



Careers Education (Inc. Provider Access) Policy

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“Learning together; to be the best we can be”



1. Scope

- 1.1. This policy relates to all Kelford School and should be read in conjunction with the Nexus MAT Careers Policy.

2. Context

- 2.1. This document sets out the Kelford Careers policy including arrangements for managing the 'accesses of providers to pupils in academies.
- 2.2. This 'access' is for the purpose of giving pupils information about a provider's education, work or training offer. This complies with the MAT's legal obligations under: Section 42A of the Education Act 1997 which requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from year 8 (12-13 year olds) to year 13 (17-18 year olds) and is in line with the DfE legislation Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff (January 2018).
- 2.3. In addition, the Education Act (2002) places a statutory duty on schools to secure access for pupils to independent and impartial careers guidance. This guidance will promote the best interests of the individual pupil and will include information on all options available to them, including apprenticeships and other work-based learning.
- 2.4. Key points in the Statutory Guidance includes "*the duty on schools, to secure independent careers guidance for all year 8-13 pupils. This is intended to expand advice and guidance for young people so they are inspired and motivated to fulfil their potential*".

3. Our strategic intent

- 3.1. Kelford will support every pupil to realise and develop high aspirations *and* consider a broad and ambitious range of careers through a combination of direct/indirect experiences and learning opportunities.
- 3.2. At Kelford our vision is "**Be proud; be the best we can be.**"



- 3.3. In order to be the best and achieve meaningful lifelong outcomes for our pupils we stand by and put our energy into effective working partnerships, exemplified by part of our mission statement:

Our employees and partners are passionate about being the best that they can be; providing opportunities for enriched learning and pathways to employment and independence.

- 3.4. We aim to inspire every pupil through 'real-life' contacts with the world of work as we know this can help them understand where different meaningful choices can take them in the future. Kelford will work with a range of organisations and local authorities to achieve this for our young people placed within our schools.
- 3.5. Kelford will measure the effectiveness of their careers activity by considering both the attainment and the destinations of their pupils. Success will be reflected in more numbers progressing to work placements, Supported Internships apprenticeships, traineeships, and other positive destinations such as employment or a further education college. This will help to close the destinations gap (i.e. reduce the number of NEET¹s) between young people from disadvantaged backgrounds and others.
- 3.6. Kelford will provide 'Advice and Guidance' as part of a coherent programme of activities that inform, inspire and motivate young people, preparing them for work and helping them to understand where different education and training choices could take them in the future. (This is in line with DfE statutory guidance 2014) This advice and guidance may take many different forms, including planning meetings, networking, practice sharing events, information evenings, outside speakers in classes, general studies programmes, careers fairs meetings with mentors, transition meetings for pupils and advice given on work experience programmes as well as face-to-face interviews with an independent adviser
- 3.7. We understand this 'programme' must take into account pupil's potential life-long careers not just their immediate 16+, 17+ or 18+ placements.

4. Training

- 4.1. Key staff in our academies will be identified and encouraged to access and complete appropriate levelled training in careers advice and guidance. The designated course will be determined at a suitable level following forthcoming recommendations from area Careers coordinators/advisers.



5. Role and Responsibilities

- 5.1. The school has access to an independent 'Careers Adviser' for expert guidance and advice, jointly commissioned with other schools across the MAT.
- 5.2. In order to provide for the real needs and circumstances of all our pupils, face-to-face interviews with independent advisers will be provided for those pupils to whom Kelford deems it to be the most suitable form of support. This will be in addition to or alongside interviews offered by the Kelford staff, where information will also be given in a differentiated, impartial way, in line with their communicative needs.
- 5.3. Kelford will provide information and verbal briefings on pupil profiles to help independent advisers and mentors to understand their potential outcomes and current performance and will expect this information to be given due consideration and to be used in confidence in line with General Data Protection Regulations (2018).
- 5.4. Kelford will provide a range of careers activities, which may include work-related learning, employer encounters, work experience, participation in National Career's Wee and provider accessed events.
- 5.5. Kelford will work with a range of other schools/providers (Mainstream and Special designation), further education and higher education providers, and work-based training and apprenticeship providers in order to ensure that pupils have access to a range of options at each stage of their education.
- 5.6. The journey of education and lifelong learning can take many different turns and Kelford aim to achieve and sustain a person centred and responsive 'careers offer' throughout the pupil's time with them. As a reference to work to; Kelford will look to establish a person-centred pathway for each pupil, capturing the aspirational goals and planning needed to achieve their desired destination. This individual pathway plan alongside a child's Education, Health & Care Plan will form the key planning and reference tool for the team around the child and act as a reference to the multidisciplinary planning/support required by the pupil going forward.

Pupils will have access to on-line advice, including the National Careers Service website. Pupils will also be advised of the NCC (National Careers Centre) telephone helpline number. Kelford will evaluate its success in supporting pupils to take up education and training which offers good long-term prospects through analysis of internal destination measures.

- 5.7. This data will be shared with the local authority, parents and significant others in line with data protection.



5.8. Effective partnership links are set up with numerous organisations, businesses, training providers and enterprising bodies, some of these include:

- Students/ parents/ carers
- Local SEND transition Officer
- Staff at Annual Reviews and Transition Reviews
- Further Education Colleges
- Enterprise Advisor Network
- Business Education South Yorkshire
- School Governors
- Children's and Adult Disability Services
- The Careers and Enterprise Company
- Special Schools Employment Forum
- LEAF –Local Employment Advisory Forum
- Job Centre Plus
- National Citizen Service
- The Gatsby Foundation
- SENDIASS
- CEIAG Sheffield City Region

6. Expectations

6.1. Kelford complies with the following requirements and expectations of all Nexus MAT

6.2. Table 1

Timing	Action
Ongoing (legal duty came into force in September 2012)	Kelford must ensure that pupils are provided with independent careers guidance from year 8 to year 13.

<p>From January 2018 (legal duty came into force on 2 January 2018)</p>	<p>Kelford 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 work/apprenticeships.</p> <p>Kelford must publish a policy statement setting out their arrangements for provider access and ensure that it is followed.</p>
<p>From September 2018</p>	<p>Kelford should appoint a named person to the role of Careers Leader to lead the careers programme.</p>
<p>From September 2018</p>	<p>Kelford will be expected to publish details of their careers programme for young people and their parents.</p>

6.3. In addition, Yrs. 8-13 pupil entitlement includes opportunities:

- to find out about education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education/training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including: through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of courses.

7. Management of provider access requests

- 7.1. A provider wishing to request access should contact the designated Careers Lead, Lisa Atkin.