



**BURTON
BOROUGH
SCHOOL**

Careers Policy Education & Provider Statement

Policy Reviewer	Lisa Kane	Date of Review	May 2023
Date Presented to Governors	14 th June 2023	Date of next Review	June 2026

Acronyms used within the policy:

CEIAG: Careers Education, Information, Advice & Guidance

NEET: Not in Education, Employment or Training

HP: High Potential

WEX: Work Experience

NCS: National Citizen Programme

NCOP: National Collaborative Outreach Programme

Careers Education, Information, Advice & Guidance

The Burton Borough School provides 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, 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 adult life.
- 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 and Future Focus advisors 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.
- Provide regular information to families, via letters, emails and social media, around careers and employability skills.
- Organise additional activities and information during National Careers Week and

National Apprenticeship week, linking with local and national employers.

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 SENDCO, (SENDCo) Student Services, Future Focus Advisor, and external bodies is used where appropriate.

(I think VP – Inclusion Lead role should be added here as Kim now oversees the work of the SENDCO and has strategic overview to ensure the operation of SEND is fulfilled on a daily basis).

Students in receipt of Student 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/ASPIRE to HE.

Work Experience Provision:

- The aim of work experience is to provide an opportunity for all students to learn in the workplace; 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 assistant PA to SLT (WEX team).
- The students are encouraged to arrange their own work experience. However, students are supported by the school through access to the Telford & Wrekin WEX database, which provides 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, that the students will be treated fairly, and they will undertake meaningful work. This information is uploaded to the database for the Educational Business Links (EBL) to action, 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.
- Students who do not secure a work experience placement, will take part in a hybrid programme consisting of some virtual work experience talks from Speakers for Schools, workplace and college visits, independent remote study, project work and individual tutorials.

Provider Access Statement:

Introduction

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

Student entitlement

All students 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 PSHE, EEL days, options events, assemblies, 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, The Careers & Enterprise Company, Wolverhampton University, Staffordshire University, Manchester Metropolitan University, Birmingham City University, Chester University, The Marches LEP, West Midland Consortium and the National Collaborative Outreach Programme.

Management of Provider Access Requests

Procedure:

A provider wishing to request access should contact Lisa Kane, Lead Practitioner – Whole school teaching & learning. Telephone: 01952 386500/ 386562; Email: 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 students and/or their families. Details of these events are provided in the Appendix.

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 school LRC. The Resource Centre is available to all students at lunch and break times. Information can also be circulated to all year groups via tutors or school notices.

Additional Information relating to COVID 19:

We will strive to ensure all planned events take place. However, due to changing Government guidelines, dependant on the current situation, some events may be offered digitally or postponed. We are currently offering a blended approach with

the careers library resources also being available on the “careers hub” on our website and virtual work experience placements being advertised. We will keep families updated with changes and virtual events via email.

Appendix 1 – Activities Matched Against The Gatsby Measures:

The table below colour codes the Gatsby Benchmarks. The same colour code is used in the activity matrixes that follow on the next pages.

Gatsby Benchmarks		
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, Governors 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. 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 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.

The Colour coding links activities with the Gatsby Benchmarks in the following tables.

Autumn Term						
Year Group	Lessons	Guidance	Enrichment Curriculum	Assemblies	Extra Curricular option	
7	Careers in Curriculum week 1 - all lessons have a careers link	Future Focus support for Annual Review available on request	START Profile (careers software)	Raising Aspirations Assemblies	Travel & Tourism Period X	
	PSHE - Core Theme 3 (See PSHE Curriculum)	Careers Policy shared with Staff, Governors, Parents and wider audience via the website	Big Think Questions - launched on notices in tutor time		X53 Business Enterprise Period X	
	Read or Not quiz in DIC Notices- UM18, Career myths exposed	Careers Library - resources, prospectuses etc updated weekly	External career related workshops - events shared and students encouraged to attend		Young Archaeologist Period X	
	L4L - KS3 Takeover day application letters sessions	Career of the week information on notices	HP BBS University		Young Medics Period X	
8	Careers in Curriculum week 1 - all lessons have a careers link	Future Focus support for Annual Review available on request	START Profile (careers software)	Raising Aspirations Assemblies	Travel & Tourism Period X	
	PSHE - Core Theme 3 (See PSHE Curriculum)	Careers Policy shared with Staff, Governors, Parents and wider audience via the website	STEM Competition - MGMT		X53 Business Enterprise Period X	
	Read or Not quiz in DIC Notices- UM18, Career myths exposed	Careers Library - resources, prospectuses etc updated weekly	Big Think Questions - launched on notices in tutor time		Young Archaeologist Period X	
	L4L - KS3 Takeover day application letters sessions	Career of the week information on notices	National Enterprise Challenge - School Heat		Young Medics Period X	
9	Careers in Curriculum week 1 - all lessons have a careers link	Future Focus support for Annual Review available on request	START Profile (careers software)	Raising Aspirations Assemblies	Travel & Tourism Period X	
	PSHE - Core Theme 3 (See PSHE Curriculum)	Careers Policy shared with Staff, Governors, Parents and wider audience via the website	HP BBS University		X53 Business Enterprise Period X	
	Read or Not quiz in DIC Notices- UM18, Career myths exposed	Careers Library - resources, prospectuses etc updated weekly	External career related workshops - events shared and students encouraged to attend		Young Archaeologist Period X	
	L4L - KS3 Takeover day application letters sessions	Career of the week information on notices	MFL Open days at Wolverhampton, Aston & Oxford Universities		Young Medics Period X	
10	Careers in Curriculum week 1 - all lessons have a careers link	Work Experience Support Sessions	START Profile (careers software)	Work Experience Launch	Travel & Tourism Period X	
	PSHE - Core Theme 3 (See PSHE Curriculum)	Careers Fair - Post 16 advice	Big Think Questions - launched on notices in tutor time	Raising Aspirations Assemblies	X54 Business Enterprise Period X	
	Read or Not quiz in DIC Notices- UM18, Career myths exposed	Post 16 Provider Lunch time drop ins	External career related workshops - events shared and students encouraged to attend		Young Archaeologist Period X	
		Careers Library - resources, prospectuses etc updated weekly	HP BBS University		Young Medics Period X	
11	Careers in Curriculum week 1 - all lessons have a careers link	Future Focus support for Annual Review available on request	The Billiard Club (HP Students)		Intro into Law - Period X	
	PSHE - Core Theme 3 (See PSHE Curriculum)	Career of the week information on notices	MFL Open days at Wolverhampton, Aston & Oxford Universities		Diver Theory Training Period X	
	Read or Not quiz in DIC Notices- UM18, Career myths exposed	Key Stage 4 Parents Information Evening - Careers (Work experience presentation)			Work Experience Awards night - speakers from businesses	
		Careers Policy shared with Staff, Governors, Parents and wider audience via the website				
11	Careers in Curriculum week 1 - all lessons have a careers link	Careers Fair - Post 16 advice	START Profile (careers software)	Post 16 Provider Assemblies (Fridays)	Travel & Tourism Period X	
	PSHE - Core Theme 3 (See PSHE Curriculum)	Post 16 Provider Lunch time drop ins	University Visits - Local & National (Inc Oxbridge sessions)	Future Focus - different Pathways session	X54 Business Enterprise Period X	
	Read or Not quiz in DIC Notices- UM18, Career myths exposed	Future Focus one to one appointments	Open days / Taster sessions shared on notices and students encouraged to attend	Raising Aspirations Assemblies	Young Archaeologist Period X	
		Careers Policy shared with Staff, Governors, Parents and wider audience via the website	External career related workshops - events shared and students encouraged to attend		Young Medics Period X	
	Career of the week information on notices	Career of the week information on notices	HP BBS University		Intro into Law - Period X	
	Post 16 Applications (CV - Support sessions in the library)	Post 16 Applications (CV - Support sessions in the library)			Diver Theory Training Period X	
	Careers Library - resources, prospectuses & vacancies board updated weekly	Careers Library - resources, prospectuses & vacancies board updated weekly				

Spring Term						
Year Group	Lessons	Guidance	Enrichment Curriculum	Assemblies	Extra Curricular option	
7	Careers in Curriculum week 2 - all lessons have a careers link Career Competition in CIC Notices- Research and presentation task National Apprenticeship & National Careers week - activities in CLL	Future Focus support for Annual Review available on request Careers Policy reviewed and updated Careers Library - resources, prospectuses etc updated weekly Career of the week information on notices	START Profile (careers software) Key Stage 3 Takeover day/Interviews and feedback External career related workshops / events shared and students encouraged to attend HP BBS University	Raising Aspirations Assemblies	Travel & Tourism Period X KS3 Business Enterprise Period X Young Archaeologist Period X Young Medics Period X	
	Careers in Curriculum week 2 - all lessons have a careers link Career Competition in CIC Notices- Research and presentation task National Apprenticeship & National Careers week - activities in CLL	Future Focus support for Annual Review available on request Careers Policy reviewed and updated Careers Library - resources, prospectuses etc updated weekly Career of the week information on notices	START Profile (careers software) External career related workshops / events shared and students encouraged to attend Key Stage 3 Takeover day/Interviews and feedback National Enterprise Challenge - Practice for the finals HP BBS University	Raising Aspirations Assemblies	Travel & Tourism Period X KS3 Business Enterprise Period X Young Archaeologist Period X Young Medics Period X	
	Careers in Curriculum week 2 - all lessons have a careers link Career Competition in CIC Notices- Research and presentation task National Apprenticeship & National Careers week - activities in CLL	Future Focus support for Annual Review available on request Careers Policy reviewed and updated Careers Library - resources, prospectuses etc updated weekly Career of the week information on notices	START Profile (careers software) HP BBS University External career related workshops / events shared and students encouraged to attend MFL Open days at Wolverhampton, Aston & Oxford Universities Key Stage 3 Takeover day/Interviews and feedback	Raising Aspirations Assemblies	Travel & Tourism Period X KS3 Business Enterprise Period X Young Archaeologist Period X Young Medics Period X	
10	Careers in Curriculum week 2 - all lessons have a careers link Career Competition in CIC Notices- Research and presentation task National Apprenticeship & National Careers week - activities in CLL	Work Experience Support Sessions Careers Fair - Post 16 advice Post 16 Provider Lunch time drop ins Careers Library - resources, prospectuses etc updated weekly Future Focus support for Annual Review available on request Career of the week information on notices Careers Policy reviewed and updated	START Profile (careers software) Big Think Questions - launched on notices in tutor time External career related workshops / events shared and students encouraged to attend HP BBS University MFL Open days at Wolverhampton, Aston & Oxford Universities The Brilliant Club (HP Students) Work Experience Drop in Sessions	Raising Aspirations Assemblies	Travel & Tourism Period X KS4 Business Enterprise Period X Young Archaeologist Period X Young Medics Period X Intro into Law - Period X Driver Theory Training Period X Work Experience Awards night - speakers from businesses	
	Careers in Curriculum week 2 - all lessons have a careers link Career Competition in CIC Notices- Research and presentation task National Apprenticeship & National Careers week - activities in CLL	Future Focus one to one appointments Careers Policy reviewed and updated Post 16 Applications (CV - Support sessions in the library Careers Library - resources, prospectuses & vacancies board updated weekly Career of the week information on notices	START Profile (careers software) Open days / Taster sessions shared on notices and students encouraged to attend External career related workshops / events shared and students encouraged to attend HP BBS University Apprenticeship Show Your Future Conference - CV Writing and Interview Prep workshops Your Future Conference - employability and progression routes workshops Your Future Conference - Mock Interviews with full application process	Post 16 Provider Assemblies (Fridays) Future Focus - different Pathways session Raising Aspirations Assemblies	Travel & Tourism Period X KS4 Business Enterprise Period X Young Archaeologist Period X Young Medics Period X Intro into Law - Period X Driver Theory Training Period X	
	Destinations Audit to inform interventions for students at risk of MEET					
11	Careers in Curriculum week 2 - all lessons have a careers link Career Competition in CIC Notices- Research and presentation task National Apprenticeship & National Careers week - activities in CLL	Future Focus one to one appointments Careers Policy reviewed and updated Post 16 Applications (CV - Support sessions in the library Careers Library - resources, prospectuses & vacancies board updated weekly Career of the week information on notices	START Profile (careers software) Open days / Taster sessions shared on notices and students encouraged to attend External career related workshops / events shared and students encouraged to attend HP BBS University Apprenticeship Show Your Future Conference - CV Writing and Interview Prep workshops Your Future Conference - employability and progression routes workshops Your Future Conference - Mock Interviews with full application process	Post 16 Provider Assemblies (Fridays) Future Focus - different Pathways session Raising Aspirations Assemblies	Travel & Tourism Period X KS4 Business Enterprise Period X Young Archaeologist Period X Young Medics Period X Intro into Law - Period X Driver Theory Training Period X	
	Destinations Audit to inform interventions for students at risk of MEET					

Spring Term						
Year Group	Lessons	Guidance	Enrichment Curriculum	Assemblies	Extra Curricular option	
7	Careers in Curriculum Week 3 – all lessons have a careers link	Future Focus support for Annual Review available on request	START Profile (careers software)	Raising Aspirations Assemblies	Travel & Tourism Period X	
	Career Pathways in CIC Notices- Showing staff/journeys	Careers Policy shared with Staff, Governors, Parents and wider audience via the website	External career related workshops (events shared and students encouraged to attend)		KCS3 Business Enterprise Period X	
	PSHE- Core Theme 3 (See L4L Curriculum)	Careers Library - resources, prospectuses etc updated weekly Career of the week information on notices	HP BBS University		Young Archaeologist Period X Young Medicine Period X	
8	Careers in Curriculum Week 3 – all lessons have a careers link	Future Focus support for Annual Review available on request	START Profile (careers software)	Raising Aspirations Assemblies	Travel & Tourism Period X	
	Career Pathways in CIC Notices- Showing staff/journeys	Careers Policy shared with Staff, Governors, Parents and wider audience via the website	External career related workshops (events shared and students encouraged to attend)		KCS3 Business Enterprise Period X	
	PSHE- Core Theme 3 (See L4L Curriculum)	Careers Library - resources, prospectuses etc updated weekly Career of the week information on notices	National Enterprise Challenge - Preparation for finals National Enterprise Challenge - Finals HP BBS University		Young Archaeologist Period X Young Medicine Period X	
9	Careers in Curriculum Week 3 – all lessons have a careers link	Future Focus support for Annual Review available on request	START Profile (careers software)	Raising Aspirations Assemblies	Travel & Tourism Period X	
	Career Pathways in CIC Notices- Showing staff/journeys	Careers Policy shared with Staff, Governors, Parents and wider audience via the website	External career related workshops (events shared and students encouraged to attend)		KCS3 Business Enterprise Period X	
	PSHE- Core Theme 3 (See L4L Curriculum)	Careers Library - resources, prospectuses etc updated weekly Career of the week information on notices	Key Stage 3 Takeover day Interviews and feedback		Young Archaeologist Period X Young Medicine Period X	
10	Careers in Curriculum Week 3 – all lessons have a careers link	Careers Fair - Post 16 advice	START Profile (careers software)	Raising Aspirations Assemblies	Travel & Tourism Period X	
	Career Pathways in CIC Notices- Showing staff/journeys	Post 16 Provider Lunch time drop ins	Work Experience Placement	Work Experience H&S assembly	KCS3 Business Enterprise Period X	
	PSHE- Core Theme 3 (See L4L Curriculum)	Careers Library - resources, prospectuses etc updated weekly	External career related workshops (events shared and students encouraged to attend)		Young Archaeologist Period X	
11	Work Experience Preparation in L4L	Future Focus support for Annual Review available on request	HP BBS University		Young Medicine Period X	
	Work Experience Preparation in L4L	Careers Library - resources, prospectuses etc updated weekly	The Brilliant Club (HP Students)		Intro into Law - Period X	
	Work Experience Debrief Activities	Careers Policy shared with Staff, Governors, Parents and wider audience via the website			Diver Theory Training Period X	
11	Careers in Curriculum Week 3 – all lessons have a careers link	Careers Fair - Post 16 advice	START Profile (careers software)	Raising Aspirations Assemblies	Travel & Tourism Period X	
	Career Pathways in CIC Notices- Showing staff/journeys	Post 16 Provider Lunch time drop ins	Open days / Taster sessions shared on notices and students encouraged to attend	Future Focus - different Pathways session	KCS3 Business Enterprise Period X	
	PSHE- Core Theme 3 (See L4L Curriculum)	Future Focus one to one appointments	External career related workshops (events shared and students encouraged to attend)		Young Archaeologist Period X	
11	Work Experience Debrief Activities	Careers Policy shared with Staff, Governors, Parents and wider audience via the website	HP BBS University		Young Medicine Period X	
	FF Choices Checklist activity in preparation for next year	Continuation work with FF & Small schools to ensure smooth transition			Intro into Law - Period X	
		Post 16 Tasters	MEET Intervention - Support to apply & tasters		Diver Theory Training Period X	
		Careers Library - resources, prospectuses & vacancies board updated weekly				
		Careers Library - resources, prospectuses & vacancies board updated weekly				
		Careers Library - resources, prospectuses & vacancies board updated weekly				

Additional external events are advertised as they occur via our twitter account: @CareersBbs and information is regularly shared to families via the bulletin.