



**BURTON
BOROUGH
SCHOOL**

Careers Policy Education & Provider Statement

Policy Reviewer	Lisa Kane	Date of Review	April 2022
Date Presented to Governors	9 th May 2022	Date of next Review	Summer 2023

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 and 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 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 SENCO, Student Services, Future Focus Advisor and external bodies is used where appropriate.

Students in receipt of Pupil 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 PAs 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, 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, work place 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 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 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 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 pupils 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
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
	Read or Not quiz in CIC pl - LMI & Career myths exposed	Careers Policy shared with Staff, Governors, Parents and wider audience via the website	Big Think Questions - launched on notices in tutor time	
	Study Skills in Tutor Time	Careers library - resources, prospectuses etc updated weekly Job of the week on notices	VEX Robotics Club External career related workshops / events shared and students encouraged to attend HP BBS University	
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
	Read or Not quiz in CIC pl - LMI & Career myths exposed	Careers Policy shared with Staff, Governors, Parents and wider audience via the website	STEM Competition - MCMT	
		Careers library - resources, prospectuses etc updated weekly Job of the week on notices	Big Think Questions - launched on notices in tutor time National Enterprise Challenge on EEL day Army Outreach - Team work & leadership skills VEX Robotics Club External career related workshops / events shared and students encouraged to attend HP BBS University	
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
	Read or Not quiz in CIC pl - LMI & Career myths exposed	Careers Policy shared with Staff, Governors, Parents and wider audience via the website	External career related workshops / events shared and students encouraged to attend	
		Careers library - resources, prospectuses etc updated weekly Job of the week on notices	Big Think Questions - launched on notices in tutor time HP BBS University VEX Robotics Club MFL University Trip Maths Careers in Codebreaking - in conjunction with Blechley Park	
10	Careers in Curriculum Week 1 - all lessons have a careers link	Work Experience Support Sessions	START Profile (careers software) Half Term Homework	Work Experience Launch
	PSHE - Core Theme 3 (See PSHE Curriculum)	Careers Fair - Post 16 advice	Big Think Questions - launched on notices in tutor time	Raising Aspirations Assemblies
	Read or Not quiz in CIC pl - LMI & Career myths exposed	Post 16 Provider Lunch time drop ins	External career related workshops / events shared and students encouraged to attend	
	Study Skills in Tutor Time	Careers library - resources, prospectuses etc updated weekly Job of the week on notices	HP BBS University Speakers for Schools Talks RAF Catering workshop The Brilliant Club	
		Future Focus support for Annual Review available on request		
		Key Stage 4 Parents Information Evening - Careers / Work experience presentation 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) Half Term Homework	Post 16 Provider Assemblies (Fridays)
	PSHE - Core Theme 3 (See PSHE Curriculum)	Post 16 Provider Lunch time drop ins	Computer Science - Robotics External provider session	Future Focus - different Pathways session
	Read or Not quiz in CIC pl - LMI & Career myths exposed	Future Focus one to one appointments	GCSE Enterprise - Corporate training day	Raising Aspirations Assemblies
	Study Skills in Tutor Time	Careers Policy shared with Staff, Governors, Parents and wider audience via the website	Big Think Questions - launched on notices in tutor time	
		Post 16 Applications / CV - Support sessions in the library	University Visits - Local & National (inc Oxbridge sessions)	
		Careers library - resources, prospectuses & vacancies board updated weekly Job of the week on notices	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	
The Colour coding links activities with the Gatsby Benchmarks				

Spring Term				
Year Group	Lessons	Guidance	Enrichment Curriculum	Assemblies
	PSHE - Core theme 3 - KS3 takeover application letters	Future Focus support for Annual Review available on request	Key Stage 3 Takeover Day preparation activities (including interviews and feedback) Key stage 3 Takeover Day	
7	MFL- Theatre group- Importance of MFL in life DT - Stem Challenge Careers in Curriculum Week 2- All lessons have a career focus Science - Zoology workshop (exotic Zoo)	Careers Library - resources, prospectuses etc updated weekly Job of the week on notices	START Profile (careers software) HP BBS University External career related workshops / events shared and students encouraged to attend Big Think Questions - launched on notices in tutor time	
8	PSHE - Core theme 3 - KS3 takeover application letters DT - Stem Challenge PSHE - Core Theme 3 (See PSHE Curriculum) Careers in Curriculum Week 2- All lessons have a career focus	Future Focus support for Annual Review available on request Careers Library - resources, prospectuses etc updated weekly Job of the week on notices	Key Stage 3 Takeover Day preparation activities (including interviews and feedback) START Profile (careers software) External career related workshops / events shared and students encouraged to attend HP BBS University Big Think Questions - launched on notices in tutor time Key stage 3 Takeover Day Young Chef Competition	
9	PSHE - KS3 takeover application letters PSHE - Core Theme 3 (See PSHE Curriculum) Careers in Curriculum Week 2- All lessons have a career focus	Future Focus support for Annual Review available on request Careers Library - resources, prospectuses etc updated weekly Job of the week on notices	Key Stage 3 Takeover Day preparation activities (including interviews and feedback) START Profile (careers software) External career related workshops / events shared and students encouraged to attend HP BBS University National Debating Competition Key stage 3 Takeover Day RAF STAAR Challenge Big Think Questions - launched on notices in tutor time Sports Careers - External Speaker on EEL Maths Department - University taster sessions START Profile (careers software)	Options Assemblies
10	PSHE - Core Theme 3 (See PSHE Curriculum) Careers in Curriculum Week 2- All lessons have a career focus	Work Experience - drop in sessions Future Focus support for Annual Review available on request Careers Library - resources, prospectuses etc updated weekly Job of the week on notices	Big Think Questions - launched on notices in tutor time Positively You Exam Busters Health & Safety on Work Placement - EEL day National Debating Competition Fuelling your Brain- EEL day HP BBS University VWEX Law Workshop Army Outreach - Leadership & Teamwork External career related workshops / events shared and students encouraged to attend	Work Experience Assembly
11	Destinations Audit to inform interventions as part of PSHE PSHE - Core Theme 3 (See PSHE Curriculum)	Post 16 Provider Lunch time drop ins Future Focus one to one appointments NEET Intervention - Support to apply & tasters Post 16 Tasters Careers Library - resources, prospectuses & vacancies board updated weekly Job of the week on notices Post 16 Applications / CV - Support sessions in the library	START Profile (careers software) Big Think Questions - launched on notices in tutor time HP BBS University External career related workshops / events shared and students encouraged to attend Your Future Conference - Team work & Leadership challenges (Chester University) Your Future Conference - employability and progression routes workshops Your Future Conference -CV writing Workshops Your Future Conference -Mock Interviews with full application process	Post 16 Provider Assemblies (White Mondays) NCS Follow Up assembly Cap gemini Degree Apprenticeship session with an ex student
The Colour coding links activities with the Gatsby Benchmarks				

Summer Term				
Year Group	Lessons	Guidance	Enrichment Curriculum	Assemblies
7	Careers in Curriculum Week 3- All lessons have a careers link PSHE - Core Theme 3 (See PSHE Curriculum)	Future Focus support for Annual Review available on request Careers library - resources, prospectuses etc updated weekly Job of the week on notices	START Profile (careers software) Big Think Questions - launched on notices in tutor time HP BBS University External career related workshops / events shared and students encouraged to attend Young High Street Challenge - 2020 business mentoring	
8	Careers in Curriculum Week 3- All lessons have a careers link	Future Focus support for Annual Review available on request Careers library - resources, prospectuses etc updated weekly Job of the week on notices	START Profile (careers software) Big Think Questions - launched on notices in tutor time HP BBS University External career related workshops / events shared and students encouraged to attend Shropshire Star STEM Challenge National Enterprise Challenge Preparation sessions Young High Street Challenge - 2020 business mentoring	
9	Careers in Curriculum Week 3- All lessons have a careers link	Future Focus support for Annual Review available on request Careers library - resources, prospectuses etc updated weekly Work Experience drop in sessions Job of the week on notices	START Profile (careers software) Big Think Questions - launched on notices in tutor time Peace Project - Communication and negotiation skills HP BBS University Shropshire Star STEM Challenge External career related workshops / events shared and students encouraged to attend	Final Prep for Work Experience
10	Careers in Curriculum Week 3- All lessons have a careers link	Future Focus support for Annual Review available on request Careers library - resources, prospectuses etc updated weekly Job of the week on notices	START Profile (careers software) Big Think Questions - launched on notices in tutor time HP BBS University Post 16 College Taster days Critical Thinking Workshop at Wrekin College External career related workshops / events shared and students encouraged to attend	
11	Destinations Audit to inform interventions as part of PSHE Careers in Curriculum Week 3- All lessons have a careers link	Post 16 Provider Lunch time drop ins Future Focus one to one appointments NEET Intervention - Support to apply & tasters Post 16 Tasters Careers library - resources, prospectuses & vacancies board updated weekly Post 16 Applications / CV - Support sessions in the library Job of the week on notices	START Profile (careers software) Half Term Homework Big Think Questions - launched on notices in tutor time HP BBS University External career related workshops / events shared and students encouraged to attend	Post 16 Provider Assemblies (Friday)
The Colour coding links activities with the Gatsby Benchmarks				

Additional External events are advertised as they occur via our twitter account: @CareersBbs and information is regularly emailed out to families by the Careers Lead.