



Careers Education Policy

Approved: 18 March 2021

Review date: February 2024

Introduction

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

Student entitlement

Students in years 8-11 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 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 *John Lomas, Head of Enterprise & Personal Development Learning*. Telephone: 023 9237 9119; Email: john.lomas@springfield.uk.net

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:

	Autumn Term	Spring Term	Summer Term
Year 8	Employability skills, meeting and working with a range of employers in PDL lessons	Careers lessons in PDL lessons as part of a rotation. Introduction to U Explore & National Careers Service	Future Options day involving meeting post 16 providers & employers. Options Evening
Year 9	Focus day – Positive relationships and safety at work, assembly and tutor group opportunities	Focus Day – Prison me, no way. PDL lessons - values for the work place, assembly and tutor group	Focus Day – UNLOC Enterprise Challenge, assembly and tutor group opportunities

	Autumn Term	Spring Term	Summer Term
		opportunities	
Year 10	Careers lessons – Post 16 opportunities, skills for work, networking with employers. Work Experience, pupil & parents' introduction evening/Assemblies and presentations in lessons from local employers.	Mock application forms completed for named jobs leading to mock interviews by local business employers. Assemblies and presentations in lessons from local employers.	Work experience for 1 week followed by a de-brief conference in a local hotel. Extended work experience for those pupils who need it. Assemblies and presentations in lessons from local employers.
Year 11	Visits to all tutor groups from major post 16 providers. Assemblies from local employers and tutor group opportunities.	Careers programme delivered by tutors. Assemblies from local employers and tutor group opportunities.	Money4Life financial literacy project team taught with local business leaders.

(The above is subject to internal review)

Providers should speak to the school's named Careers Leader to identify the most suitable opportunity for them.

The school policy on safeguarding *[See school website]* 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 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, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

Appendix 1

COVID-19: During the COVID-19 pandemic we are working to ensure our pupils receive all the relevant information on post-16 options and provision. Our Careers programme has been adapted, where possible, to take account of the current situation and any restrictions put in place to maintain the safety of pupils and staff. Engagement with pupils may need to be carried out through alternative formats, such as online presentations, and we will be happy to arrange this if at all possible. Providers should still contact the Careers Leader, John Lomas, at contact@springfield.uk.net or 023 9237 9119.

In this way we more than fulfill our legal obligations as outlined in the Guide for Governors:

https://www.careersandenterprise.co.uk/sites/default/files/uploaded/1246_guide_for_governors_digital_1.pdf