



Alfreton Park Community Special School Careers Policy Statement including Provider Access Policy Statement

Introduction

Alfreton Park provides a relevant and engaging careers curriculum which meets the differing needs and requirements of our pupils. This is developed throughout a pupil's time at the school and is always supportive of their abilities, strengths and skills.

Aims and purpose

- Prepare pupils for the transition to adult life after Alfreton Park Community Special School
- Support pupils in making informed decisions which are appropriate for them
- Provide pupils with well-rounded experiences that have a positive impact on their lives
- Develop personal characteristics such as social skills, communication, independence, increased self-esteem, confidence, resilience and the ability to problem solve
- Inspire and motivate pupils to develop themselves as individuals and live as independently as possible, with the possibility of gaining employment

This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

Statutory requirements and recommendations

The careers provision at Alfreton Park is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.

This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including apprenticeships
- be adapted to the needs of the pupil

In addition, the school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all schools must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.

Careers Provision at Alfreton Park

Pupils have access to the following:

- An individualised learning plan that is based around their needs, aspirations and life goals
- Talentino programme (specifically taught Post 14 but available to all pupils)

- Visitors in to school and offsite visits support pupils in developing their understanding of a range of different post 19 pathways
- All pupils from Year 9 have access to advice and guidance from our Careers advisor
- All pupils Post 14 access a meeting with Careers advisor and school careers leader to explore future pathways
- Pupils have access to work experience placements where it is relevant, enjoyable and purposeful for them

Measuring Progress

We ensure that our Careers programme is relevant, purposeful and progressive for pupils by following the Gatsby Benchmarks. From January 2020, each pupil will have a Careers folder that details their experiences and achievements throughout their school life. This will allow pupils to have an individualised Careers experience that encourages personal development and allows them to reach their full potential.

Key Stage 3

- Meetings take place to look at pupil pathways onto accredited and vocational courses
- Pupils take part in Enterprise projects across the school year
- Pupils in KS3 are leading the Food for Life award

Key Stage 4 (in addition to KS3 ongoing provision)

- Annual reviews include (where appropriate) pupils, an external Careers advisor, the School careers leader, families and other professionals. Discussions around next steps, opportunities for employment, living arrangements all take place here.
- Where appropriate pupils in Year 10 and 11 undertake external Work Experience and work-based placements and opportunities
- Where appropriate pupils in Year 10 and 11 undertake internal work-based placements and opportunities

Key Stage 5 (in addition to KS3 and KS4 ongoing provision)

- Pupils begin to visit places regularly in order to allow them to make informed decisions regarding their next steps
- Pupils complete their accreditation portfolios
- Where appropriate pupils take on increasing levels of responsibility around school, such as taking care of the grounds, supporting younger pupils

The overall organisation of work experience is undertaken by the Work experience Lead (Mary Mather), supported by the School Careers Leader (Emma Durham). Mary liaises with the pupils, class staff and our family support worker to ensure that placements are relevant, purposeful and engaging for pupils.

Families are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.

All pupils on placement are covered by the employers' insurance and places of work are risk assessed by the Work experience lead in liaison with the work experience database.

Providers Access Policy Statement

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at 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 pupils in years 8-13 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.

Management of provider access requests

Procedure:

A provider wishing to request access should contact:

Emma Durham, Careers Programme Lead, Telephone: 01773 832019,

Email: emmad1@alfretonpark.derbyshire.sch.uk

or Josie O'Donnell, Deputy Headteacher, Telephone: 01773 832019;

Email: josieo4@alfretonpark.derbyshire.sch.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/carers:

	Autumn term	Spring term	Summer term
Opportunities available for all pupils	Annual reviews to review overall progress Community visits Culture days Weekly assemblies Nurture sessions where appropriate Horticulture sessions where appropriate Communication support Physio support Attention Autism Visitors in school including fire service and the police Links with mainstream schools		
Acorn	Begin looking at people's roles Learn about people who help us Role play Assembly and class group opportunities		
Apple	Have jobs where appropriate Learn about people who help us Experience different enterprise opportunities Assembly and class group opportunities		

Ash	Have jobs where appropriate Increased focus on developing independence skills Assembly and class group opportunities
Beech	Have jobs where appropriate Learn about people who help us Increased focus on developing independence skills Using money Assembly and class group opportunities
Chestnut	Have jobs where appropriate Increased focus on developing independence skills Assembly and class group opportunities Meet with Careers advisor Interviews take place
Larch	Lead Farmers market Lead Food for Life award Enterprise opportunities Assembly and class group opportunities Meet with Careers advisor Interviews take place
Oak Roots	Enterprise runs weekly throughout the year Weekly careers session Visitors in to school to present Post 19 opportunities Visits to colleges, Day centres and other Post 19 providers take place Work experience placements where appropriate Daily living skills Assembly and class group opportunities Meet with Careers advisor Interviews take place
Oak Branch	Enterprise runs weekly throughout the year Weekly Talentino careers session Visitors in to school to present Post 19 opportunities Visits to colleges, Day centres and other Post 19 providers take place Work experience placements where appropriate Daily living skills Assembly and class group opportunities Meet with Careers advisor Interviews take place

Premises and facilities

The school will make the main hall, classrooms or meeting spaces 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 Emma Durham, Careers Programme Lead. This will be made available to pupils and families as appropriate.

Approval and review

Approved [date] by Governors

Next review: 1st September 2020

Signed: [name] Chair of Governors [name] Head teacher