



# BURTON BOROUGH SCHOOL

## Careers Education & Provider Access Statement.

|                             |                               |                     |             |
|-----------------------------|-------------------------------|---------------------|-------------|
| Policy Reviewer             | Lisa Kane                     | Date of Review      | June 2017   |
| Date Presented to Governors | 15 <sup>th</sup> October 2018 | Date of Next Review | Summer 2020 |

Acronyms used within the policy:

CEIAG: Careers Education, Information, Advice & Guidance  
NEET: Not in Education, Employment or Training  
MAT: Most Able and Talented  
WEX: Work Experience  
NCS: National Citizen Programme

## **Careers Education, Information, Advice & Guidance**

The Burton Borough School has high quality Careers Education, Information, Advice and Guidance (CEIAG), to support our students. This is developed throughout a student's time at the school, is always supportive of their aspirations, strengths and skills and focuses around the Gatsby Benchmarks (See Appendix 1). Although specialist support is available through key staff members and external providers, the teaching of Careers Education is the responsibility of all staff at Burton Borough School and this statement further supports the school's drive for consistency across the curriculum. Our aim is ensure all of our learners are given opportunities and support to ensure they are able to make their own informed decisions regarding their future career pathways and to ensure that all learners receive an offer post 16 and do not become nonparticipants (NEET). This statement summarises our aims, the statutory guidance and recommendations. It then outlines the provision of CEIAG, work experience and provider access.

### **BBS is committed to:**

- Raising the profile of Careers Education, Information, Advice & Guidance within the School;
- Preparing students for the transition to life beyond secondary school (higher education and the world of work)
- Supporting students in making informed decisions which are suitable and ambitious for them
- Providing students with well-rounded experiences
- Developing characteristics and employability skills e.g. social skills, communication, innovation, resilience and leadership which support all abilities of students in the curriculum and in their careers regardless of background.
- Inspiring and motivating students to develop their aspirations

### **Statutory Requirements and Recommendations:**

The careers provision at Burton Borough is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.

This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including university options or apprenticeships
- be adapted to the needs to the student

The recommendations include:

- to ensure that young people have a better understanding about career choice, subsequent progression and its impact on their long term earnings
- to assist young people in developing an understanding of the responsibilities and choices associated with parenthood
- to develop better, and more carefully planned opportunities for young women to meet professionals working in non-stereotypical roles, and to learn more about what such work entails
- to strengthen the knowledge and understanding of staff about the wide range of progression routes available so that learners can make informed choices

- to consider how to link the contents of lessons and skills to be developed more frequently to career opportunities
- to consider ways in which mentoring could be used to help support young people in overcoming barriers to achievement

In addition, the school is compliant with the CEIAG that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all schools must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.

## **Responsibilities:**

BBS Staff will:

- Create a positive and attractive environment which encourages high aspirations of students;
- Provide role models through celebrating the successes of ex-students and motivational speakers;
- Ensure that there are activities in the curriculum to allow learners to access careers information related to their specialist area.
- Display high quality examples of careers within their curriculum area;
- Support the Work Experience programme by assisting tutees with applications and completing monitoring visits.

The Leadership Team will:

- support the development and implementation of CEIAG policy and practice;
- monitor the effectiveness of the policy through line management of the lead teacher;
- provide Professional Development opportunities for teachers and associate staff as appropriate to further support their own understanding and practical competency in CEIAG.

The Lead Teacher will:

- Work with the small schools and partner agencies to ensure students are given maximum experiences to develop employability skills and make informed decisions.
- Organise EEL day activities to enhance the CEIAG Provision.
- Evaluate the effectiveness of the policy and modify it as necessary.
- Lead staff Professional Development on common practices and methods to be adopted when delivering CEIAG.
- Work systematically with small schools to ensure students who are at risk of becoming NEET are referred to external agencies for support;
- Organise careers fairs, assemblies, notices and talks to deliver information to students in all years regarding CEIAG
- Raise the profile of careers across the whole school
- Oversee the Work Experience Programme and liaise with staff to organise monitoring visits
- Organise the Work Experience Awards Evening to improve links with our placement providers and parents as well as to reward student participation.
- Keep up to date with the current research and best practise in CEIAG

We will encourage our parents and carers to:

- Attend careers fairs and encourage conversations to help support their child with their future pathways.
- Support their child with organising a work experience placement.

- To support the aspirations and encourage a positive work ethic to allow their child to realise their full potential.

### **Students with Special Educational Needs or Disabilities (SEND):**

- Careers is part of the annual review and action plan for a student with SEND. Annual Reviews can be attended by our Future Focus Advisor.
- Personalised support from the SENCO, Lead Teacher, Future Focus Advisor and external bodies is used where appropriate.

### **Students in receipt of Pupil Premium funding:**

- Students in receipt of PP are prioritised for appointments with Future Focus.
- Additional funding is available for students to attend career related activities and university residential trips through NCOP.

### **Work Experience Provision:**

- The aim of work experience is to provide an opportunity for all students to learn in the work place; an experience that cannot be replicated in school.
- All students are offered the opportunity of two weeks' work experience in the July of Year 10.
- The overall organisation of work experience is undertaken by the Lead Teacher for Careers and the PA's to SLT (WEX team)
- The students are encouraged to arrange their own work experience. However, students are supported by the school which links with many large businesses and organisations.
- Parents are informed and communicated with throughout the process and a work experience consent form, H&S form and frequently asked question sheet are sent home at the beginning of year 10.
- Drop in sessions take place after Easter for students who have still not organised their placement.
- The WEX team checks that the placement meets with the schools requirements, the students will be treated fairly and they will undertake meaningful work. This information is sent to the Educational Business Links (EBL) on a weekly basis.
- All students on placement are covered by the employers' insurance and places of work are risk assessed by the Educational Business links at Telford & Wrekin Council.

## **Provider Access Statement:**

### **Introduction**

This 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.

**Partnership Agreements:**

Burton Borough School has formal Partnership Agreements with: Future Focus, Interserve, The Careers & Enterprise Company, Wolverhampton University, Staffordshire University, Edge Hill University and the National Collaborative Outreach Programme.

**Management of Provider Access Requests**

**Procedure:**

A provider wishing to request access should contact Lisa Kane, Head of Professional Studies Telephone: 01952 386500/ 386562; Email: [lisa.kane@taw.org.uk](mailto:lisa.kane@taw.org.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 families. Details of these events are provided in the following table.

| Year Group | Autumn Term  | Spring Term   | Summer Term   |
|------------|--|---|---|
| 7          | MAT BBS University<br>MAT Vex Robotics<br>Young High Street Challenge<br>Inspirational assemblies  | MAT BBS University<br>MAT Vex Robotics<br>Young High Street Challenge<br>Future Chef<br>Inspirational assemblies<br>Fire Safety Competition                                   | MAT BBS University<br>Life Skills / P4C Careers Sessions<br>Young High Street Challenge<br>Inspirational assemblies     |
| 8          | MAT BBS University<br>MAT Vex Robotics<br>Young High Street Challenge<br>Inspirational assemblies  | MAT BBS University<br>MAT Vex Robotics<br>Young High Street Challenge<br>Future Chef<br>National Enterprise Challenge<br>Inspirational assemblies                             | MAT BBS University<br>Life Skills / P4C Careers Sessions<br>Young High Street Challenge<br>Inspirational assemblies     |
| 9          | MAT BBS University<br>MAT Vex Robotics<br>Young High Street Challenge<br>Inspirational assemblies<br>Options Evening<br>Options assemblies | MAT BBS University<br>MAT Vex Robotics<br>Young High Street Challenge<br>Future Chef<br>National Enterprise Challenge<br>Inspirational assemblies<br>Careers Taster Workshops | MAT BBS University<br>Life Skills / P4C Careers Sessions<br>Young High Street Challenge<br>Inspirational assemblies     |
| 10         | Careers fair<br>Inspirational Assemblies<br>Work Experience<br>Launch assembly   | Inspirational Assemblies<br>Work Experience H&S<br>Enterprise &<br>Employability day  | Inspirational Assemblies<br>Work Experience placement<br>Work Experience Debrief<br>Launch of "Your Futures Conference" |

|    |  |   |  |
|----|--|---|--|
|    |  |   | workshops (Cvs etc.)   |
| 11 | Careers fair<br>Inspirational Assemblies<br>Careers one to one appointments<br>Mentoring<br>University Visits<br>Application advice & support<br>Your Futures<br>Conference<br>Mock Interviews | Inspirational Assemblies<br>NCS Launch<br>Post 16 assemblies and lunch drop ins<br>Careers one to one appointments<br>Mentoring<br>Application advice & support | Inspirational Assemblies<br>NCS preparation<br>Post 16 assemblies and lunch drop ins<br>Careers one to one appointments<br>Mentoring<br>Application advice & support |

**Premises and Facilities:**

The school will organise a space for discussions between the provider and students, as appropriate to the activity. For regular meetings, the school will try to ensure continuity of rooms wherever possible. 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, in the year 11 common room. The Resource Centre is available to year 11 students at lunch and break times. Information can also be circulated to all year groups via tutors or school notices.

**Appendix 1 – Activities Matched Against The Gatsby Measures**

|   | Gatsby Benchmark  | BBS Implementation in KS3  | BBS Implementation in KS4  |
|---|---|--|--|
| 1 | A stable programme of career education and guidance that is known and understood by pupils, parents, teachers, Governors and employers.   | Full amended Entitlement Statement and Careers Policy which will go live on our Website in March 2018  | BBS Implementation in KS4 and Careers Policy which will go live on our Website in March 2018.  |
| 2 | Every pupil, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.   | Life Skills / P4C lessons in the Summer term focus on living in the wider world with direct links to Careers & LMI. Year 9 students also take part in a careers taster day with sector employers. Sharing of Start resource for further LMI information  | Annual Careers Fair, Careers workshops on EEL days<br>Sharing of Start resource for further LMI information<br>One to one meetings with Future Focus<br>Individual intervention for students at risk of NEET   |
| 3 | Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.   | Individual appointments for our SEND students as required (see separate section on SEND support)<br>Life Skills / P4C careers resources are differentiated and adapted by staff to meet the needs of their group.<br>MAT students given activities to inspire and stretch.   | One to One appointments with Future Focus for all year 11 students organised by priority.<br>The opportunity for staff to refer to FF or additional agencies as required.<br>Year 11 Your Futures Conference focusing on employability skills<br>Additional funding for PP students linked to NCOP   |
| 4 | All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.   | Links to jobs and sector careers currently being implemented in all subject areas. All Learning areas were audited in January 2018. a copy of this audit is available on request.  | Links to jobs and sector careers currently being implemented in all subject areas. All Learning areas were audited in January 2018. a copy of this audit is available on request.  |
| 5 | Every pupil 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.  | Key stage 3 students take part in numerous activities delivered by employers to enrich the careers and enterprise education at BBS, such as The National Enterprise Challenge, The Royal TV Society Challenge, The Young High Street Challenge, Future Chef Competition, VEX Robotics year 9 career workshops, to name just a few. | Key stage 4 students receive employer engagement and enterprise through the careers fairs, careers assemblies, key note speakers at the Work Experience awards evening, Your Futures Conference, Mock interviews, Year 10 Enterprise & Employability day to name just a few.   |
| 6 | Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.  | Trips and visits to colleges, workplaces and universities through subject specific activities.   | All year 10 students take part in 2 weeks work experience during the Summer Term.<br>Some students take part in extended work experience as part of an individualised learning plan.   |
| 7 | All pupils 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.   | Life Skills / P4C lessons in the Summer term focus on living in the wider world with direct links to Careers & pathways.<br>Provider taster sessions and open events are published on our notices.<br>Information provided to students prior to GCSE options.  | Careers assemblies & Lunchtime drop ins delivered by local colleges, sixth forms, training providers, apprenticeship, providers and employers.<br>Annual careers fair attended by universities, colleges, sixth forms, training /apprenticeship providers, armed forces and employers.<br>National Citizen Service (NCS) assemblies and lunch drop ins.<br>Visits to universities and colleges on a needs basis. |
| 8 | Every pupil should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs. | Students can be referred to our Future Focus advisor as requires and additional support for SEND students (see section on SEND Support)<br>The School's Head of Professional Studies is also trained to Post Graduate Level in Careers Education, Information, Advice & Guidance and provides support as needed.                   | All year 11 students receive a one to one appointment with our Future Focus Advisor as well as additional support from external agencies if they are at risk of NEET.<br>The School's Head of Professional Studies is also trained to Post Graduate Level in Careers Education, Information, Advice & Guidance and provides support as needed.   |