



THE
BARCLAY
SCHOOL

Careers, Work Experience and Provider Access Policy

Approved by:

Date: 2018

Last reviewed on:
DRAFT AWAITING
APPROVAL

Next review due by:

Introduction

1. The Barclay School offers high quality careers advice and guidance, to support our students. This is developed throughout a student's time at the school and is always supportive of their aspirations, strengths and skills. The primary objective of our careers programme at Barclay is to encourage, inspire and motivate our students to fulfil their potential. The focus of our support is on destinations and careers associated with a school with a wide spectrum of student abilities, and interests.

Aims and purpose

- To prepare students for the transition to life beyond secondary school (higher education and the world of work)
- To support students in making informed decisions which are suitable and ambitious for them
- To provide students with well-rounded experiences
- To increase self-awareness and confidence in developing transferrable skills including, social skills, communication, innovation, resilience and leadership which support our students in the curriculum and in their careers
- To provide access to sources of information so students are aware of the range of courses and progression routes. This will inspire and motivate students to develop their aspirations

2. This policy summarises the Governments statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

Statutory requirements and recommendations

3. The careers provision at The Barclay School 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.

4. 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

5. In addition, the school is compliant with the careers guidance policy that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all secondary 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.

6. The recommendations suggest we:

- ensure that young people have a better understanding about career choice, subsequent progression and its impact on their long term earnings
- assist young people in developing an understanding of the responsibilities and choices associated with parenthood
- develop better, and more carefully planned opportunities for students to meet professionals working in non-stereotypical roles, and to learn more about what such work entails

- strengthen the knowledge and understanding of staff about the wide range of progression routes available so that students can make informed choices
- consider how to link the contents of lessons and skills to be developed more frequently to career opportunities
- consider ways in which mentoring could be used to help support students overcome barriers to achievement

Careers Provision at The Barclay School

7. All students have access to the following:

- Extra-curricular clubs and trips support students in developing their understanding of a range of different subjects. A list of extra-curricular clubs and trips is available on the school website.
- Careers talks occur on a range of careers that inspire and motivate the students. These are offered to all students in the school and include apprenticeships.
- All students have access to the careers newsletter, careers section on the schools' website and careers and university section in the LRC. External opportunities are advertised to students at KS4 and KS5
- A developing section in our library devoted to careers information and publications.

8. Students with Special Educational Needs or Disabilities (SEND):

- Transition from one key stage to another and onto careers is part of the action plan for a student with SEND.
- Personalised support from the SENCO, careers advisor and external bodies is used where appropriate.

9. Students in receipt of Pupil Premium funding

- Personalised support will be given to these students and they will receive an extra careers appointment in Year 10.

10. Careers Advisor

- There is a part-time Careers Co-ordinator, who works alongside the Assistant Head teacher (AHT) with responsibility for careers. The Careers Coordinator will work with the AHT to develop a Careers Development Plan for the school. This is in line with the Gatsby Good Careers Guidance.

Careers Co-ordinator – Ruth Ward

Associate Assistant Head teacher – Kelly Broderick

12. Key Stage 3

- The options programme for Year 9 is designed to support them in their GCSE choices.
- The pastoral curriculum in Year 7-9 covers economic wellbeing, active citizenship and develops enterprise and entrepreneurship.

13. Key Stage 4

- One-to-one careers discussions with the Youth Connexions School Careers Coordinator in Year 11 informs individual Careers Plans that each student, their tutor and their Head of Year use.
- Extra-curricular clubs and trips support students in developing their understanding of a range of subjects. Students are giving advice and guidance about what to participate in e.g. the National Citizenship Service 'The Challenge', Dragons Den Apprenticeship scheme, Young Enterprise Students in Year 10 undertake Work Experience. This involves work experience preparation and CV writing workshops.

- The options programme for Year 11 supports their A Level choice.
- The pastoral curriculum in Year 10-11 covers economic wellbeing, active citizenship and charity fundraising.

14. Key Stage 5

There is a range of support for university applicants, this includes:

- Students in the Sixth Form are encouraged to visit university open days, masterclasses, taster courses and summer schools at a variety of universities, to develop their application profile.
- The Extended Project Qualification (EPQ) helps develop invaluable research and independent learning skills which are central to higher education.
- There is a dedicated team to support students with the UCAS process. Each student will have support tailored to their application their form tutor and the Sixth Form team.
- Interview preparation, practice and workshops are led by the Sixth Form team.
- There is preparation for and support with aptitude and pre-admissions test.
- The pastoral curriculum for Years 12-13 includes lessons on life at university, including on finances.
- Charity fundraising and enterprise activities are encouraged e.g.....
- Sixth Form students are encouraged to undertake volunteering and MOOC courses to support their university/apprenticeship applications. A range of opportunities are advertised throughout the academic year, as appropriate to specific students
- A half-termly careers bulletin is produced for Y12 and Y13 students giving information on University, Apprenticeships and Employment.

15. Guest Speakers

Alumni and Business representatives are encouraged to be the speakers at assemblies and during PSHCE and share their profession, career path and further education with current students.

WORK EXPERIENCE PROVISION AT THE BARCLAY SCHOOL

16. The aim of work experience is to provide an opportunity for students to learn in the work place; an experience that cannot be replicated in school.

17. All students are offered the opportunity of one weeks' work experience/ shadowing in the July of Year 10 and Year 12. This is a compulsory part of the curriculum, and is undertaken by the majority of students. Year 8 students undertake one day of work shadowing.

18. The overall organisation of work experience is undertaken by the AHT with responsibility for Careers, who liaises with the Directors of KS4 and KS5.

19. The students are supported in arranging their work experience. Placements are advertised via Connexions or students arrange their own placement. Students are required to submit a CV and letter of application and many attend an interview. The school has links with many large businesses and organisations e.g. Fujitsu, MBDA and GSK.

20. Parents are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.

21. Connexions checks that the placement meets with the schools' requirements, the students will be treated fairly and they will undertake meaningful work.

22. All students on placement are covered by the employers' insurance and places of work are risk assessed by Connexions.

PROVIDER ACCESS

23. This statement sets out the school's arrangements for managing the access of Providers to students 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.

24. Students in Year 8-13 are entitled:

- To find out about technical education qualifications and apprenticeship 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
- To understand how to make applications for the full range of academic and technical courses

25. A Provider wishing to request access should contact the Careers Advisor at The Barclay School through the Main School Office or via the following email address wardr@barclay.herts.sch.uk

26. A number of events, integrated into the school careers programme, will offer Providers an opportunity to come into school to speak with students and/or their parents.

4.2 Opportunities for access A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	Autumn term	Spring term	Summer term
Year 8	<i>Assembly and tutor group opportunities - employability skills</i>	<i>Network Rail STEM day</i>	<i>WORK SHADOWING Big Bang Science Fair</i>
Year 9	<i>Assembly and tutor group opportunities - employability skills</i>	<i>key stage 4 options assemblies Options Evening</i>	<i>Careers Fair Y9 Team Building Day (Armed Forces)</i>
Year 10	<i>Assembly and tutor group opportunities - employability skills</i>	<i>Networking event with providers and employers</i>	<i>Work experience preparation sessions Work experience Careers Fair</i>
Year 11	<i>Assembly on opportunities at 16 Event for UTCs</i>	<i>Post-16 evening Post-16 taster sessions Apprenticeships – support with applications</i>	

	<i>Mock Interview Day</i>		
Year 12		<i>Apprenticeships talk Assembly and small group opportunities - employability skills</i>	<i>Small group sessions: future education, training and employment options. Work experience preparation Work experience University Visit</i>
Year 13	<i>HE and higher apprenticeship applications</i>	<i>Assembly and small group opportunities - employability skills</i>	

Please speak to our Careers Co-ordinator to identify the most suitable opportunity for you.

27. The school will ensure an appropriate venue, AV and support is provided through the AHT with responsibility for careers.

28. Providers are welcome to leave a copy of their prospectus or other relevant course literature for the Careers Coordinator or the Librarian.

Monitoring and Evaluation

29. The AHT will work alongside the independent careers advisor to develop a Careers Development Plan. The external careers guidance is also evaluated and reviewed annually by SLT and Governors. Governors will approve the policy.

30. An evaluation of the data of retention, destinations, trips, and attendance at the work experience, will enable measurement of success.

Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy. This can be accessed on the school website.

Links to other policies

This policy should be read in conjunction with the following policies:

- Curriculum Policy
- Safe Guarding Policy

- Equal Access Policy
- Trips Policy