

# **OVERTON GRANGE SCHOOL POLICY (Statutory) CAREERS PROGRAMME AND PROVIDER ACCESS POLICY**

Govs. Comm: CURRICULUM & STUDENT

## **Overton Grange School: Provider Access Procedure**

### **Introduction**

Careers Education helps young people to develop the knowledge and skills they need to make successful choices, manage transition between key stages and transition between education and the world of work. Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and Employability skills, Overton Grange seeks to help all students take their place as suitably qualified and responsible adults within society. The focus is upon career and option choice, raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

The school will provide a planned programme of activities to all students from Years 7 – 13 which will help them to plan and manage their careers:

- Providing Information Advice and Guidance (IAG) which is impartial, unbiased and is based on their needs.
- Ensuring that the CEIAG and Employability programme follows local, regional and national frameworks for good practice and other relevant guidance, such as: Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff (January 2018); Updated Statutory Guidance (January 2023) as well as guidelines from Ofsted, the Career Development Institute and the Gatsby benchmarks for good career guidance.

The eight Gatsby benchmarks of good career guidance are:

1. A stable careers programme.
2. Learning from career and labour market information.
3. Addressing the needs of each student.
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.

The CEIAG programme provides students with a wide range of experiences to help them progress effectively through their education and on to successful careers.

Statutory Guidance (January 2023) states that as a minimum, schools must offer:

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

## **Reasons for the policy**

### **Student entitlement**

Students are entitled to CEIAG which meets professional standards of practice and is both personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to meet the Gatsby Benchmarks of good Careers education, raise aspirations, challenge stereotyping and promote equality and diversity.

### **What is the policy going to do?**

The careers programme is designed to meet the needs of the students to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The primary aims of the Careers Education and Guidance programme are to:

- Help young people develop an understanding of their own and others' strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values.
- Help young people investigate opportunities for further learning and employment, make decisions and manage transitions across key stages including financial management.
- Ensure that, wherever possible, all young people leave the school with employment, further education or training.

We aim to provide students with the skills, knowledge and understanding to support the 3 core aims of the Careers Development Institute (CDI) framework for careers, employability and enterprise education:

- Developing yourself through careers, employability and enterprise education.
- Learning about careers and the world of work.
- Developing your career management and employability skills.

### **How is the policy going to be put into practice?**

#### **Implementation: Management**

Responsibilities are divided between the Careers Advisor, Careers Coordinator and the Assistant Headteacher. Key careers themes are covered in the Citizenship programme, tutor time activities (Workday Wednesday) and applied in subjects across the school. All subjects have a focus on and link to career development and employability learning. This is coordinated through the work of the Careers team.

#### **Implementation: Staffing**

All staff contribute to CEIAG through their roles as tutors and subject teachers. The Citizenship team at Key Stage 3, 4 and tutors in Key Stage 5, deliver specialist sessions. Heads of Year liaise with the Careers Advisor and Coordinator to address the needs of all students. Careers information is available in the Learning Resources Centre. Staff training is delivered through the schools inset programme.

## **Implementation: The CEIAG Programme**

Careers Education helps students to develop the knowledge and skills they need to make successful choices, manage transition between key stages and between education and the world of work.

The Careers Coordinator provides leadership on the planning, design and delivery of all aspects of our careers education programme. Careers Guidance enables students to use the knowledge and skills to make decisions about education and the world of work that are appropriate for them.

The Careers Programme includes careers lessons (within the school's Citizenship programme), tutor time careers sessions, career guidance activities (group work and individual interviews), information and research activities, employability and individual learning planning/portfolio activities. Other focused events, including an in-house 'careers fair' for Year 9 prior to choosing their options, higher education and apprenticeship fairs at Key Stage 5 are provided from time to time. We welcome external visitors from local colleges to promote their pathways at KS5. The school has subscribed to Unifrog, an online platform which offers a wealth of information on careers and college destinations.

The Careers Programme is distinguished by the personalised nature of the support given to each student. All students receive at least one careers interview with the Careers Advisor during KS4 and another at KS5. Additional intervention strategies are introduced for individual students based on need for example students in at risk groups, (including those with special educational needs and those who are disengaged or at risk of disengaging). Year 11, 12 and 13 students at risk of not being in education, employment or training post-16 and post-18 are identified and have additional meetings, after which appropriate interventions are agreed and implemented. All Year 13 students undertake work experience in the Autumn Term.

The Careers Advisor is central to providing guidance to students on routes beyond school. All students are given the opportunity to request an additional careers appointment with the Careers Advisor.

### **External Partnerships**

The school works with outside agencies as well as individuals, and links have been established with a range of employers. Employers visit the school to run work-related activities with students and to speak to students about a range of employment sectors.

### **Criteria for success**

- Students, parents and carers have confidence in planning their future careers.
- Students have access to impartial careers advice and guidance

### **Monitoring and evaluation**

- Regular review of policy and procedures by SLT
- Review of all careers events by the Careers Coordinator.
- Lesson and tutor observations as part of the School Self Evaluation process.
- Feedback on the effectiveness of the CEIAG programme is sought from parents and through student focus groups.
- Review of the school's adherence to the Gatsby Benchmarks through Compass+, an online self-evaluation tool for schools.

### Links with other policies

- This policy is underpinned by the school's policies for teaching and learning, assessment, recording and reporting achievement, RSE, equal opportunities, health and safety, and special needs

<b>Approved by:</b>	Curriculum and Student Committee Full Governing Body	<b>Date:</b> 1 <sup>st</sup> February 2024 <b>Date:</b> 21 <sup>st</sup> March 2024
<b>Last reviewed on:</b>	January 2024	
<b>Next review due by:</b>	January 2025	

## **Provider Access Policy**

### **Introduction**

In accordance with the requirements of the Statutory Guidance, 'Careers guidance and access for education and training providers' (October 2018) and the obligations placed upon schools by Section 42B of the Education Act 1997, this policy statement sets out arrangements for managing the access of education and training providers to students at the school for the purpose of giving them information about the provider's education or training offer. Although outside the scope of the legal requirements, the school also welcomes the opportunity to engage positively with employers about career opportunities for students.

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; and,
- to understand how to make applications for the full range of academic and technical courses.

### **What is the procedure going to do?**

- Promote positive attitudes towards careers planning.
- Ensure that staff, students, parents and carers are all aware of future opportunities.

### **Management of provider access requests**

#### **Procedure**

A provider wishing to request access should contact the Careers Coordinator, with the relevant details. All requests will be referred to the Headteacher for approval.

Careers Coordinator Contact details:

Tel: 020 8239 2383

Email: [Careers@overtongrange.sutton.sch.uk](mailto:Careers@overtongrange.sutton.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:

	Autumn Term		Spring Term		Summer Term	
Year 8	Unifrog Launch					External provider Assembly
Year 9		External provider Assembly	KS4 options events			
Year 10		External provider Assembly	Future Frontiers launch		Post 16 options introduction	
Year 11	Post 16 options assemblies External Providers welcomed					
Year 12	Careers and Citizenship Sessions every two weeks					
			Careers / HE evening		Workshops – HE and higher apprenticeship applications	
Year 13	Citizenship Sessions every two weeks					
	Work Experience		Small group sessions: apprenticeship and employment applications			

Please speak to our Careers Team to identify the most suitable opportunity for you.

## 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 Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre in the LRC. The Careers Resource Centre is managed by the Careers Team and is available to all students at lunch and break times.