

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 (formerly Connexions Berkshire).

Relationship with Other Policies:

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

DFE – ‘Careers guidance and access for education and training providers’. Statutory guidance for governing bodies, school leaders and school staff, January 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

Date policy was agreed: 20th February 2017

Date for full implementation: Immediate

Date for Review: 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 (formerly Berkshire Connexions Service) and Learning to Work and other relevant outside agencies and organisations.
4. 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, January 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

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 Lead**, telephone: 01344 772658; Email: Karen.Robinson@edgbarrowschool.co.uk

Edgbarrow School Governors' Policy

Curriculum Committee: Careers Education, Information, Advice & Guidance

Opportunities for access

A number of opportunities are available as detailed in the Edgbarrow Careers Ladder, 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
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 2017/18

Edgbarrow School Governors' Policy

Curriculum Committee: Careers Education, Information, Advice & Guidance

- Year 12 – Employers & Education Taskforce Assembly and workshop, 23.02.18
- Year 12 – Workplace Visit to Romans Property Group, 31.01.18
- Year 11 – Education and Employers Taskforce Assembly, 23.02.18
- Year 10 – Careers in HR, Comm Vault, 01.03.18
- Year 9 – Business Mentoring Programme run by AWE (all year)
- Year 9 – Workplace Visit to Digital Working, date to be confirmed
- Year 8 – Careers in the NHS, Royal Berkshire NHS Trust, 26.02.18
- Year 7 – Careers in Land and Animals, BCA, 27.02.18

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 – 2017-18 Provisional Programme

