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**Scissett Middle School**

**Working together, respecting all, because everyone matters**

**CEIAG Access Providers Policy**





**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Headteacher Chair of Governors**

**Agreed: 9th October 2019**

**To be reviewed: October 2020**



**CEIAG Provider Access Policy**

**Scissett Middle School**

**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 6-8 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 Adele Greenleaf, Head of Careers, Telephone: 01484 865444; Email: [agreenleaf@scissett.com](mailto:agreenleaf@scissett.com)

**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.

The Year plan is the Gatsby Checklist attached.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

**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 Careers Leader 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 librarian. The Resource Centre is available to all students at lunch and break times.

**Approval and review**

Approved by Governors at Curriculum and Standards Committee 9th October 2019

Next review: October 2020

**Gatsby Checklist for Careers Action Plan 2020.**

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|  | **Autumn** | **Spring** | **Summer** |
| Yr 5 | **Transition to SMS – Harry Potter Quiz**  **December 2019** | **Transition – STEM project**  **January 2020** | **Transition sessions** |
| CPD/meetings  And clubs | **Careers hub – 1-year review 10th Sept 2019 – Gatsby benchmark 7**  **Skills Network – Leeds 2nd October AGR to attend**  **ICT manager – upgrade to Compass+ O 2019 – Pilot school**  **CEIAG Network 15th October**  **Careers and LMI – delivered by Francis from CEC 11th October**  **Well-being survey for staff**  **Careers staff survey – Oct 2019**  **Parents provision survey Oct 2019**  **Governor CPD – Francis Burkinshaw CEC 6th Dec 2019**  **Textile CPD – Camira Fabrics– November**  **Teach Meet – 19th November – Training on Bordieus and Manduras Career Theories.**  **CPD on Apprenticeships – L.Beever from National Apprenticeship society**  **CPD – Apprenticeships – L.Beever Dec 2019 – From National Apprenticeship Service** | **Career ready – Alison Mattock**  **CPD for all staff 6th January 2019 (careers in the curriuculum)**  **Drama club – PP/FSM and others. Banduras theory of self-efficacy - Social Cognitive Career Theory – Raising aspirations and self-efficacy.**  **Teach Meet – What is an Apprenticeship?**  **January 14th - AGR**  **Opus training – SEND in Careers**  **Careers hub – CEIAG Meeting – Jan 2020 – Contacts with HE/FE and Apprenticeship providers**  **Meeting with Head teacher AL about Careers in Curriculum week.**  **Meeting with HOD Science – Magna and STEM UNI Visit**  **Meeting with Head of Careers at Shelley College Jan 2020 – To do Compass together.**  **CPD – ED – Careers in Maths**  **CEC – Thursday 23rd January** | **LGBT inclusion course (how to help with careers) 20/4/2020**  **Safeguarding Training 24/4/20**  **CEC Careers meeting 27/4/20 AGR/FB**  **Careers webinar – Building a stable Careers programme 28/4/20**  **CEIAG phone meeting 29/04/20 AGR/FB**  **ASK – Apprenticeship training 30/04/20**  **Careers meeting with AGR/AGL/AC 7/5/20**  **CEC course – presenting your careers programme 12/05/2020**  **ASK – Practical ways to boost employability skills in lockdown 14//05/2020**  **CEIAG phone meeting 18/05/20 AGR/FB**  **CEC – How to evaluate yours careers provision 19/05/20**  **ASK – How your subject links to Apprenticeships 19/05/20**  **CEC – Careers Leadership Surgery 22/05/20** |
| Year 6 | **PHSE** – Wellbeing and mental health – growth mind-set and irrational thinking  Google review questionnaire  Huddersfield Giants teaching Girls rugby  **Form time Booklets** – What do I want to be when I grow up?  **Drama** - Mock interviews  **Careers Assembly** Where can you find information in school on careers? Teachers who have had other jobs  **Monday 4th November**  Career Ready – Starters in all lessons all week on Careers in the Curriculum.  **School representative volunteers**  **Recycling club**  **Theatre set design club**  **Careers in the Curriculum**  **Design Technology –**  **Food**  What jobs and careers are involved with food packaging and labelling?  **Textiles**  Target Market and client profiles.  How to make a profit when making a textile item.  **Careers in the Curriculum**  **Music –** Orchestra did a performance and all the way through talked about jobs and careers in music.  **Holocaust exhibition guides – PP/FSM students.**  **Holocaust exhibition guides – PP/FSM students.**  **Riot ACT – Road safety and talk about Careers in Acting – 12th November**  **Culture Capitol – Book of knowledge**  **Drama club – PP/FSM and others. Banduras theory of self-efficacy - Social Cognitive Career Theory – Raising aspirations and self-efficacy.**  **ASK Apprentices Assembly – Linda Beever**  **Assembly – What is LMI**  Harry Potter - Museum Visit – Students will fill out a booklet including:   1. How many careers can you think of that were involved in the making of the film Harry Potter? 2. This is a museum – How many different careers can you think of that go into making this museum successful? | **PHSE** – Money Matters  **Form time Booklets** – What do I want to be when I grow up?  **Homework project** – My family and the jobs they do.  **Assembly – what is an Apprenticeship?**  **Science Fair joint with Kirkburton Middle School**  **Huddersfield university doing science experiments.**  **Theatre Performance** – Students acting, choreography, Lighting and sound.  **Lion King – Theatre Trip – workplace visit**  **Assembly – What to expect at Shelley College?**  **Monday 13th January and 2nd March**  Career Ready – Starters in all lessons all week on Careers in the Curriculum.  **Drama club – PP/FSM and others. Banduras theory of self-efficacy - Social Cognitive Career Theory – Raising aspirations and self-efficacy.**  Future Goals Booklets sent to parents  **School representative volunteers**  **Recycling club**  **Theatre set design club**  **Creative writing at Cannon Hall – Culture Capitol and Careers feedback sheets** | **Scissett Summer Fair** – Enterprise drop down – to visit fair to raise money for charities. Postponed due to Corona  **Wellbeing drop down day** activities to build self-resilience and look at strengths and weaknesses. Postponed due to Corona  **Culture Capitol – Book of knowledge**  **Drama club – PP/FSM and others. Banduras theory of self-efficacy - Social Cognitive Career Theory – Raising aspirations and self-efficacy.**  **School representative volunteers**  **Recycling club**  **Theatre set design club**  **Careers in the Curriculum**  **Maths** – Theme Park project  **The scenario -** A plot of land has become available and you have decided to build a brand-new theme park.  **You have managed to secure a £500 000 loan from the bank**  During this activity the students have a range of tasks to complete, from building your theme park, to working out how much it costs to run and most importantly working out how much profit you can make  All Students set Careers school work at home.  Buzz test  Employability skills  BBC Bitesize Careers  The Wow Show  Careers in the Curriculum |
| Year 7 | **PHSE** – Wellbeing and mental health – resilience and self-esteem, reflection  **Careers Assembly** Where can you find information in school on careers?  Teachers and their other careers.  **Form time Booklets** – What is an Apprenticeship?  **School representative volunteers**  **Recycling club**  **Theatre set design club**  Google review questionnaire  Huddersfield Giants teaching Girls rugby  **ASK Apprentices Assembly – Linda Beever**  **Drama club – PP/FSM and others. Banduras theory of self-efficacy - Social Cognitive Career Theory – Raising aspirations and self-efficacy.**  **Holocaust exhibition guides – PP/FSM students.**  **Apprenticeship booklet in form time**  **Holocaust exhibition guides – PP/FSM students.**  **Culture Capitol – Book of knowledge**  **Monday 4th November**  Career Ready – Starters in all lessons all week on Careers in the Curriculum.  **Assembly – What is LMI**  **Careers in the Curriculum**  **Design Technology –**  **Food**  Unusual careers in Food technology  Careers in Food that need Science  **Textiles**  Superdry the company and what is an entrepreneur? | **PHSE** – jobs through the ages, career speed dating, unemployment, part time jobs, modern and futuristic jobs, reflection  **Homework project**  futuristic jobs and a career I would like to have.  **Form time Booklets** – What is an Apprenticeship?  **Assembly – what is an Apprenticeship?**  **Drama club – PP/FSM and others. Banduras theory of self-efficacy - Social Cognitive Career Theory – Raising aspirations and self-efficacy.**  **Apprenticeship/STEM Female Ambassador Assembly**  **Apprenticeship booklet in form time**  **Culture Capitol – Book of knowledge**  **Assembly – Labour Market Information**  **Magna STEM visit** – all year 7 to go to Magna - Get up to Speed with STEM is a chance to see some of the UK's most exciting science, technology & engineering inventions, and meet the people who design, build and operate them! Speak to businesses, inventors, apprentices and education providers on the future of these industries, at this showcase event.  **Magna** – While we are there the student will fill in a worksheet about how many careers, they can think of that would be involved in making this Steel Museum so successful.  **Monday 13th January and 2nd March**  Career Ready – Starters in all lessons all week on Careers in the Curriculum.  **Careers in the Curriculum**  **Science week**  Designing and creating new perfume and marketing it.  **SEND students – Visit to workplace – KAL Sports Centre**  **Theatre Performance** – Students acting, choreography, Lighting and sound.  **Business Enterprise Coordinator Assembly on How to run your own business or be an Entrepreneur**  **Enterprise/entrepreneur lunchtime club**  **Assembly – What to expect at Shelley College?**  **School representative volunteers**  **Recycling club**  **Theatre set design club**  **Lion King – Theatre Trip – workplace visit**  **Careers in ICT for Girls**  Future Goals Booklets sent to parents | C&K Interview skills carousel (Thursday 6th May) INTERVIEW SKILLS WORKSHOPS - Students prepare for job, college and university interviews and build confidence. Students take part in a speed dating style mock interview and put all they’ve learned in to practice. Targeting Gatsby Benchmark 2 and 5. Postponed due to Corona  **Careers fair**  Students will attend a 1-hour session in careers fair in our gym. Postponed due to Corona  **Culture Capitol – Book of knowledge**  **Drama club – PP/FSM and others. Banduras theory of self-efficacy - Social Cognitive Career Theory – Raising aspirations and self-efficacy.**  **Careers in the curriculum**  Drop down day where students move around subjects doing practical lessons to do with the world of work. Postponed due to Corona  **Wellbeing drop down day** activities to build self-resilience and look at strengths and weaknesses. Postponed due to Corona  **Quarry Bank Mill**  Students will discover what it what like to work in a mill in the olden days. The apprenticeship house is used to show how apprenticeships have changed and a worksheet on jobs in the past is filled in.  **School representative volunteers**  **Recycling club**  **Theatre set design club**  **Numeracy and literacy Teaching mentors**  **Enterprise Summer Fair**  All year 7 run a summer fair – they meet/research their clients (charity) budget and plan stalls – then run stalls to make a profit. Postponed due to Corona  All Students set Careers school work at home.  Buzz test  Employability skills  BBC Bitesize Careers  The Wow Show  Careers in the Curriculum |
| Year 8 | **PHSE** – Wellbeing and mental health – Diversity, sexual/gender, identity and belonging  **Careers Assembly** Where can you find information in school on careers? What visits am I doing this year? Teachers and their other careers.  **Form time Booklets** – What is an Apprenticeship?  STEM Club Electronics/Design and make a drone  Google review questionnaire  Huddersfield Giants teaching Girls rugby  **Holocaust exhibition guides – PP/FSM students.**  **Drama club – PP/FSM and others. Banduras theory of self-efficacy - Social Cognitive Career Theory – Raising aspirations and self-efficacy.**  **Holocaust exhibition guides – PP/FSM students.**  **School representative volunteers**  **Recycling club**  **Theatre set design club**  **ASK Apprentices Assembly – Linda Beever**  **Culture Capitol – Book of knowledge**  Arts Award – Workplace visit to Yorkshire Sculpture park.  CV workshop for PP/FSM/SEND – C&K Careers  **Monday 4th November**  Career Ready – Starters in all lessons all week on Careers in the Curriculum.  Schools Careers Journalist Competition English department – Careers in the curriculum  Syngenta chemistry workshops designed for Year 8 pupils and shall provide:             A ‘kids lab’ experience with science demonstrations on filtration and distillation, along with an illustration of mechanical equipment used in the processing industry           A tour of a production plant to ‘see science in action’.  **Apprenticeship booklet in form time**  **Apprenticeship Roadshow Assembly –** 1 hour assembly with 6 apprentices – question and answer sessions.  CV WORKSHOP (YEAR 8) Designed to explain what a CV is and how to put one together. Employers talk about what they looking for, how they score and evaluate CVs, what and what not to include. Students will start working on their own CV. Targeting Gatsby Benchmark 2 and 5.  **Engineering taster session at Leeds University.**  **University visit**  **Huddersfield New College visit.**  **Honley High school careers fair for SEND**  **Theatre trip**  Students fill in worksheet that involves all the careers that go into running a theatre. Hopefully next year we can get a backstage tour.  **Careers in the Curriculum**  **Design Technology –**  **Food**  What is the difference between a food scientist/Microbiologist/Environmental Health office/Food standard agent?  **Textiles**  Careers in Textile Design – journalist, bloggers or designers. Which would be best and why?  **Careers in the Curriculum**  **Music – Rock Band -**  did a performance and all the way through talked about jobs and careers in music.  **Assembly – What is LMI**  Numeracy Mentors – Apply with job application for job.  **Young reporters’ team**  **Open Evening Caterers –** FSM/PP students who are interested in catering/hospitality to plan/prepare and serve at new parents open evening. | **PHSE** – Who am I? strengths and weaknesses, skills, routes available, Apprenticeships.  **Homework project**  A 3d model of who I am.  **Form time Booklets** – What is an Apprenticeship?  STEM Club Electronics/Design and make a drone  **University visit**  **Drama club – PP/FSM and others. Banduras theory of self-efficacy - Social Cognitive Career Theory – Raising aspirations and self-efficacy.**  **Apprenticeship/STEM Female Ambassador Assembly**  **Apprenticeship booklet in form time**  **Assembly – what is an Apprenticeship?**  **Culture Capitol – Book of knowledge**  **Assembly – Labour Market Information**  **School representative volunteers**  **Recycling club**  **Theatre set design club**  **Throughout the year each Year 8 student does office duty for a day.**  **A group of students run the school shop**  **A group of students run the Achievement Award shop**  **Careers in the Curriculum**  **Science - Careers focus**  When teaching this module encourage appropriate careers linked to this work;  – doctors /nurses /dieticians / nutritionists /personal trainers (research homework on one of the careers)  **Science week**  The world of Robotics  Medical Heart dissection  **Assembly – What to expect at Shelley College? Yr 9 Options**  **Theatre Performance** – Students acting, choreography, Lighting and sound.  **Monday 13th January and 2nd March**  Career Ready – Starters in all lessons all week on Careers in the Curriculum.  **Business Enterprise Coordinator Assembly on How to run your own business or be an Entrepreneur**  **Enterprise/entrepreneur lunchtime club**  **Lion King – Theatre Trip – workplace visit**  **Careers in ICT for Girls**  Future Goals Booklets sent to parents | **Careers in the curriculum**  Drop down day where students move around subjects doing practical lessons to do with the world of work. Postponed due to Corona  **Careers in the Curriculum**  **English Department** - Journalistic team project scheme of work, resulting in students learning about newspapers/ journalism/ news articles and writing and editing one based on local/ school news in teams.  **Careers in the Curriculum**  **Physical Education Department**  Sports leader who referee matches for students at the neighbouring first schools.  ‘BUILD YOUR FUTURE’ CAREERS EVENT- Half day carousel-style careers event featuring 4 delivery workshops. Students will learn about their options, the labour market and what employers and universities are looking for in applications and interviews. All sessions are co-delivered by careers advisers and employers or ambassadors. Targeting Gatsby Benchmark 2, 3, 5 and 7. Postponed due to Corona  **Culture Capitol – Book of knowledge**  **Drama club – PP/FSM and others. Banduras theory of self-efficacy - Social Cognitive Career Theory – Raising aspirations and self-efficacy.**  STEM Club Electronics/Design and make a drone  **Careers fair**  Students will attend a 1-hour session in careers fair in our gym. Postponed due to Corona  **Wellbeing drop down day** activities to build self-resilience and look at strengths and weaknesses. Postponed due to Corona  **Resilience sessions** for vulnerable students. Postponed due to Corona  **Yorkshire Wildlife Park visit**  Students complete a worksheet including all the careers that are involved in running a Wildlife Park Postponed due to Corona  **Visits to Shelley College**  **University visit**  **Barnsley College visit**  (Hair and Beauty, Sport, performing Arts and University Campus) Postponed due to Corona  All Students set Careers school work at home.  Buzz test  Employability skills  BBC Bitesize Careers  The Wow Show  Careers in the Curriculum |

**Gatsby Benchmarks colour code**

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| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |

