

Highfurlong School

'Inspire, Challenge, Believe'



Careers Guidance Policy inc Provider Access

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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.

All 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 and 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)
- 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.



Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

- Gateway College
- Myerscough College
- Beaumont College
- Project Search
- URPotential

Destinations of our pupils

Last year our year 11 pupils moved to range of providers in the local area after school:

- Two transitioned to Gateway College

Last year our year 13 pupils moved to range of providers in the local area after school:

- Four transitioned to Gateway
- Two transitioned to Beaumont

Management of provider access requests

Procedure- Opportunities for access

The school offers the six provider encounters required by law (marked in bold text) 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.

Management of provider access requests

Procedure

A provider wishing to request access should contact *Mark Birtles*,
Telephone: 01253392188; Email: admin@highfurlong.blackpool.sch.uk

Opportunities for access

A range 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

During their education at Highfurlong students will experience a range of career opportunities as outlined in the following table.



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	Autumn Term	Spring Term	Summer Term
Year 8	<p>Group work awareness visit to employer</p> <p>Life Skills and tutor group opportunities</p> <p>Careers/further education event held in our school hall, introducing students to local colleges and support groups.</p> <p>Careers action plans completed.</p>	<p>Group work awareness visit to employer</p>	<p>Group work awareness visit to employer</p> <p>Careers action plans reviewed.</p>
Year 9	<p>Pathway document completed</p> <p>Group work awareness visit to employer</p> <p>Life Skills and tutor group opportunities</p> <p>Careers/further education event held in our school hall, introducing students to local colleges and support groups.</p> <p>Careers action plans completed.</p>	<p>Group work awareness visit to employer</p>	<p>Group work awareness visit to employer</p> <p>Careers action plans reviewed.</p>
Year 10	<p>Group work awareness visit to employer</p> <p>Life Skills and tutor group opportunities</p> <p>My Independence, Realising Aspirations: My independence Work experience (leavers)</p> <p>Careers/further education</p>	<p>Group work awareness visit to employer</p>	<p>Group work awareness visit to employer</p> <p>Careers action plans reviewed.</p>



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	<p>event held in our school hall, introducing students to local colleges and support groups.</p> <p>Careers action plans completed.</p> <p>Interview with Careers advisor</p>		
Year 10 additional	Students will attend a variety of week placements during the year with employers in the local area.		
Year 11	<p>Group work awareness visit to employer Life Skills and tutor group opportunities</p> <p>My Independence, Realising Aspirations: My independence Work experience (leavers)</p> <p>Careers/further education event held in our school hall, introducing students to local colleges and support groups.</p> <p>Careers action plans completed.</p> <p>Interview with Careers advisor</p>	<p>Group work awareness visit to employer</p> <p>Technical/vocational tasters at local college/s, training providers</p>	<p>Group work awareness visit to employer</p> <p>Careers action plans reviewed.</p>
Year 11 additional	Students will attend a variety of week placements during the year with employers in the local area. Potential Year 11 leavers, will attend visits to local /specialist colleges and providers.		
Year 12	<p>Pathway document completed Individual work placements following interviews</p> <p>Life Skills – work experience preparation</p>	<p>Life Skills – work experience preparation Group work awareness visit to employer</p> <p>Visiting speakers from local colleges and Project Search</p>	<p>Life Skills – work experience preparation Group work awareness visit to employer</p> <p>Visits to local /specialist colleges and providers</p>

	<p>Group work awareness visit to employer</p> <p>ASDAN : My Independence Realising Aspirations. Getting about Employment- Work experience/ Getting a job ASDAN : My Independence. My work experience/ My workplace visits</p> <p>Careers/further education event held in our school hall, introducing students to local colleges and support groups.</p> <p>Careers action plans completed.</p> <p>Interview with Careers advisor</p>	<p>Technical/vocational tasters at local college/s, training providers (for early leavers)</p>	<p>Small group sessions: future education, training and employment options</p> <p>Careers action plans reviewed.</p>
<p>Year 13</p>	<p>Pathway document completed</p> <p>Individual work placements following interviews</p> <p>Life Skills – work experience preparation</p> <p>Employability Course (external provider) or Asdan PSD Preparation for Working Life module</p> <p>Careers/further education event held in our school hall, introducing students to local colleges and support groups.</p>	<p>Life Skills – work experience preparation</p> <p>Group work awareness visit to employer</p> <p>Visiting speakers from local colleges and Project Search</p> <p>Technical/vocational tasters at local college/s, training providers</p>	<p>Life Skills – work experience preparation</p> <p>Group work awareness visit to employer</p> <p>Visits to local /specialist colleges and providers</p> <p>Small group sessions: future education, training and employment options</p>



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Year 14	Pathway document completed Individual work placements following interviews Life Skills – work experience preparation Employability Course (external provider) or Asdan PSD Preparation for Working Life module Careers/further education event held in our school hall, introducing students to local colleges and support groups.	Life Skills – work experience preparation Group work awareness visit to employer Visiting speakers from local colleges and Project Search	Life Skills – work experience preparation Group work awareness visit to employer Visits to local /specialist colleges and providers Small group sessions: future education, training and employment options
All Students	One Page Profiles completed Collaborative meeting (as required) Annual Review meeting Personalised Learning Pathways Access for students and families to Family Support and Transitions Co-ordinator and signposted according to individual need Individual and group visits to local Colleges and providers.		



Highfurlong Careers Plans

Our career action plans are a dynamic planning document owned and managed by young people. They are intended to reflect their increased career development learning.

The plan helps young people:

- set their goals
- clarify the actions needed to achieve these goals
- commit to participating in the planned activities.

Our young people are encouraged to assume ownership of their career action plan. Parents and staff work with them to help them complete the plan. The young person must be actively involved in the process.

Using the career action plan

For young people at Highfurlong whom it is appropriate, a career action plan will be completed every year from years 8 to 12. The plan will be continually revised to reflect career development activities taken throughout the year. Maintaining a plan is an ongoing process, not a one-off activity.

Components of the career action plans

Years 8 to 10

The plans contain a range of components that develop progressively across years 7 to 10. The components reflect the three stages of career development. The components include:

- **My profile:** Self-development information to assist young people to understand themselves and the influences on them through identification of interests, values and skills.
- **My progress:** Self-development information to assist young people to reflect on their experiences and achievements over the past year.
- **My goals and plans:** Self-development information to assist young people to develop their capabilities, and career exploration information to encourage location, investigation and consideration of opportunities in learning and future work options.
- **My review:** Career management information to assist young people to adjust their career action plans and manage their life choices, changes and transitions.



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Years 11 and 12

The career action plans for young people in years 11 and 12.

- Concentrate on career management information.
- Address career choices and the attributes and skills required to achieve them. The additional components include:
 - My future: Career exploration information to assist young people to consider attributes, skills, education/training requirements, courses and labour market information relating to their career choices.
 - My plan: Career management information to assist young people to reflect on past goals before setting new goals that align with their career choices.

The six steps

Another component of the career action plan involves the six steps in a young person's acquisition of skills and knowledge for lifelong career self-management. Although young people complete all six steps each year, the career action plans focus on a different step each year. The six steps are:

- I Explore (year 8): young people explore the world of work and their place in it
- I Focus (year 9): young people focus on their values and interests
- I Plan (year 10): young people use decision-making skills to plan their learning and career programs
- I Decide (year 11): young people decide on their best options and opportunities
- I Apply (year 12 >): young people apply their skills and knowledge to their learning and career planning.

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 with the Careers Leader or member of the team

Management of provider access requests procedure

A provider wishing to request access should contact *Mark Birtles*,
Telephone: 01253392188; Email: admin@highfurlong.blackpool.sch.uk