



Careers & Provider Access Policy

**Approved by the Management Committee
Hawkswood Group**

Date of Next Review: May 2023
Ratified: June 2022

Principles

At the Hawkswood Group we have the highest expectations for all our pupils, and our objective is to help them achieve their full potential. We recognise that Careers Education, Information, Advice and Guidance (CEIAG) makes a significant contribution to preparing our pupils to take their place as suitably qualified and responsible adults within society, and it can ultimately empower and allow them to make informed choices and achieve personal and economic wellbeing throughout their lives.

Our aim is for CEIAG to assist pupils across The Hawkswood Group and enable them to develop key employability and enterprise skills which are highly sought after by employers, colleges, universities, and apprenticeship providers.

By proactively engaging with parents and the local community, we will strive to ensure that every student harnesses and maximises their capabilities and attributes and is inspired to create a successful future for themselves. It is with this objective that our CEIAG programme has been developed, alongside reference to the recommended 8 Gatsby benchmarks.

Commitment

CEIAG at The Hawkswood Group will:

- Provide a planned programme of activities to which all pupils from Years 7-11 are entitled to access, which will help them to plan and manage their careers
- Provide information, advice and guidance (IAG) which is impartial, unbiased and is based on the pupils' needs
- Follow best practice guidance from the careers profession and other expert bodies
- Work in partnership with outside providers to ensure all pupils access education, employment or training after KS4
- Aim to provide inspiration and aspiration as well as advice about Local Market information (LMI)
- Liaise with parents about LMI and raising aspirations

Links with other policies

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, assessment, marking and special educational needs and disabilities (SEND). Learning Outcomes Pupils are entitled to CEIAG which meets professional standards of practice, and which is person centric, personalised, and impartial. CEIAG activities will be embedded in the curriculum and based on a partnership with pupils and their parents and carers. The programme will raise aspirations, challenge stereotypes, and promote equality and diversity.

All Pupils in the school will participate in careers education programmes across years 7-11 that help them to:

- Understand their education, training, employment and other progression opportunities
- Develop the skills they need to plan and manage their own personal development and career progression
- Understand the requirements and possibilities within further and higher education and gain knowledge of apprenticeships and vocational pathways
- Access relevant information and learning from taster sessions and work experience initiatives
- Work with staff to create and maintain individual progression plans to help them improve their prospects of success
- Have opportunities for a personalised careers guidance interview, with a professionally accredited careers adviser
- Engage with people, ideas, challenges and applications from the business world
- Have opportunities to learn about STEM related careers.

How the Learning Outcomes will be achieved

All Pupils from years 7-11 will have access to a comprehensive and impartial careers programme and work related activities. This will include delivery of CEIAG topics

- Tutor and mentoring activities
- Careers interviews
- Careers presentations and activities
- Careers activities with employers

- Guest speakers
- Mock interview preparation
- Attendance at Careers Fairs
- Transition meetings for targeted Pupils
- Apprenticeship talks
- STEM (science, technology, engineering and maths) activities across the curriculum
- Access to online portals and provision such as the National Careers Service
- Careers activities within curriculum areas

A careers programme and entitlement statement will be placed on the school website at the start of the academic year.

In the future, we will work in partnership with mainstream schools to ensure that pupils are able to access work experience programmes. Where this may not be possible, due to extraordinary SEMH needs, pupils will be able to undertake volunteer and work placement opportunities across the school. This could involve representing their class on the school council, being a student librarian, volunteering at our primary school, and helping to support other students in their daily activities around the school. This will enable pupils to build the skills and confidence that they require, for when they enter the job market.

Employers from a variety of careers will be invited into schools and where possible pupils will be taken to visit a number of local businesses, colleges and universities.

All Pupils will have access to, and support with using careers information that is:

- Easy to find and available at convenient times and in convenient locations including via the internet
- Clearly labelled and referenced
- Comprehensive, giving details of all progression, opportunities and associated support arrangements such as financial help
- Unbiased and up-to-date

Via

- Careers displays
- Library
- ICT
- Assemblies
- Interviews
- Networking with local businesses and local organisations

Roles and Responsibilities

The Hawkswood Group School will make use of the local careers advisor for independent and impartial careers guidance advice

- Our objective going forward from the next academic year and beyond is to work with the relevant stakeholders to enhance careers opportunities of our pupils. One of the avenues we will achieve this by, is via 1-2-1 interviews with an independent careers adviser (through mainstream schools) who will be provide advice and guidance for pupils with SEN (special educational needs) or disabilities and those for whom the pupil premium is paid.
- For pupils with EHCP's we will work with the SEND officer and Post 16 SEND officer to ensure that consultations to post 16 opportunities are made in the autumn term of year 11.
- We will work with a range of other schools, further education and higher education providers, and work-based training and apprenticeship providers to ensure that pupils have access to a range of options at each stage of their education
- We will evaluate our success in supporting pupils to take up education and training which offers good long term prospects through analysis of internal destination measures and DfE destination measures data
- Pupils will be made aware of the requirement to continue to study Maths and/or English after KS4 if they do not achieve a grade 4 or better
- We will work with the Youth and Family Resilience Team to ensure that pupils transitioning to post 16 are supported in their first 3 months and at traditional points during their on-going educational career
- The Hawkswood Group provide representation of Alternative Provision and SEND pupils on the Waltham Forest Post 16 Strategic and Advisory Board.

- The careers lead will support curriculum leaders to ensure careers is planned into subjects with meaningful reference and purpose

Monitoring and Evaluation

This policy will be monitored through:

- Quality assurance processes which include; lesson observations, work scrutiny, learning walks, student voice interviews
- SLT monitoring of quality assurance processes though; coaching meetings, learning walks, lesson observations; interviews with staff and pupils
- SLT reporting to governors
- Student voice feedback
- Governor link visits
- External review processes such as those led by including the Waltham Forest QIP team, Ofsted and HMI
- Regular reviews of partnership activities with providers
- Outcomes for Pupils including destination measures

Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purposes 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

Pupil in years 7-11 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 evenings, 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:

Hannah Bruney-Bunbury (Careers Leader Hawkswood Secondary)

Email hannah.bruney@hawkswoodgroup.org.uk

or

Shayden Watts (Careers Leader Burnside Secondary)

Email: shayden.watts@hawkswoodgroup.org.uk

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 and/or their parents

	Autumn Term	Spring Term	Summer Term
KS3	Parents evening Careers assembly Skills show Careers lessons and tutor sessions	Parents evening Careers assembly Careers lessons and tutor sessions	Parents Evening Careers fair Careers assembly Careers lessons and tutor sessions

Year 10	Parents evening Careers lessons Careers fair Careers assembly	Mock interviews Careers assembly Careers lessons and tutor sessions	Parents Evening Careers fair Careers assembly Careers lessons and tutor sessions
Year 11	Parents evening Careers assembly Careers lessons Careers fair	Careers assembly	

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

The school policy on safeguarding 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 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 in the Careers section of the Library, which is managed by the Careers Lead.