

# The Parkside School

## Careers Policy



**Approved by:**

Chair of Committee

**Date:** February 2020

**Signed:**

*Haycoel*

**Next review due:**

Spring 2022



### **Aims and Purpose**

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer.

It sets out:

- Procedures in relation to requests for access
- Details of premises or facilities to be provided to a person who is given access

The purpose of this policy is to explain how Parkside School and Pathways College prepare students for transition into the world of work, FE/HE and where appropriate apprenticeships. Parkside School and Pathways College celebrate the positive differences of all students and recognises their worth within the workplace. This leads to bespoke ways of working with each student to ensure needs are met through the careers programme. The programme is designed to equip students with the skills required to follow their chosen career pathway.

### **Statutory Requirements**

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#)

In addition, the school is compliant with the governments 'Careers guidance and access for education and training providers'. The careers strategy sets out that every school and academy providing secondary education should use the Gatsby Charitable Foundation's Benchmarks to develop and improve their careers provision.

This policy shows how our school complies with these requirements.



### **Careers Provision at Parkside School and Pathways College**

#### **Aims**

- To help pupils understand themselves and develop their own skills and abilities
- To help pupils develop their action planning, research, decision making and presentation skills
- To help pupils investigate careers and career opportunities
- To help pupils formulate and implement their own career plans
- To meet the pupils' entitlement to careers guidance as set out in 'Careers guidance and access for education and training providers - Statutory guidance for governing bodies, school leaders and school staff January 2018', including by meeting the Gatsby Benchmarks.
- To provide information in a format that is accessible to our pupils
- To encourage pupils to develop the skills, understanding and knowledge that enable them to fully and actively participate in the adult world
- To provide impartial advice and guidance to pupils and their families/carers.
- To inform and respond to pupils needs as identified in the annual review process.

#### **Curriculum Map for Careers Programme**

Please see separate Appendix for example of curriculum.

#### **EHCP Reviews**

As part of each pupil's EHCP annual review their future aspirations will be discussed and the support network surrounding the young person will endeavour to offer careers guidance in line with this. A representative from the transitioning college/placement will participate in the year 12 review meeting wherever possible.

Transition planning is part of the EHCP Review Process from Year 9.



### **PROVIDERS ACCESS POLICY STATEMENT**

#### **Pupil entitlement**

All students in years 8 to 13 at The Parkside School and Pathways College are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Understand how to make applications for the full range of academic and technical courses Management of provider access request
- Finding out about the full range of Foundation Courses available at Further Education institutions.
- Finding out about any other course relevant to the pupil's transition plan, available at Further Education institutions.

#### **Procedure**

A provider wishing to request access should contact Debbie Wicks, Transition Teacher.

Telephone: 01603 441126

Email: [deborah.wicks@parksidemail.co.uk](mailto:deborah.wicks@parksidemail.co.uk)

#### **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.

Please speak to Transition teacher, Debbie Wicks to identify the most suitable opportunity for you.

#### **Premises and Facilities**

The school will provide a space for discussions between the provider and students, as appropriate to the activity. The school will also make available any technical equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers lead.



### **Links to other Policies**

- Safeguarding/child protection policy
- Curriculum policy

This policy will be reviewed in Spring 2022

## Curriculum Map for Careers Programme

	Autumn term	Spring term	Summer term
<b>Year 7 &amp; 8</b>	<p>Careers curriculum in years 7 and 8 is currently under development. Every pupil has the opportunity to talk about their future during their annual review.</p> <p>The PSHE curriculum explores the topic Growing Up. Pupils for whom it is appropriate, will make a visit to a local workplace.</p>		
<b>Year 9 &amp; 10</b>	<p>Pupils for whom it is appropriate, will make a visit to a local workplace.</p> <p>Pupils work towards PSHE Entry Level Units :-</p> <ul style="list-style-type: none"> <li>▪ Developing skills for the workplace-getting things done, health and safety, Looking and acting the part, following instructions.</li> <li>▪ Preparing for Work Experience, Health, Safety and Hygiene, Serving food and drink, Developing Self, Working towards Goals, Personal Safety in Home and Community.</li> </ul> <p>Year 9 transition planning at annual review meetings.</p>		
	<p>English-Developing functional skills</p>	<p>Maths-managing money</p> <p>English- Applications for jobs and college, Writing persuasive letters Interviews</p>	<p>English-The local area, The wider local area, Adverts/publicity</p> <p>Visits to FE colleges</p>
<b>Year 11</b>	<p>Pupils for whom it is appropriate, will make a visit to a local workplace.</p> <p>Pupils work towards PSHE Entry Level Units :-</p> <ul style="list-style-type: none"> <li>▪ Developing skills for the workplace-getting things done, Health and safety, Looking and acting the part, following instructions.</li> <li>▪ Preparing for Work Experience, Health, Safety and Hygiene, Serving food and drink, Developing Self, Working towards Goals, Personal Safety in Home and Community.</li> </ul> <p>OR</p>		

<p>Individual work experience placement.</p> <p>Preparation for work:- Identify different work places, job roles in work places, skills and qualities for the workplace.</p>			
<b>Year 12</b>	<p>English-work related to animals, making choices regarding our future.</p> <p>Visits to FE providers</p> <p>Annual Review of EHCP's</p>	<p>English- Applications for jobs and college. Vocational profiles, looking for work, applying for a job, CV writing, conduct at work, health and safety and interview skills.</p> <p>Maths-managing money</p> <p>Work experience week</p> <p>Transition visits to FE placements</p>	<p>English-The local area, The wider local area.</p> <p>Transition visits to FE placements</p>
	<p>Visits to FE Providers</p> <p>Annual Review of EHCP's</p> <p>Applications made to FE Colleges</p>	<p>World of work topic including:-</p> <p>Vocational profiles, looking for work, applying for a job, CV writing, conduct at work, health and safety and interview skills.</p> <p>Work experience weeks</p>	<p>Transition days at FE Colleges</p>

