

Policy statement for provider access

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 obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils 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 David Palethorpe, Careers Leader on 01636 615000 or email: dpalethorpe@newarkacademy.co.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 pupils and/or their parents/carers. Please refer to the programme of events for 2018/19 published on our website and contact the school's Careers Leader to identify the most suitable opportunity for you.

Premises and facilities

The school has facilities available for providers to come into school to engage with students including the main lecture theatre, classrooms and meeting rooms as appropriate to the activity. Where possible, the school will 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. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Hub which is based in the school's library.

Approval and review

Approved (date) by Governors

Next review (date): 5/10/18

Signed (Chair of Governors):


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Signed (Head of School):


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Newark Academy

Policy for Careers Education Information Advice and Guidance (CEIAG) 2018/19

Date adopted: 5/10/18

Date to be reviewed: 5/10/19

Agreed by:

David Palethorpe, Careers Leader: 

Andrew Seymour, Head of School: 

Elaine Rossall, Chair of Governors: 

Governing Body lead for CEIAG: Martin Booth.

Introduction

Newark Academy is committed to careers education information advice and guidance (CEIAG) as a vital means of giving all students the skills, knowledge and understanding they need to make informed decisions about the choices open to them, and to make a successful transition through learning and into work. Careers education will prepare all students for the opportunities, responsibilities and experiences of education, training and employment and also the challenges of adult life. CEIAG at Newark Academy will both compliment and integrate with the PSHE and Citizenship programme. Particular emphasis is placed on making effective career decisions at key transition points through the delivery of impartial, confidential and informed advice, delivered within a framework of Equal Opportunities.

Statutory duty

In January 2018, the Department for Education (DfE) produced statutory guidance for schools in relation to career guidance and access for education and training providers which states that schools have a legal duty to:

- Ensure that pupils are provided with independent careers guidance from year 8 to year 13 and that such guidance:
 - 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;
 - is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.
- Ensure that there is an opportunity for a range of education and training providers to access all pupils in year 8 to year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships.

The school's CEIAG provision is developed and delivered in accordance with the Gatsby Benchmarks which define all elements of an excellent career programme. The school is committed to meeting all eight benchmarks by 2020 in accordance with current statutory guidance. The Gatsby Benchmarks 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 the workplace
7. Encounters with further and higher education
8. Personal guidance

In line with current statutory guidance, the school has appointed a Careers Leader, whose role is to assist students' career learning, planning and development by leading and managing the development of CEIAG. The Careers Leader advises the Senior Leadership Team, facilitates the contribution of

colleagues and partners, develops the careers programme, organises resources and secures a high standard of career education and guidance.

Aims and objectives

In line with Gatsby Benchmark 1, Newark Academy has developed a stable careers programme that has the explicit backing of the senior leadership team and which is known and understood by students, parents, teachers, governors and employers. The careers programme will be rigorously monitored, evaluated and improved through student voice, impact surveys and feedback from employers and other external partners. Going forward, we aim to improve communication with parents and carers; for example, our provision for 2018/19 will include a pre-options event for parents/carers of year 8 pupils so they can be actively involved in decisions around subject options and receive career-related information.

Through this robust programme of CEIAG the school aims to:

- Help students learn to understand themselves, develop their skills, qualities and attributes and increase their employability.
- Help students develop an understanding of the range of opportunities available at 14+, 16+ and 18+, including technical training/education routes and higher level apprenticeships.
- Raise students' confidence and self-esteem and encourage them to have high aspirations which will allow them to reach their full potential and achieve economic well-being.
- Support student in making well-informed, realistic career decisions.
- Support students to develop effective career management skills and encourage them to make good use of the resources available to them.
- Enable students to manage transitions through education and into work and support them to overcome potential social and cultural barriers to progression.
- Increase the CEIAG opportunities for all students by developing and maintaining partnerships with relevant external agencies such as the Careers and Enterprise Company, Careers Local, D2N2, DANCOP, the Enterprise Adviser Network, Newark and Sherwood District Council, Together for Newark, employers, training providers, FE colleges and universities.

The CEIAG policy is underpinned by the school's provision for PHSE, pastoral care and behavioural support. Students identified as most at risk of becoming NEET, looked after children, students receiving Pupil Premium and those identified as having special educational needs are given additional support from specialist staff in school and are referred to the independent careers adviser where relevant. The CEIAG policy has been developed alongside other whole school policies reinforcing those aims that are appropriate to CEIAG.

Newark Academy is an integral part of the local community and continues to develop strong links with local and regional employers. In line with statutory guidance and Gatsby Benchmarks 5 and 6, the school will endeavour to provide all students with the opportunity to access at least one meaningful employer encounter each year from Year 7 to Year 13.

As a further commitment to raising the standard of quality of our CEIAG provision, we intend to gain formal accreditation of our careers programme by registering with Career Mark, a licensed awarding body for the Quality in Careers Standard. We aim to achieve this by March 2020.

The school endeavours to adhere to the following statutory and non-statutory guidance:

- Career guidance and access education and training providers: statutory guidance for governing bodies, school leaders and school staff, Department for Education, January 2018
- Careers Strategy: making the most of everyone's skills and talents, Department for Education, December 2017
- Governance Handbook
- The Gatsby Charitable Foundation framework for Good Career Guidance
- The Career Development Institute, Framework for careers, employability and enterprise education, 7-19.

Student Entitlement

Students are entitled to receive CEIAG that is both impartial and confidential and based on the individual needs of the student. The school's CEIAG programme encourages students to follow a career path that suits their own particular strengths, skills and interests without prejudice or stereotyping. All students are given the same opportunities and diversity is encouraged and celebrated in line with Gatsby Benchmark 3 'Addressing the needs of each pupil'. Newark Academy students will be exposed to a range of interventions which will include (but will not be limited to):

- A planned programme of career education from Year 7 onwards, delivered as part of the PSHE curriculum during daily tutor time.
- Access to a Level 7 qualified independent impartial career guidance practitioner, including at least one career guidance interview by the end of Year 11.
- One week of work experience in Year 10. The school works in partnership with Safety Measures Limited to ensure that the school meets its health and safety obligations in relation to work experience. Through Safety Measures, students have access to a large database of local and regional employers who provide work placements. Year 10 students are expected to take ownership of the negotiation and management of their work experience placement and preparation and reflection time is built into daily Tutor Time to facilitate this.
- Year 12 work experience – a number of courses provide students with opportunities for work place visits and work experience throughout the academic year.
- Access to up-to-date and impartial careers information relating to future study options and labour market opportunities in accordance with Gatsby Benchmark 2 'Learning from careers and labour market information'. Students will explore a range of education and training options at 16 and 18, including apprenticeships and technical training routes.
- Encounters with local employers – examples of employer encounters are mentoring, job shadowing, work experience, mock interviews and workplace visits.
- Information about and/or visits to further education colleges, universities and other training providers to gain an understanding of the full range of courses, apprenticeships and technical education/training routes available.
- Opportunity to engage with nationally recognised programmes such as the Duke of Edinburgh's Award, National Citizen Service and World Challenge.
- Use of the Careers Hub based in the library. Students are encouraged to conduct individual research and careers familiarisation.

- Off-site trips to career conventions such as the Future First Expo organised by Newark and Sherwood District Council.
- Collapsed timetable days designed to develop employability and career management skills including CV writing, interview skills, job application workshops.
- Access to university outreach activity including residential trips.

Equal opportunities and differentiation

All information, advice and guidance will be provided impartially to all students and will be provided free of bias. Students will be given equal opportunity to explore careers and courses irrespective of gender, race, religion, disability, social background or sexual orientation. Where a student has an Education Health Care Plan, all reviews of that plan will include a focus on preparing them for adulthood, independent living, employment and participation in society. Students with SEND will receive independent and impartial advice about mainstream education, training and employment opportunities, regardless of their individual circumstances to support them for the next phase of education or training and beyond into adult life.

Management and key staff

Careers Leader: David Palethorpe

Member of senior leadership team with overall responsibility for CEIAG: Kris Cochrane

Level 7 qualified career guidance practitioner: Joanna Welch

All staff have a role to play in the delivery of CEIAG, including the pastoral team, the special educational needs coordinator, heads of year and heads of department. From 2018/19, each faculty will have a careers lead who will be responsible for disseminating relevant career-related information within their faculty and making links between their subject and careers. In line with Gatsby Benchmark 4, 'Linking curriculum learning to careers' this will help to embed careers more firmly into the school curriculum by highlighting the relevance of their subject for a wide range of future career paths.

Evaluation, review and dissemination

This policy will be reviewed annually by the Careers Leader and the senior leadership team as part of the whole-school assessment process for continuous improvement. The delivery of CEIAG, including external provision to students will be evaluated annually through discussion with students, evaluation forms, impact surveys and during the supervision of the day. When reviewing the CEIAG programme, the School Improvement Plan will be used to ensure that the Careers Department is fully supporting the whole school aims.

All staff will be made aware of the CEIAG Policy and their role in supporting it. Both the policy and the CEIAG programme for 2018/19 will be published on the school's website in a way that enables pupils, parents, teachers, employers, stakeholders and external agencies to access and understand it.