

Parkstone Grammar School



CAREERS GUIDANCE AND ACCESS FOR EDUCATION AND TRAINING PROVIDERS POLICY

DATE APPROVED	April 2020
APPROVED BY	Curriculum and Student Matters Committee
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1. PURPOSE

All young people need a planned programme of activities to help them make informed decisions and plan their future careers, both in school and after they leave. Section 42A of the Education Act 1997 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).

The Technical and Further Education Act 2017 inserts section 42B into the Education Act 1997 and came into force on 2 January 2018. This new law requires the proprietor of all schools and academies to 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.

Parkstone Grammar has a number of statutory duties in relation to careers guidance (DfE Careers guidance and access for education and training providers December 2017). This includes the following:

- An obligation to provide independent careers guidance from Years 8 to 13
- Ensure there is an opportunity for a range of education and training providers to access all students in Years 8 – 13
- Use the Gatsby Benchmarks to improve careers provision (see appendix)
- Appoint a named person to the role of Careers Leader (September 2018)
- To publish details of the careers programme for young people and their parents (September 2018)

Careers Guidance will be based on a partnership with students and their parents or carers. The programme will raise aspirations, challenge stereotyping and actively promote equality and diversity.

2. AIMS OF THIS POLICY

The main purpose of Careers Education, Information, Advice and Guidance is to provide students with the opportunity to engage in a range of activities that will contribute to their knowledge and understanding of the world of work and the qualification pathways suitable for students' individual needs. Parkstone Grammar is committed to not just fulfilling its statutory requirements in this area but providing for students exceptional support and guidance throughout their time at Parkstone Grammar School, The Sixth Form and beyond. This policy sets out what students are entitled to. A copy of the current academic programme will be available under the Careers section of the school website.

3. SAFEGUARDING

Parkstone Grammar School is committed to ensuring that all students have the necessary information to make informed choices in relation to their futures at each transition point. In order to safeguard our students whilst this is taking place all visitors will be required to sign in at reception and will be escorted by a member of staff at all times. No person without prior



permission, and appropriate clearance, will be permitted to have one to one contact with any student.

4. EQUAL OPPORTUNITIES

Parkstone Grammar School is committed to treating all staff and students with respect, taking into account issues recognised by the Equality Act.

5. STUDENT ENTITLEMENT

All pupils in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeship 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.

The careers programme (a full copy of which is attached for the academic year under Careers on the school website) includes careers education lessons, careers guidance activities (mock interviews, group work, and individual interviews), information and research activities. Work related learning including one week work experience for Year 10, and one week work experience for Year 12. Careers lessons are part of the Wellbeing programme and are woven in to the curriculum within subject lessons. Other focused events include the Careers Convention, Mock Interviews, Parents Information Evenings, Futures Day, Top Jobs Parents Evening, UCAS Information Evening, and other focused job specific careers events.

Students have access to a variety of online careers websites including CareersPilot and Unifrog. The School library contains a careers library with hard copy prospectuses and information on different careers. Parkstone school website gives links to other websites and details of a number of opportunities.

6. MANAGEMENT OF PROVIDER ACCESS REQUESTS

A provider wishing to request access should contact:

Careers Leader

Tel: 01202 605792

Email: enquiries@parkstone.poole.sch.uk

7. 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/carers:



	AUTUMN	SPRING	SUMMER
Year 8	Options event	Annual Careers Convention Life Skills – assembly and tutor group opportunities	Life Skills – assembly and tutor group opportunities
Year 9	Event for University Technical Colleges	Annual Careers Convention	
Year 10	Life Skills – work preparation sessions	Annual Careers Convention	Employability Event
Year 11	Life Skills – assembly on opportunities at 16 Event for University Technical Colleges	Annual Careers Convention	
Year 12	Higher Education Post-18 assembly - apprenticeships	Annual Careers Convention	Small group sessions: future education, training and employment options (Futures Day)
Year 13	Workshops – HE and higher apprenticeship applications		

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

8. 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.

9. GROUNDS FOR REFUSING REQUESTS

Requests can be refused by the careers leader in conjunction with the Leadership Group on the grounds that it will unnecessarily disrupt the learning of students, other planned activities or examinations. In addition where providers have not made sufficient prior arrangements with the Careers Lead.

10. WHAT ACTIONS IS THE SCHOOL TAKING TO UPHOLD THIS POLICY?

In the event of suspected non-compliance with the duties and statutory guidance, those parties involved will try to resolve the matter locally. This might include resolving a complaint in line with the school’s published complaints procedure. If a complaint remains unresolved, the DfE School Complaints Unit will consider whether the school’s statutory policies meet



current education legislation and whether they have been adhered to. If the Department finds fault with a school's policies following a complaint, then remedial action could be taken. This could include an official or a Minister from the Department for Education writing to the school and, ultimately, the legal powers of intervention available to the Secretary of State for Education may be enforced. .

11. WHO SHOULD PEOPLE CONTACT IF THEY HAVE A QUESTION OR SUGGESTION FOR IMPROVEMENT?

Please contact the Careers Leader at the school who will respond promptly to any enquiries.



APPENDIX

Following publication of the Good Career Guidance Report in 2014 by the Gatsby Charitable Foundation, and further guidance from the DfE in 2018, the school is committed to ensuring that the eight benchmarks of good practice are in place.

These eight benchmarks are:

1. A stable Careers Programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal Guidance