**St Andrew’s School

A school with Quaker values

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**The St Andrew’s School Trust is a Registered Charity No. 1129232**

Careers

Policy

Last reviewed date:

Adopted by Trustees date:

Next review date: Spring 2024

**The Career aims of St Andrews School**

As a school, promoting a career development culture is an essential part of our ethos. We aim to support the aspirations of all our learners and to ensure they gain the understanding, skills and experience needed to make progress and succeed in learning and work.

We will support students to develop knowledge and understanding of education, training and employment through investigating the opportunities available to them.

The careers education guidance not only contributes to the wellbeing of the students but also to the wellbeing of the families and the communities to which they belong and to the economy.

Our mission statement to the student:

‘Within our careers provision we aim to inspire you to become curious about the world of work, and the options and possibilities this opens up to you now and for your journey beyond St Andrews.

We believe in promoting equality and diversity, helping you to explore and challenge limiting stereotypes so that you can recognise and overcome constraints this may place upon your choices and aspirations.

By equipping you with the knowledge, skills and abilities to explore the range of options available, we will support you to reflect on these. We will also help you to understand how to make well- informed and realistic decisions and put these into action.

Given the changing world, and the recognition that you, as an individual, will continue to change in terms of your hopes, ambitions and aspirations, our careers provision will provide the foundation to enable you to manage the progression from St Andrews School and your subsequent progressions.

As a Special Education Needs (SEND) school, we have a particular focus of developing the personal characteristics such as social skills, communication, independence, and resilience of our students.’

**Statutory requirements and recommendations**

The careers provision at St Andrew’s School 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 and T Levels

• 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.

As a SEND school, St Andrew’s follows the statutory guidance for governing bodies, school leaders, and school staff, laid out by Gatsby Benchmarks as published by The Careers & Enterprise Company. As recommended in the statutory guidance in ‘Careers guidance and access for education and training providers’ July 2021, St Andrew’s interprets the benchmarks differently, in accordance with the individual SEND needs of our students.

**Careers provision at St Andrews**

The range of career opportunities at St Andrews includes the following:

* Visiting a careers fair
* Employers and other relevant people visiting school to provide talks about employment and apprenticeships (includes virtual speakers), to support students in their understanding of a range of careers
* Off-site visits to selected employers to broaden students’ knowledge and experience in different areas of work
* KS4 students may have the opportunity to undertake work experience   
  (including virtually)
* Students may have the opportunity to access different training providers to develop the variety of experiences students have to support informed choices about future education, training, and employment pathways
* Students have the opportunity to gain advice from a careers adviser
* Annual STEM events and projects are a key part of the curriculum
* Students undertake lessons to utilise advice and guidance from an online careers programme recommended by Norfolk County Council

To inspire and motivate students to develop themselves as individuals and live as independently as is possible, they have full access to their career folders which outline their career journey as they progress through the school. The folders are kept in the students’ main classroom.

**Work experience**

The planning and organisation of work experience is undertaken in connection with Norfolk County Council Work Experience (WEX), 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 WEX or a senior member of staff to ensure the suitable health and safety of placements.

**Providers Access Policy Statement Introduction**

This policy 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 Student 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

• 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

• 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 Email: [office@standrewsschool.co.uk](mailto:office@standrewsschool.co.uk)

Telephone: 01263 837927

Providers are welcome to leave a copy of their prospectus or other relevant literature with a member of the office team. This will be made available to students and families as appropriate.