

The school can provide support with locating suitable providers with the on the students to organise their work placement with support from the school. The school does not routinely arrange work placements for students. The school employs an external Health & Safety consultant to carry out Health & Safety checks along with Risk assessment for each placement sourced.

11. Careers Library

There are 2 Careers offices across both sites at the school along with a Careers Library and the Learning Resource Centre which has access to the internet via PC's, fully stocked on literature and up to date prospectuses from universities across the county as well as information on further education and apprenticeships.

12. Warwickshire County Council – Skills for Employment

We have had a number of grants from WCC in order to assist with the building of employer relations; organisation and facilitation of events; in order to convey the best experiences to our pupils and aid with the final transition from education into employment.

13. Coventry & Warwickshire LEP

In conjunction with Coventry & Warwickshire LEP we have a designated Careers and Enterprise Adviser who is a representative of the business world and he/she supports the school in gaining further business links; representation at networking events and business forums. He/she has an extensive portfolio of business clients and is willing to work with the school in a variety of events.

14. Alumni

Kenilworth School and Sixth Form works closely with Future First in order to maintain contact with past pupils in order to keep our valued relationship going, as well as gaining an opportunity for current students to be inspired by those who have gone before.

15. Approval and Review

Approved: (date) by Governors at Curriculum and Standards Committee

Next Review – December 2021

Signed: (name) **Chair of Governors**

Signed: Hayden Abbot –**Headteacher**