





## Provider Access Policy Statement (Careers Advice and Guidance)

Written by	Date	Submitted to	Approved by	Renewal date
Role: SLT Mrs L McGoldrick	March 2018	Standards committee March 2018	Mr H Russell	Spring B 2021
Signed: 			Signed 	

This document should be read in conjunction with other school policies relating to: Curriculum, Accreditation, Equal Opportunities, Inclusion, Transition, Communication and Target Setting, Teaching and Learning, Gifted and Talented.

### Our Mission

Green Park aims to provide access to high quality education and learning experiences, both in school and in the community and seeks to maximise each pupil's achievement as part of his or her life long learning. It is the school's aim to be a centre of Educational Excellence in the heart of the community.

### **Guidance Aims**

This policy is intended to support practitioners, children, parents and carers. A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make 14-19 choices that are right for them and to be able to manage their careers throughout their lives. Schools have a statutory duty to provide careers education in Years 8-13 and to give students access to careers information and guidance. Strategies to enable CEIAG to be implemented include Work Experience, Curriculum Information and Careers guidance detailed within this policy.

### **Aims and Commitment of CEG**

Green Park School is committed to providing a planned programme of careers education information, advice and guidance for all students in Years 7-11 and information, advice and guidance in partnership with the local Connexions service.

Green Park School endeavours to follow the National framework for CEIAG 11-19 in England (DfES, 2001) and other relevant guidance from the DfES, QCA and Ofsted

At Green Park School our careers' mission statement aims for all students to:-

- go into Employment, Education or Training (EET) after leaving Green Park School
- have completed Work Experience
- have knowledge and understanding of careers opportunities available to them as an individual,

This policy was developed and is reviewed biennially through discussions with teaching staff, the school's Connexions personal advisers, students, parents, governors and advisory staff.

The development of careers provision at Green Park School is constantly reviewed and considered through the careers section of the School Improvement Plan.

The Careers Policy supports, and is underpinned by key, school policies including those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSHE, work related learning and enterprise, equal opportunities and diversity, health and safety, gifted and talented and special needs. All these can be found on the Green Park School Staff information file.

### **Objectives of CE1AG**

The careers programme is designed to meet the needs of all students at Summerhill School. It is differentiated and personalised to ensure the progression through activities that are appropriate to students' stages of career learning, planning and development. Students are entitled to careers education and guidance that meets professional standards of practice and is person-centred, impartial and confidential. It will be integrated into students' experience of the whole curriculum and be based on a partnership with teachers, students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism; it will comply with the disability and discrimination acts.

### **Implementation of CEG**

Responsibility for the careers education within Green Park School is divided between the School Improvement Leader. The School Improvement Leader and HLTA are responsible for the work of the Careers and Work Related Learning. Work experience is planned and implemented by the HLTA and School Improvement Leader.

All staff contribute to careers education and guidance through their roles as tutors and subject teachers. Specialist sessions are delivered by external providers and form tutors. The careers programme is planned, monitored and evaluated by the careers department in consultation with the Connexions personal adviser who provides specialist careers guidance. Careers information is available in the Connexions Resource Centre which is maintained by the school librarian. Careers information can also be found on the school web site.

The careers programme includes:

- careers education and information sessions
- career advice and guidance activities (group work and individual activities)
- information and research activities (in the Connexions resource centre and through the internet)
- work related learning
- Individual learning and planning activities.
- Enterprise activities through enrichment days and visits.

Careers lessons are part of the school's PSHE programme. Other focused events such as educational road shows are provided from time to time. Work experience preparation and de-brief take place on enrichment days and during other appropriate times in the curriculum.

Students are actively involved in the planning, delivery and evaluation of activities.

Career learning is assessed through the school assessment system and accreditation outcomes (ASDAN- Towards Independence, Transition Challenge and Person Progress Units)

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An Annual Partnership agreement is negotiated between Green Park School and Wolverhampton Connexions service which identifies the contributions to the programme that each will make. Other links are being developed with the local colleges of further education and other external providers.

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEG area. The Careers Co-ordinator is responsible for the effective deployment of resources. Sources of external funding are actively sought.

Staff training needs are identified as part of the Service Level Agreement with the Connexions service and in conjunction with the Green Park School Business Manager. Funding is accessed through Connexions and from school funds. The school will endeavour to meet training needs within a reasonable period of time. The careers department are professionally developed through external courses, internal school inset, CPD training and careers related visits.

The partnership agreement with Connexions is reviewed annually. The programme is reviewed annually by the Careers Co-ordinator, the Head Teacher and governors. This policy is reflective of the 8 Gatsby Benchmarks (See appendix 1)

## CAREERS EDUCATION

### **Rational**

We aim to ensure that everyone in Green Park School achieves success according to their needs, hopes and abilities. We aim to provide a safe and pleasant School in which to learn and one where there is respect for self, for others and for the environment. We aim to ensure active participation in life long learning opportunities, which are equally accessible to all.

### **Key Principle**

The purpose of the Careers system is to assist students of all abilities in making appropriate choices regarding their future career aspirations by the acquisition of knowledge and the development of their skills by means of a wide range of experiences.

**The Careers Department adheres strictly to the EQUAL OPPORTUNITY POLICY of Green Park School and believes that all students should have access to the same impartial information and advice on which to make an informed choice.**

### **Objectives**

- To offer a coherent programme of preparation, guidance and counselling, so that students can make effective and appropriate career choices based on sound knowledge of the options available and the acquisition of skills.
- To involve staff from different subject areas in a range of careers activities and to use local industry and commerce, parents and training providers, to full advantage.
- To implement a working agreement between Green Park School and Connexions Black Country Service in a co-ordinated approach to the personal development of all students.
- To provide training for all teachers where applicable as an integral part of the Careers Education and Guidance (CEG) programme where needs are identified by the annual review of the service level agreement and ongoing evaluation.
- To monitor and evaluate the CEG Programme to check the achievement of targets set.

### **Modes of Delivery**

The Careers Education programme is delivered through the School curriculum and phase offers. This is supported by comprehensive advice and work experience activities organised and delivered by Green Park School's staff, local Connexions Personal Advisers and appropriate Adults Other than Teachers (AOTs). Opportunities are offered for 'specific' activities in addition to the general programme and interested students are signed out of lessons as and when appropriate to participate in these.

## **WORK EXPERIENCE**

### **Rationale**

Work experience broadens students' experiences beyond Green Park curriculum. The periods of work experience are an extension and enhancement of our studies and form a bridge between education and the world of work. Fostering links and developing partnerships with local industries is viewed as an essential aspect of work experience.

### **Aims and Objectives**

All students in Years 7 to 9, 10, 11 and sixth form will be expected to attend termly sessions of work experience placement with staff support. In Year 11 work experience placements will generally be related to a choice career aspiration, in line with Information Advice and Guidance (IAG) guidelines.

In the Sixth form, work experience will be organised to meet individual needs.

### **Who does this policy apply to?**

This policy applies to all students in Years 7 to 9, 10, 11 and Sixth Form students.

### **Who is responsible for carrying out this policy?**

The implementation of this policy will be monitored by the governors and remain under constant review by a designated School Improvement Leader.

### **What are the principles behind this policy?**

Green Park School is committed to preparing students for the world of work and recognises the importance of giving students the opportunity to experience this first hand. Where appropriate in the curriculum, students will be given the opportunity to experience the world of work to enhance their learning in the classroom, e.g. off-site provision, languages and other professional placements.

### **Procedures**

All placements will include opportunities for students to experience:

- working in a setting which includes a variety of ages
- working with a mentor/supervisor/support staff
- responding to an unfamiliar setting and new tasks
- accepting responsibility to carry out and complete tasks under supervision
- judging whether they have sufficient knowledge/skill to complete a task without further guidance
- a very different timetable

### **Management**

The Careers Co-ordinator, who will be the School Improvement Leader supported by the Head Teacher, Deputy Head, Governors and Connexions Personal Advisers, manages a team of experienced teachers in the delivery of the careers education programme incorporating both vocational and academic routes.

The Careers Co-ordinator works within a given budget backed by additional funding as appropriate for the Connexions Service. The budget is reviewed annually.

### **Resources**

The bulk of the CEG programme is delivered through onsite sessions incorporating accredited programmes through college Careers Co-ordinator in conjunction with Connexions Personal Advisers. This is backed by a comprehensive Careers Library, CAG Programmes, videos and visits. The emphasis is on the involvement of students through a variety of learning styles.

### **Parents**

Parents are actively encouraged to support the Careers Programme and are invited to parents' evenings where they can talk with Careers staff and Connexions Advisers. Parents are kept informed of careers developments through regular letters and the Green Park School's Newsletter, together with Connexion packs for parents appropriate to different age groups.

### **The Careers Education Programme**

The Careers Department is committed to the achievement of knowledge and skills through a comprehensive programme, details of which are attached. (see appendix 2)

### **Review and Evaluation**

There is an annual review and evaluation of the careers education guidance programme involving staff and students, the outcome of which is used for planning for the following year.

The content of the Careers section of the Library Resource Centre is updated at least every two years and annually where courses and qualifications are concerned. Computer programmes are automatically updated and revised by the 'publishers'. The interview priority system is reviewed at least termly and half-termly where appropriate.

### **Monitoring and review**

This policy will be monitored by the Chair of Governors in conjunction with the Headteacher. It will be reviewed by the Governing body every two years, or earlier, if considered necessary.

We aim to ensure that everyone in Green Park School has access to high quality education and learning experiences, achieves success according to their needs, hopes and abilities both in school and in the community. We aim to provide a safe and pleasant School in which to learn and seek to maximise each pupil's achievement as part of his or her life long learning, and where there is respect for self, for others and for the environment. We aim to ensure active participation in life long learning opportunities, which are equally accessible to all. It is the school's aim to be a centre of Educational Excellence in the heart of the community.

### **Key Principle**

The purpose of the Careers system is to assist students of all abilities in making appropriate choices regarding their future career aspirations by the acquisition of knowledge and the development of their skills by means of a wide range of experiences.

**The Careers Department adheres strictly to the EQUAL OPPORTUNITY POLICY of Green Park School and believes that all students should have access to the same impartial information and advice on which to make an informed choice.**

### **Objectives**

- To offer a coherent programme of preparation, guidance and counselling, so that students can make effective and appropriate career choices based on sound knowledge of the options available and the acquisition of skills.
- To involve staff from different subject areas in a range of careers activities and to use local industry and commerce, parents and training providers, to full advantage.
- To implement a working agreement between the Green Park School and Connexions Black Country Service in a co-ordinated approach to the personal development of all students.
- To provide training for all teachers and career advisers as an integral part of the Careers Education and Guidance (CEG) programme where needs are identified by the annual review of the service level agreement and ongoing evaluation.
- To monitor and evaluate the CEG Programme to check the achievement of targets set.
- To further explore accreditation of the CEG Programme.
- To meet regularly as part of the Personal Development Curriculum Group.

### **Modes of Delivery**

The Careers Education programme is delivered through the Curriculum and Phase offers. This is supported by comprehensive advice and activities organised and delivered by the Green Park School's staff, local Connexions Personal Advisers and appropriate Adults Other than Teachers (AOTs). Opportunities are offered for 'specific' activities in addition to the general programme and interested students are signed out of lessons as and when appropriate to participate in these. Work experience briefing and debriefing is delivered through the Guidance Programme. The curriculum ceases at the time of the placement to allow monitoring of the students by the work experience manager and by tutors where possible.

### **Management**

The Careers Co-ordinator is currently the School Improvement Leader supported by the Head Teacher, Deputy Head, Governors and Connexions Personal Advisers, manages a team of experienced staff in the delivery (through subject tutors) of the careers education programme incorporating both vocational and academic routes. The Careers Co-ordinator works within a given budget backed by additional funding as appropriate for the Connexions Service. The budget is reviewed annually.

### **Resources**

The bulk of the CEG programme is delivered through Options and Work Experience and the Careers Co-ordinator in conjunction with Connexions Personal Advisers. This is backed by a comprehensive Careers Library, Careers Advisory Group (CAG)

## 1.02

Programmes, videos and visits. The emphasis is on the involvement of students through a variety of learning styles.

Parents are actively encouraged to support the Careers Programme and are invited to parents' evenings where they can talk with staff and Connexion Adviser. Parents are encouraged to offer Work Experience at their places of work for other students in the Green Park School. Parents are kept informed of careers developments through regular class newsletters, home school diaries and the Green Park School's Newsletter. An interview room is available for booking where a more bespoke package is required (see appendix 1)

### **The Careers Education Programme**

The Careers Department is committed to the achievement of knowledge and skills through a comprehensive programme..

### **Review and Evaluation**

There is an annual review and evaluation of the careers education guidance programme involving staff and students, the outcome of which is used for planning for the following year. In addition, a sample study of students for more detailed information is undertaken in order to gain a more comprehensive evaluation of the programme. The content of the Careers section of the Library Resource Centre is updated at least every two years and annually where courses and qualifications are concerned. Computer programmes are automatically updated and revised by the 'publishers'. The interview priority system is reviewed at least termly and half-termly where appropriate.

### **Monitoring and review**

This policy will be monitored by the Chair of Governors in conjunction with the Headteacher. It will be reviewed by the Governing body every two years, or earlier, if considered necessary.

Date written: Sept 2014	Signed: <i>L McGoldrick</i>		
Updated: March 18	Signed: L McGoldrick	Governor Approved	

Appendix 2:



## **GREEN PARK SCHOOL PROVIDER ACCESS POLICY**

### **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for 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

Laura McGoldrick, School Improvement Leader,

Telephone: 01902 556429;

Email: [lmcgoldrick@greenparkschool.co.uk](mailto:lmcgoldrick@greenparkschool.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:



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