

# **CEIAG** POLICY

**Ref: C14**

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**Date: September 2020**

**Ratified by Governing Body:**

**Frequency of Review: Annually**

**Policy Review Dates:**

<b>Date</b>	<b>Changes made</b>	<b>By whom</b>
September 2021	Additional information for KS4 and KS5 Related Policies	<b>Kate Corbishley</b>
September 2022	No Changes	ARR

## **INTRODUCTION**

Grange School provides a relevant and engaging careers curriculum which meets the differing needs and requirements of our pupils. This is developed throughout a pupil's time at the school and is always supportive of their abilities, strengths and skills.

## **AIMS AND PURPOSE**

- To support the aspirations of all our pupils and to ensure that they gain the understanding, skills and experience they need to make progress and succeed in learning and work.
- Prepare pupils for the transition to further education, training and/or employment
- Support pupils in making informed decisions which are appropriate and in accordance with their future aspirations
- Provide pupils with well-rounded experiences – employer encounters, work placement and careers guidance
- Develop personal characteristics such as social skills, communication, independence and resilience
- Inspire and motivate pupils to develop themselves as individuals and live as independently as is possible

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

## **STATUTORY REQUIREMENTS AND RECOMMENDATIONS**

The careers provision at Grange 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 apprenticeships
- be adapted to the needs of the pupil

In addition, the school is compliant with the careers guidance 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.

## **CAREERS PROVISION AT GRANGE**

All pupils have access to the following:

- Grange Careers Curriculum - Careers and preparing for life after Grange is a fundamental aspect of our Know and Remember Curriculum
- A wide range of Enterprise opportunities allowing students opportunity to develop and apply employability skills
- Encounters with employers and further education providers to further develop and enhance students future aspirations informing them of apprenticeships, traineeships as well as employment and further education opportunities
- Access to an independent Careers advice from KS3 – KS5
- Appropriate work experience sourced in conjunction with the Enterprise Advisor
- Students in Year 10-14 access accredited learning, with opportunity to also select from a range of additional qualifications to allow them to work towards their future aspirations.
- Regular communication with families and Board of Governors with regards to careers provision and its impact

### **KEY STAGE 3**

- Pupil pathways onto accredited and vocational courses are planned and prepared for in KS3
- Pupils follow the careers curriculum and are set 3 careers targets across the year
- Pupils take part in Enterprise projects across the school year allowing opportunity to functionally apply English and Maths and develop employability skills
- Pupils in Year 9 will have the opportunity to take part in the Bronze Duke of Edinburgh Award.
- Year 9 pupils and their families invited to relevant careers and skills fair held at Grange School each year
- Pupils attend a careers interview with an External Level 6 qualified Careers Advisor
- All pupils have a qualification pathway put into place before transitioning into KS4

#### **KEY STAGE 4**

- All pupils follow a career focused curriculum alongside Accredited qualifications
- Pupils follow the careers curriculum and are set 3 careers targets across the year
- All pupils take part in Enterprise projects across the school year allowing opportunity to functionally apply English and Maths and develop employability skills
- Where suitable the pupils will complete a Barista qualification as part of the in school Enterprise offer.
- All pupils attend a careers interview with an External Level 6 qualified Careers Advisor
- All pupils personalised transition plans continue to be updated in line with future aspirations, following EHCP's, meetings with the careers/transitions lead and the external careers advisor.
- The majority of KS4 pupils take part in the Duke of Edinburgh Award.
- Pupils have a range of employer encounters and work based placements and opportunities where appropriate.
- All pupils have the opportunity to access different training providers to develop the variety of experiences they have to support informed choices about future education, training and employment pathways

#### **KEY STAGE 5**

- All pupils follow a life skills curriculum, taking part in a range of accredited courses to prepare them for their transition into further education, training and/or employment
- All pupils take part in a range of Enterprise projects across the school year
- Where suitable the pupils will complete a Barista qualification as part of the in school Enterprise offer
- All pupils attend a careers interview each year within Post 16 with an External Level 6 qualified Careers Advisor
- All pupils personalised transition plans continue to be updated in line with future aspirations, following EHCP's, meetings with the careers/transitions lead and the external careers advisor.
- Pupils have a range of employer encounters and work based placements
- All pupils have the opportunity to access different training providers to develop the variety of experiences they have to support informed choices about future education, training and employment pathways

The overall organisation of work experience is undertaken by the school Careers Leader who liaises with the Grange Academy team to ensure the most relevant and engaging opportunities are taken.

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

All pupils on placement are covered by the employers' insurance and places of work are risk assessed by the Careers Leader.

## **HOW WE DELIVER CAREERS EDUCATION, INFORMATION AND GUIDANCE**

Careers education, information and guidance is embedded throughout the entire curriculum and bi-annual audits ensure that there is good coverage. Academic Review appointments, parent consultations, external careers advice and reports allow for personalised conversation about pupil progress and target setting. Pupils are encouraged to have high aspirations and to be aware of the world of work from Year 7 onwards. The 'Gatsby Benchmarks' are used as a measure of high-quality careers education. The school regularly evaluates progress against these benchmarks alongside the Careers Hub.

### **GATSBY BENCHMARKS:**

1. A stable career programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

## PROVIDERS ACCESS POLICY STATEMENT

### 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 7-13 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

### Access Procedure

A provider wishing to request access should contact Phil Hinchliffe, Careers Leader,

Telephone: 0161 231 2590 / Email: [p.hinchliffe@grange.manchester.sch.uk](mailto:p.hinchliffe@grange.manchester.sch.uk).

### Opportunities for Access

- We actively seek to build partnerships with outside agencies, as a means to broaden our pupils' horizons and to provide them with exposure to a range of education and career pathways.
- We would encourage providers to contact Phil Hinchliffe, our Careers Leader to find a suitable event to access pupils. All events will need a minimum lead time of six weeks.
- We run a wide range of careers and options events throughout the year, and we have the capacity to offer ad-hoc events. We would particularly welcome providers' attendance at year our careers fair that is run each year – please contact Allison Mallalieu [a.mallilieu@grange.manchester.sch.uk](mailto:a.mallilieu@grange.manchester.sch.uk)
- Presentations must be submitted to the Careers Leader 48 hours before the planned event.

## **FACILITIES**

- The school can offer a variety of hall and classroom spaces for use by providers.
- Audio-visual equipment is available.
- Providers are welcome to leave copies of their prospectus, or other relevant literature, for distribution.
- Presentations can be uploaded to our Careers intranet, following events

## **RELATED DOCUMENTS**

This Policy should be read in conjunction with:

- Safeguarding and Child Protection (2021)
- Curriculum Policy 2021
- Teaching and Learning Policy 2021