



Careers Policy Statement

Academy@Worden: Provider Access Policy

Introduction

This policy 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.

Management of provider access requests

Procedure

A provider wishing to request access should contact *Mrs Laura Wood*-
Telephone:01772 421021; Email: woodl@wordenacademy.co.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 parents/carers:

Please speak to our PSHE and Careers Coordinator to identify the most suitable opportunity for you.

Careers Education, Information and Guidance Programme and delivery.
(Gatsby Benchmark 1)

Year	Autumn Term	Spring Term	Summer Term	Additional information
Year 7	<p>PSHE lessons</p> <p><i>DWP Digital assembly workshop TBC (Life skills, digital safety) Careers Assemblies Enterprise Entrepreneur competition.</i></p> <p><i>St Catherine Santa Dodge, raising money for charity.</i> Gatsby Benchmarks 2, 4 and 5</p>	<p>PSHE lessons</p> <p>Derian House ‘Smarties’ fundraising launch and presentation.</p>	<p>PSHE lessons</p>	<p>National Careers Week and National Apprenticeship week, supported by the Academy. March 2019.</p> <p>Careers fair @break March 2019</p>
Year 8	<p>PSHE lessons</p>	<p>PSHE lessons</p> <p>Banking money workshop PSHE budgeting and money management. TBC</p> <p>Robotic Competition, Tomorrow’s Engineers. Gatsby Benchmarks 2, 4 and 5</p>	<p>PSHE lessons</p>	<p>Careers and PSHE coordinator.</p> <p>Careers Adviser available in school Thursday/ Friday. Tutor referrals or lunch time drop ins, careers library.</p> <p>Careers fair @break March</p> <p>National Careers Week and National Apprenticeship week, supported by the Academy. March 2019.</p>

<p>Year 9</p>	<p>PSHE lessons</p> <p>G&T experiences at Runshaw College Self-referral to Careers Adviser Gatsby benchmarks 3, 4 ,5 , 6, 7 and 8</p> <p>Bridge The Gap Science lesson. Eric Wright employer input. Gatsby Benchmarks 2, 4, and 5</p>	<p>PSHE lessons</p> <p>Gifted & Talented (G&T) experiences at Runshaw College Self-referral to Careers Adviser Careers Assembly Options assemblies and options booklet including UTC information Careers Fair Options evening Gatsby Benchmarks 2, 3, 4, 5, 7 and 8</p>	<p>PSHE lessons</p> <p>G&T experiences at Runshaw College Self-referral to Careers Adviser Gatsby Benchmarks 3 and 8</p>	<p>Careers and PSHE coordinator.</p> <p>Specific assembly linking careers to subjects. Subject specific posters and work books available to all subject teachers.</p> <p>Careers Adviser available in school Thursday/ Friday.</p> <p>Tutor referrals or lunch time drop ins, careers library. Promotion of web based resources</p> <p>National Careers Week and National Apprenticeship week, supported by the Academy. March 2019.</p> <p>Careers fair in lesson time March</p>
<p>Year 10</p>	<p>PSHEE Day</p> <p>Runshaw College lunchtime drop ins sessions following college open evening. Careers assembly</p> <p>Employability sessions beginning in September with employer input.</p> <p>Preparation for work experience, 6 sessions covering: How to apply for work experience; Work ethics and behaviour in the work place:</p>	<p>PSHEE Day</p> <p>Careers fair, self-referral to careers adviser.</p> <p>Parents evenings attended by careers adviser and colleges. Gatsby Benchmarks 2, 3, 5, 7 and 8</p> <p>Visiting Poet. Gatsby Benchmark 5</p>	<p>PSHEE Day</p> <p>Runshaw College assembly and sampling day Preston's College assembly and sampling day Cardinal Newman College assembly and sampling day Gatsby Benchmarks 3 and 7</p> <p>Work related learning week</p>	<p>Careers fair in lesson time March</p> <p>Delivered by The Careers Enterprise Company- INSPIRA and local employers. Teacher visits to students whilst on placements.</p> <p>Promotion of web based resources.</p>

	<p>CV writing. Gatsby Benchmarks 2, 3, 5 and 7</p>		<p>Work experience preparation and evaluation. Army College day. Commencement of vocational guidance interviews. Gatsby Benchmarks 2, 3, 4, 5, 6 and 8</p> <p>Edge Hill University HE Futures programme Gatsby Benchmark 7</p>	<p>Pre and post work experience evaluation to be undertaken. Gatsby Bench mark 6</p>
Year 11	<p>PSHEE Day</p> <p>Runshaw College assembly Blackburn College assembly Preston's College assembly Cardinal Newman College assembly Preston North End Community and Education Trust.</p> <p>Careers assembly Publication and promotion of college open events.</p> <p>Runshaw College lunchtime drop in sessions following open events.</p> <p>Careers Day- college applications, general applications and mock interviews.</p>	<p>PSHEE Day</p> <p>College interviews</p> <p>National Careers and National Apprenticeship Week.</p> <p>Careers Fair. Attended by colleges, training providers, employers. UTC. STEM First, Armed forces, Police.</p> <p>Apprenticeship Expo Preston Guild Hall,</p> <p>Employers, colleges, governors, INSPIRA. Gatsby Benchmarks 2, 3, 5, 7 and 8</p>		<p>Promotion of vacancies, apprenticeship and training opportunities. Open events, work experience opportunities. Delivered during tutorials/ posted on Twitter/ website.</p> <p>Promotion of web based resources, guidance platforms, careers information.</p> <p>'Understanding the college application process and plans beyond school' (PSHE toolkit Education Planning Toolkit KS3/4 PSHE association)</p> <p>Invitation made for parent's carer's to attend vocational guidance interviews.</p> <p>Action plan to be securely stored on CPOMS. Gatsby benchmark 3</p>

	Parent's evenings attended by colleges, careers adviser, NCS. Vocational guidance interviews with careers adviser (Action plan provided) Gatsby Benchmarks 3, 4, 5, 7 and 8	Vocational guidance interviews with careers adviser(Action plan provided) Second/ follow up interviews undertaken Gatsby Benchmarks 1, 2, 3, 4 and 8 Visiting poet Gatsby Benchmark 5		Destination data and follow up work. Careers fair in lesson time March
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Activities highlighted in BOLD are being delivered and supported by **The Careers Enterprise Company- INSPIRA and local employers. Highlighted in Purple the Gatsby Benchmarks linked with specific activity.**

The 8 Gatsby Benchmarks are:

Benchmark	Description
1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.
2. Learning from career and labour market information	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.
3. Addressing the needs of each pupil	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.
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.

5. Encounters with employers and employees 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.
6. Experiences of workplaces 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.
7. Encounters with further and higher education 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.
8. Personal guidance Every pupil should have opportunities for guidance interviews with a careers 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.

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 PSHE and Careers Coordinator 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 Careers Advisor. The Resource Centre is available to all students at appropriate times.

Approval and review

Approved: March 2019 by Governors

Next review: *March 2020*

Signed: *Mrs M Woodall* Chair of Governors



Mr C Catherall Headteacher

