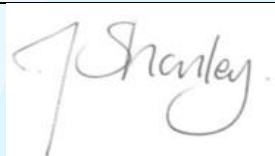


Forest Way School

Careers Policy

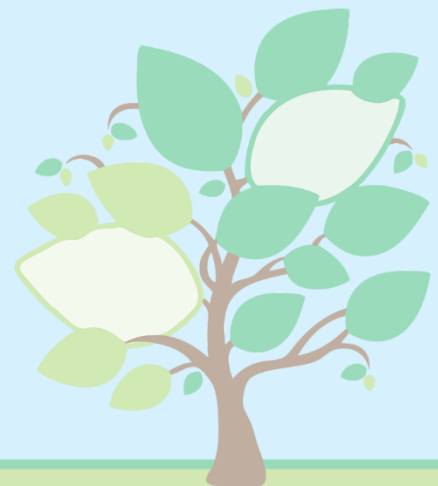
Name: James Shanley

Signature: 

Title: Chair of Trustees

Date: September 2023

Next Review Date: September 2024



Statutory

Non-Statutory

About This Policy

Context:

Forest Way School is a co-educational day Area Special School catering for pupils aged 3 – 19 with a range of learning difficulties. Some pupils also exhibit challenging behaviour.

Careers: The individual pathway through life, learning and work.

This policy outlines how we will help our students to:

- understand their career options and different paths to work, to plan the steps they need to take, and to get from where they are to where they want to go;
- be inspired about new opportunities they might not have known about (or that might not exist yet), or thought they could not achieve;
- understand their own knowledge and skills and how they can be used in the workplace;
- get, hold and progress in a job, whatever their age, ability or background;
- increase the amount they earn across their working lives;
- improve their well-being through doing a job they are good at and enjoy.

It reflects the Department for Education's Career Strategy (2017), which supports the government's Modern Industrial Strategy (2017), and the key elements of the Equality Act with a commitment to promoting equality in disability, race, gender, socio economic circumstances, pregnancy and maternity.

Technical and Further Education Act 2017, the Baker Clause stipulates that schools must allow colleges and training providers access to every student in years 8-13 to discuss non-academic routes that are available to them. (see Policy statement on Provider access- Appendix 1).

The Baker Clause

What is the Baker Clause?

Introduced as an amendment to the Technical and Further Education Act 2017, the Baker Clause stipulates that schools must allow colleges and training providers access to every student in years 8-13 to discuss non-academic routes that are available to them (*See Appendix 1*). It is expected that by doing so this will help address the UK's productivity challenges and address skills shortages experienced across several sectors of the economy. This regulation has been enforced since January 2nd 2018.

What does this mean for stakeholders?

The Baker Clause will have different implications depending on whether you are a school or provider.

For Schools

The Department for Education's Statutory guidance for governing bodies, school leaders and school staff sets out the expectations of schools which includes:

- Every school must ensure that there is an opportunity for a range of education and training providers to access all pupils in year 8 to year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships.

- Every school must publish a policy statement setting out their arrangements for provider access and ensure that it is followed.

Schools must also publish a policy statement detailing the ways in which colleges and training providers will be granted access which must include:

- (a) any procedural requirements in relation to requests for access;
- (b) grounds for granting and refusing requests for access;
- (c) details of premises or facilities to be provided to a person who is given access

This statement may be revised by the school's Governing Board from time to time and must be published- both original and amended versions.

Rationale:

The DfEs Careers strategy is part of the government's plan to improve social mobility. It supports the long-term plan to boost national productivity and the earning power of people throughout the country as outlined in the modern Industrial Strategy.

The aim is to ensure every person, regardless of their background, can build a rewarding career through the provision of excellent careers guidance backed up by the experiences with employers and educators.

The key objectives of the Careers Strategy are to ensure young people in secondary schools and colleges:

- Understand the full range of opportunities available to them,
- Can learn from employers about work and the skills that are valued in the workplace and to have first-hand experience of the workplace;
- Have access to an excellent programme of advice and guidance that is delivered by individuals with the right skills and experience;
- Receive support tailored to their circumstances, including face to face advice and more bespoke support if they need it;
- Have access to the information they need to understand the job and career opportunities available, and how their knowledge and skills can help them in considering suitable careers.

Commitments:

As part of the Careers Strategy, Forest Way is committed to:

- Working with our students, parents, further education colleges, local employers and careers experts to help our students make the right choices for them.
- Developing effective relationships with local employers to enable students to have a range of employer encounters
- Making sure our students can access independent careers guidance.
- Using the eight Gatsby benchmarks of good career guidance to achieve an excellent standard of career development support.
- Utilising the services of the Careers and Enterprise Company and the National Careers Service
- Providing support and guidance tailored to individual needs
- Using data and technology to help everyone make choices about careers

Compliance and Governance:

In accordance with the DfEs Careers Strategy, we will take the following action:

By January 2018 we will ensure we:

- Are using the Gatsby Benchmarks, as set out in new statutory guidance, to continuously improve our careers programme.
- Give providers of technical education and apprenticeships the opportunity to talk to all of our students.

By September 2018 we will ensure we:

- Publish details of our careers programme on our website
- Introduce the new role of school Careers Leader
- Implement a new careers programme and embed this within our school curriculum
- Introduce robust governance of our careers programme

During 2018 and 2019 we will ensure we:

- Continue to evaluate our careers programme using the Gatsby Benchmarks and amend where necessary to ensure our students receive the careers advice they require

By the end 2020 we will ensure we:

- Are offering every student at least one encounter with an employer each year from years 7 to 13, some of which will be with STEM employers.

Roles and Responsibilities

Head Teacher	Accountable for ensuring the school has an effective Career programme which is aligned to the DfEs Career Strategy and embedded in the school curriculum
School Leadership team	Responsible for: <ul style="list-style-type: none"> • Ensuring the appropriate support and resources are available for the school Careers Leader to fulfil their responsibilities • Promoting local employer engagement
Careers leader Tim Lees 01530 831899 tlees@forestway.leics.sch.uk	Responsible for the delivery of a school's careers programme, ensuring <ul style="list-style-type: none"> • the school has a good careers programme that meets the expectations set out in the Gatsby Benchmarks. • the school has published details of its careers programme and arrangements for providers of technical education or apprenticeships to talk to pupils on its website • the destinations of young people from the school are tracked and that this information is used to improve the effectiveness of the school's careers programme. • Promoting local employer engagement
Heads of Key Stages	Responsible for: <ul style="list-style-type: none"> • Supporting the Careers Leader (Tim Lees) with the design and delivery of the school's careers programme • Promoting local employer engagement
All Teachers	Responsible for: <ul style="list-style-type: none"> • Ensuring they understand the role they play in supporting the delivery of the school Careers programme • Promoting local employer engagement
Local Governing Board	Responsible for: <ul style="list-style-type: none"> • The effective governance of the careers programme • Promoting local employer engagement

Enterprise Coordinator	<p>Responsible for:</p> <ul style="list-style-type: none"> • A team of 20 Enterprise who help local schools and colleges to improve their careers and enterprise activities and engage with the world of work by making it easier for employers and the self-employed to engage with schools and colleges. • Focusing efforts on programmes and activities that are most effective in motivating young people, supporting independent choice and supporting positive outcomes for young people. • Continuously tracking and reviewing the impact of the programme to ensure project success.
Enterprise Advisor	<p>Responsible for:</p> <ul style="list-style-type: none"> • Supporting the Careers leader with the development of the career programme by sharing their knowledge and expertise in business to help inform enterprise education • Promoting local employer engagement
STEM Advisor	<p>Responsible for:</p> <ul style="list-style-type: none"> • Supporting the Careers leader with identifying STEM-specific opportunities • Promoting local STEM employer engagement

Our approach Careers education and guidance is seen as an integral part in the preparation of pupils for the opportunities, responsibilities and experiences of life. Its main aims are as follows:

- To develop an awareness of personal development with the emphasis on the future development
- To promote a positive self image
- To foster an understanding of personal needs and the needs of others
- To develop their role in relation to their peer group and understand how others see them
- To develop communication skills
- To work to develop problem solving skills especially personal decision making and self help and independent living skills
- To develop an awareness and knowledge of the world of work and a realistic view of their own work potential
- To develop sources of information on opportunities and individuals who can help
- To develop opportunities to practise and prepare for transition from school to adult independence, further education/training opportunities, work experience and leisure activities
- To develop self advocacy skills to enable pupils to participate in their own transition planning

If appropriate, to investigate ways pupil self advocacy in planning can be improved by using student counsellors, named persons, advisers, advocates or peer support.

The Careers Educational Guidance Curriculum:

Our Careers programme will be embedded in our curriculum and based on the following:

- Inspiring encounters with further and higher education, and with employers and workplaces
- Inspiring opportunities through education and training providers
- Enabling students to have more time with employers from an early age
- Providing positive engagement with Science, Technology, Engineering and Maths (STEM)
- The provision of excellent advice and guidance programmes

One of the most important aspects of Careers Education is developing and preparing pupils to cope with the transition from school to the adult world. This is partly done through Personal, Social Health Education and Citizenship (PSHEC). Pupils work to develop knowledge of

themselves, their strengths, weaknesses and needs, their role within the community and world of work.

Development of skills to enable pupils to adjust and cope with change, eg self reliance, flexibility, adaptability, decision making and problem solving with a particular emphasis on communication skills.

All pupils are encouraged to make good use of their leisure time and are given opportunities to explore the leisure facilities which are available locally.

Years 7 to 13 Curriculum:

We will ensure we offer every young person at least one employer encounter each year. Students will experience visits from the emergency services and be made aware of their role. Students will experience job application skills. Across the whole curriculum soft skills and resilience will be encouraged

Post 14 Curriculum:

We will ensure we offer every young person at least one employer encounter each year.

All Post 14 pupils work towards Accreditation Modules in Communication, Mathematics, ICT and Life Skills. Where appropriate to their needs they have opportunities to work towards life skills modules such as bed making, making hot and cold snacks, showering and home security in our on-site life skills apartment and bungalow.

All pupils take part in internal work experience for three afternoon sessions for example working with the Site Manager, School Gardener, office staff and where appropriate supporting with younger children in the Acorns Department.

Post 16 Curriculum:

We will ensure we offer every young person at least one employer encounter each year.

All Post 16 pupils continue to work towards Accreditation modules. They also attend two 5/6 week taster sessions at local colleges such as Leicester and Loughborough. The courses include hair and beauty, construction, motor mechanics, music and using the gymnasium. The courses are selected according to pupils' interests. The pupils spend part of the day at the college in order to give them opportunities to use the canteen on a larger campus.

Post 16 students are given the following internal work experience opportunities:

- Animal care
- Child care
- Digital media
- Office skills
- Working with Acorns pupils
- Grounds and maintenance work (Woodland)
- Site maintenance work
- Post 16 café
- Sports leadership
- Supporting students who go horse riding
- Woodwork

Transition Reviews:

With the development of Transition Planning at the 14+ EHCP Review, the pupil, parents, school, and other professionals work together to establish and modify annually a Transition Plan

to guide the pupil through to life after school. The school provides independent careers advice and currently this is done on a year by year basis.

Resources:

Currently the Post 16 teachers and Key Stage 4 teachers have responsibility for Careers Education and Guidance. They liaise with pupils, parents, social services and the Specialist Careers Advisor from Prospects.

A small Careers Information resource base is located in the Post 16 Common Room. It has been developed with resources appropriate to pupils with severe learning difficulties. The school also has access to Prospects for resources and information.

Opportunities to attend Careers meetings and appropriate inset for teachers of the 14+ pupils and the Careers Curriculum Co-ordinator are available.

Methodology:

PSHEC currently enables pupils to explore and extend communication, independent living and decision-making skills. Work and leisure facilities are explored in the local community. The Prospects Advisor is invited to attend EHCP Reviews, helps to support some parents with their applications to ISPs, spends time doing observations in the classroom and writes a recommendation report for every student applying to a specialist college.

In the last two years extra funding has enabled improved Careers Resources, both written material, photographic and video. In the future it is hoped that the following will be achieved.

- Further improved Careers resources suitable for pupils with severe learning difficulties.
- Improved staff training in the areas of Careers Guidance development and continuing the development of PSHEC programmes.
- To further develop links with Careers staff and parents to ensure they have information to help pupils make informed decisions.
- Develop work experience and work shadowing opportunities for older pupils.
- To maintain and expand links with Further Education to familiarise pupils with the opportunities which are available locally.

To maintain a pack of material on the options Post 19 in the locality and further away eg residential colleges. This material will be available at the Transition Review when pupils are in Year 10.

Review:

This policy document will be reviewed annually by Prospects, teachers, Further Education and mainstream placements. Ways of monitoring its effectiveness for pupils and parents in terms of access and improved guidance should be sought.

Appendix 1

Forest Way School

Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to 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 applicable pupils in years 8 to 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, group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11).

For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers;
- explain what career routes those options could lead to;
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider); and
- answer questions from pupils.

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [“Making it meaningful” checklist](#). Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Management of provider access requests

Procedure

A provider wishing to request access should contact Tim Lees, Careers Leader, 01530 831899

The school reserves the right to decline requests for a number of reasons, including (but not restricted to) the following:

- if such attendance would provide an imbalanced view of available provision (e.g. several apprenticeship providers at an event and no colleges);
 - if the provider’s input would not be relevant to a particular event if the request is not timely (e.g. students have already heard from similar providers during the year, or if they are involved in end of year exams);
 - if the information is not seen to be in the best interest of pupils or there are concerns about the ethics or quality of the provision. In such cases, Head of School or the Careers Leader would inform the provider of this decision and the reason why. If the provider wishes to appeal this decision, they can contact the Head of School. If the provider wishes to appeal the decision received from the Head of School, they should contact the Chair of Governors at the school.
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Opportunities for access

The school offers the six provider encounters required by law and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

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

Two encounters for pupils during the ‘first key phase’ (years 8 and 9) that are mandatory for all applicable pupils to attend.

1. Year 8
2. Year 9

Two encounters for pupils during the ‘second key phase’ (years 10 or 11) that are mandatory for all pupils to attend.

3. Year 10
4. Year 11

Two encounters for pupils during the 'third key phase' (years 12 and 13) that are mandatory for the school to provide but optional for pupils to attend.

5. Year 12 –

6. Year 13 –

In addition to the mandatory encounters, we will offer providers further opportunities to come into school to speak to pupils or their parents/carers.

The school's policy on safeguarding is available on the school website, which sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, 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.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature school email

Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk.

Approval and review

This policy will be monitored and reviewed on an annual basis, to ensure that current legislation and best practice is recorded.