

Part I

Name of Policy: **C3 Careers Education, Information, Advice and Guidance**

Status of Policy: This is a non-statutory policy

Consultation: This policy has been developed following consultation with Governors, the Senior Leadership Team, Senior Support Staff, Teaching Staff, Support Staff and Adviza Ltd.

Relationship with Other Policies:

This policy should be read in conjunction with:
C1 Curriculum Policy (when available)

Edgbarrow School NEET Prevention strategy policy
January 2019 (Annex 5)

DFE – ‘Careers Guidance and access for education and training providers’ Statutory guidance for governing bodies, school leaders and school staff, October 2018 (Annex 1)

National Curriculum programmes of study for Personal Social Health and Economic Education (PSHEE) and Citizenship

The Education Act 2011 – The duty to secure independent and impartial careers guidance for young people in schools

DFE – ‘Participation of young people in education, employment or training’, September 2016

Edgbarrow Careers Strategy 2018-2020 (Annex 4)

Date policy was agreed: 6th February 2019

Date for full implementation: Immediate

Date for Review: 5th February 2021 (2 years)

Part 2

Policy

1. Edgbarrow School will give all students access to independent careers guidance particularly in years 8-13. This guidance will be impartial and will promote the best interests of each individual student and will include information on all options available at both Post 16 and 18.
2. Edgbarrow School's careers education, information and guidance will be designed to ensure that it is appropriate to all students' stages of career learning, planning and development.
3. Edgbarrow School will work in partnership with Adviza Ltd, Learning to Work, the Careers and Enterprise Company, and other relevant outside agencies and organisations.
4. Edgbarrow School will work with students and parent/carers to ensure that all sixth form students undertake a minimum of 30 hours work experience during year 12.
5. Edgbarrow School will work with students, parents/carers and outside organisations to ensure we fully meet the Gatsby Benchmarks (Annex 3) and this will be evidenced by continuing to hold the 'Quality in Careers' standard.
6. Edgbarrow school will work with students who are at risk of becoming NEET in order to prevent this outcome (see annex 5)
7. Edgbarrow will follow national guidelines including;
 - DFE – 'Careers guidance and access for education and training providers' Statutory guidance for governing bodies, school leaders and school staff, October, 2018 (Annex 2)
 - the National Curriculum programmes of study for Personal Social Health and Economic Education (PSHEE) and Citizenship
 - the Education Act 2011 – The duty to secure independent and impartial careers guidance for young people in schools
 - DFE – 'Participation of young people in education, employment or training', September 2016

Annex 1

Provider Access Policy Statement

Introduction

This policy statement sets out the school's arrangements for managing the access of providers e.g. Education and Employers Taskforce; Aim Apprenticeships, to pupils at Edgbarrow for the purposes 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, it also complies with the schools Careers Education, Information, Advice and Guidance Policy in line with our 'Quality in Careers' standard.

Student entitlement

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 evenings, 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 **Karen Robinson, Careers Manager**, telephone: 01344 772658; Email: Karen.Robinson@edgbarrowschool.co.uk

Opportunities for access

A number of opportunities are available as detailed in the Edgbarrow Careers Ladder (Annex 2), for providers to come into school to speak to pupils and/or their parent/carers:

	Autumn Term	Spring Term	Summer Term
Year 8	Assemblies PSHE (Careers)	Careers Convention	Assemblies PSHE (Careers)
Year 9	Assemblies PSHE (Careers) Business Mentoring	Careers Convention Business Mentoring Workplace Visits	Assemblies PSHE (Careers) Business Mentoring Workplace Visits
Year 10	Assemblies PSHE (Careers) Business Mentoring Workplace Visits	Careers Convention Business Mentoring Workplace Visits	Assemblies PSHE (Careers) Business Mentoring Workplace Visits
Year 11	Assemblies PSHE (Careers) Business Mentoring	Careers Convention, Business Mentoring	Assemblies PSHE (Careers) Business Mentoring

	Autumn Term	Spring Term	Summer Term
Year 12	Assemblies PSHE Careers UNIFROG	Careers Convention, Apprenticeship Workshop Workplace Visits Bracknell Forest Apprenticeship Event	Assemblies Speed Careers Event UNIFROG
Year 13	Assemblies PSHE Careers UNIFROG	Careers Convention Apprenticeship Workshops Workplace Visits Bracknell Forest Apprenticeship Event	Assemblies UNIFROG

e.g. Some of the events/opportunities that are scheduled in for 2018/19

- Yr 12 – Employers & Education Taskforce Assembly and workshop, 16.11.18 & Workplace Visit to Romans Property Group, 20.03.19
- Yr 11 – Education and Employers Taskforce Assembly, 16.11.18 & Careers in Planning, Boyer, 04.03.19
- Yr 10 – Careers in HR, Comm Vault – 05.03.19
- Yr 9 – Business Mentoring Programme run by AWE (all year)
- Yr 9 – Careers in Property, Romans Group – 14.11.18, Careers in Engineering, AWE - 06.03.18
- Yr 8 – Careers in the NHS, Royal Berkshire NHS Trust – 15.11.18
- Yr 7 – Careers in the Creative Sector, ACM – 12.11.18 & Careers in Land and Agriculture, BCA – 08.03.19,

Examples of events/opportunities will be amended annually as appropriate.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

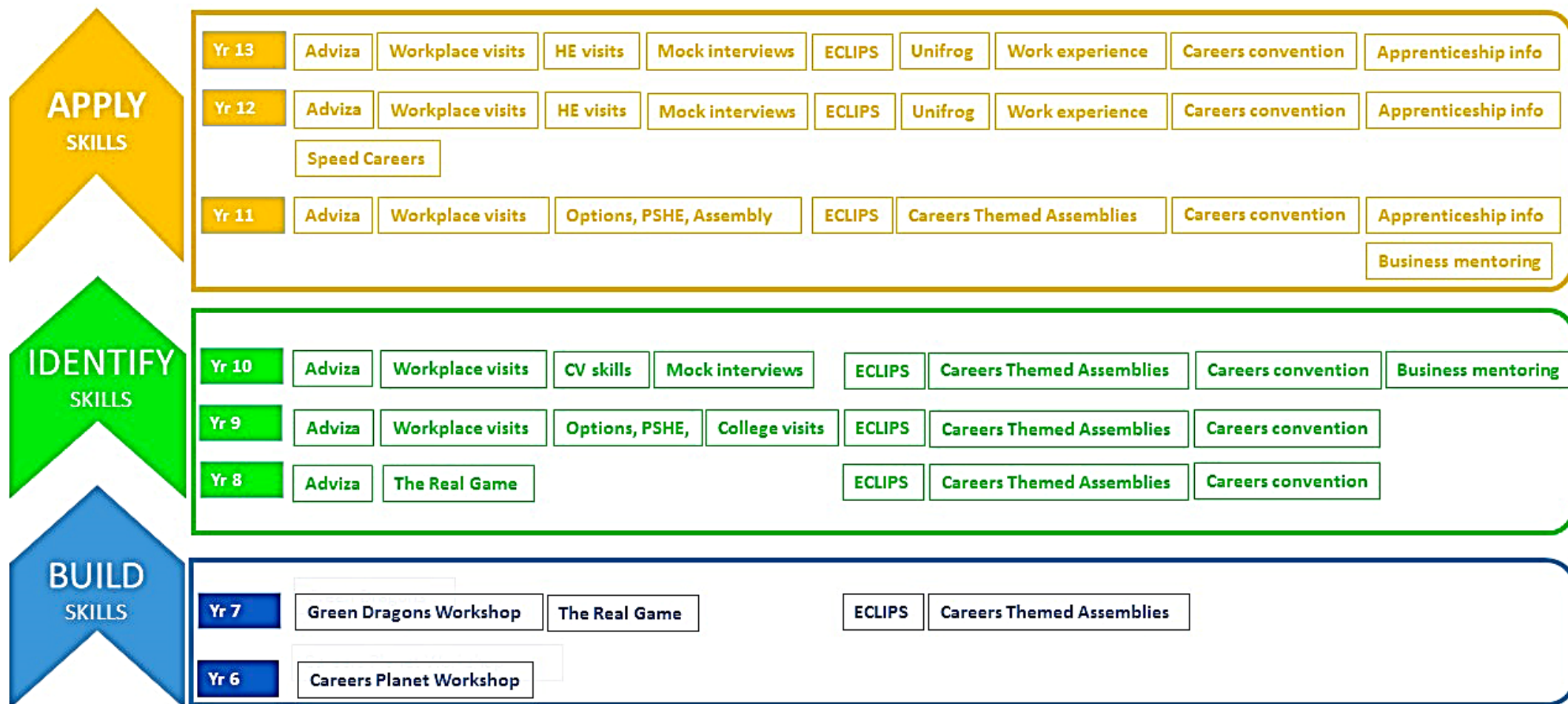
The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and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

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Manager. This information will be available to students at lunch and break times in either the Careers Library in the school library and/or in the sixth form centre.

Annex 2 – Edgbarrow Careers Ladder

Edgbarrow Careers Ladder 2018-2019

- enabling pupils to build, identify and apply their key skills to make career choices



Annex 3 – Gatsby Benchmarks

Benchmark	
1. A stable careers programme	Every school should have an embedded programme of careers education & guidance that is known and understood by students, parents, teachers, governors and employers.
2. Learning from career and labour market information	Every student & their parents should have access to good quality information about future study options and labour market opportunities. They will need support of an informed advisor to make the best use of available information.
3. Addressing the needs of each student	Students have different careers guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future careers paths.
5. Encounters with employers and employees	Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities, including visiting speakers, mentoring and enterprise schemes.
6. Experiences of workplaces	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of careers opportunities and to expand their networks.
7. Encounters with further and higher education	All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8. Personal Guidance	Every student should have opportunities for guidance interviews with a Careers Adviser, who could be internal (a member of school staff) or external provided they are trained to an appropriate level. These should be available when significant study or career choices are being made.

Annex 4 – Edgbarrow Careers Strategy 2018-2020

<https://www.edgbarrowschool.co.uk/assets/Uploads/About-Us/Departments/Careers--WRL/Files/Careers-Strategy-2018-2020-table.pdf>

EDGBARROW SCHOOL
NOT IN EDUCATION, EMPLOYMENT OR TRAINING (NEETs)
PREVENTION STRATEGY 2019

Purpose:

- To ensure that all students in Years 11, 12 and 13 have a secure destination plan at the end of each key stage to include education, employment or training.
- To record zero NEETs at the end of each academic year cycle.
- To compile a formal record of students' firm destination plans in Year 11 and 13 and to liaise with appropriate authorities to ensure that every student is accounted for.

Year 10 specific prevention measures:

- The school runs a business mentoring programme for Year 10 students. Students are identified that may need support in a number of key areas including risk of NEET. Students and Parent/Carers are introduced to the Business Mentoring Programme and invited to participate.
- This programme has the flexibility to continue into Year 11 and beyond.
- In the Summer Term, Year 10s are traffic-lighted and those who are at risk of becoming NEET will be offered the opportunity to attend a 1:1 Careers Guidance appointment with Adviza.
- Careers information is shared via social media, including the dedicated careers twitter account and students are encouraged to follow these accounts.
- Extended work experience.

Year 11 specific prevention measures:

- Every student attends either a group workshop or a 1:1 careers interview with the Careers Advisor (Adviza) to explore destination choices and future career aspirations. The Careers Advisor discusses options in an impartial manner. The Careers Manager emails each student via their school email account their individual action plan, this is also saved on SIMS so that all relevant school staff have access.
- Students at risk of being NEET are referred to a specialist careers coach who will meet regularly with them to identify options.
- Extended work experience.
- The Careers Manager works closely with the relevant Head of Year to identify potential NEETs. The Head of Year, external Careers Advisors from Bracknell Forest and Adviza, Head of Progress, Student Support Manager all communicate regularly to support, mentor and provide targeted guidance.
- Students are directed to the school careers website, which contains a wealth of information regarding relevant options available.
- The Student Support team and Progress Department identify vulnerable students and work closely with them to provide targeted support and guidance. This includes mentoring, support in completing application forms, researching Open Days and talking through options available.
- Students are taken to open days as necessary by the school (e.g. BCA).
- The Sixth Form Team, with support from other relevant staff, formally record intended destination plans on an ongoing basis.
- Students are encouraged to attend Careers Seminars to provide specific profession-related information.
- Students are encouraged to attend the annual Careers Convention (March) to explore destination options to include employment and local colleges' options.

- The School purchases an annual software licence to ECLIPS which provides comprehensive information on over 1400 job roles.
- Students are provided with appropriate Careers Education, Information, Advice and Guidance through PSHE sessions. All information is also shared with Parent/Carers via school comms.
- Students are provided with appropriate Careers Education, Information, Advice and Guidance via assemblies. Assemblies are publicised via social media and are available on the school website.
- Students at risk of being NEET have mentors who are school staff who work on a 1:1 basis with them.
- Students may also be put on a 9-5 contract to support their learning outcomes.

Year 12 specific prevention measures

- .Students have opportunities to have an appointment with the Careers Advisor from Adviza to explore destination choices and future careers aspirations post-18. The Careers Advisor discusses options in an impartial manner.
- The Careers Manager and the Sixth Form Team work closely with the relevant Head of Year to identify potential NEETs and the Sixth Form Leadership Team meets with students to provide targeted support and guidance.
- Students are directed to the School's careers website, which contains a wealth of information regarding relevant options available.
- Opportunities are advertised on the large screen in the Sixth Form atrium.
- Students are emailed opportunities via their school email accounts.
- Students are encouraged to attend careers seminars to provide specific profession-related information.
- Students are encouraged to attend the careers convention to explore destination options to include employment and local college/university and apprenticeship options.
- Students are provided with appropriate Careers Education, Information, Advice and Guidance through tutor sessions and PSHE.
- Careers information is shared via social media including the dedicated careers twitter account and students are encouraged to follow these accounts.
- The Sixth Form Team, with support from other relevant staff, formally record intended destination plans on an ongoing basis.
- All students as part of their 16-19 Study Programme are to participate in 30 hours of work experience which is directly linked to their chosen careers aspirations or the subjects they are studying.
- All students will receive a 1:1 appointment with the Careers Manager or Assistant Head of Sixth Form to discuss their post-18 options, along with work experience opportunities.
- All students attend the Year 12 speed careers event, enabling them to network with a number of employers.

Year 13 specific prevention measures:

- Students have opportunities to have an appointment with the Careers Advisor from Adviza to explore destination choices and future careers aspirations post-18. The Careers Advisor discusses options in an impartial manner.
- The Careers Manager and the Sixth Form Team work closely with the relevant Head of Year to identify potential NEETs and the Sixth Form Leadership Team meets with students to provide targeted support and guidance.

- Students are directed to the School's careers website, which contains a wealth of information regarding relevant options available.
- Opportunities are advertised on the large screen in the Sixth Form atrium.
- Students are emailed opportunities via their school email accounts
- Students are encouraged to attend careers seminars to provide specific profession-related information.
- Students are encouraged to attend the careers convention to explore destination options to include employment and local college/university and apprenticeship options.
- Students are provided with appropriate Careers Education, Information, Advice and Guidance through tutor sessions and PSHE. These sessions cover: applying to university, applying for apprenticeships, taking a gap year and looking for employment.
- Careers information is shared via social media, including the dedicated careers twitter account and students are encouraged to follow these accounts.
- The Sixth Form Team with support from other relevant staff formally record intended destination plans on an ongoing basis.
- Guest speakers provide targeted advice and guidance e.g. Apprenticeship workshops, completion of CV and application forms, work-ready skills.
- The Sixth Form team identifies vulnerable students and works closely with them to provide targeted support and guidance. This includes mentoring, support in completing application forms, researching open days and talking through options available.
- UNIFROG software is used to help students to choose the best universities and Apprenticeships for them, and to help track their progress.
- Accompanied university visits can be arranged for vulnerable students in some circumstances.
- A few vulnerable students are mentored by senior business people; this includes visits to their place of work.

NEETS PREVENTION STRATEGY IMPACT

All students have access to impartial careers education, information, advice and guidance
Zero NEETs (Not in Education, Employment or Training) at Post-16 and Post-18.