

Careers Guidance and Information Policy

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Signed



..... Date: 00/01/2019.....

Richard White
Headteacher



..... Date 00/01/2019.....

Kevin George
Chair of Governors

Introduction

This policy and guidance 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. It refers to statutory guidance for careers guidance and access for education and training providers. This complies with the school's legal obligations under section 42B of the Education Act 1997. This is summarised as schools in England "must ensure that there is an opportunity for a range of education and training providers to access registered pupils during the relevant phase of their education for the purpose of informing them about approved technical education qualifications or apprenticeships."

Commitment

The Isle of Wight Studio School is committed to providing a programme of careers education, information, advice and guidance for all the students. The programme links in with the school's vision to create a passion for learning, enabling the acquisition of key skills, knowledge and real world experiences for young people to thrive in today's fast and ever changing world. To provide an innovative education to create ambitious students.

The careers education and guidance programme makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports students in choosing pathways that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

Pupil Entitlement

All pupils in Year 11 are provided with the opportunity to

- Attend work placement 1 day per week up to February half term in year 11 as a minimum – some students may continue to Easter of Year 11.
- Hear from a wide range of local providers about the opportunities they offer including post 16 academic education, further education including technical and apprenticeships – through off site visits and school visits.
- Attend a careers networking event to meet up to 20 different IOW based companies.
- Receive specific independent guidance and support with applications for a wide range of academic and technical courses including apprenticeships. This service is provided by 'Island Futures', part of the Isle of Wight Council.

Independent careers advice provides the following:

- One to One careers guidance interviews with students/parents/carers in Year 11.
- Targeted careers interviews with students/parents/carers in Year 11 who live in the National Collaborative Outreach Programme (NCOP) postcode areas.
- Provide feedback to the school career leader, headteacher and others when required.
- Provide careers group sessions as required.
- Provide consultancy and support for the development of the whole school careers education and guidance policies and programmes and implementation of the Careers Statutory Guidance and the Gatsby benchmarks.
- Track all students in Year 11 and record offers of learning, intended and actual destinations for the end of the academic year, and take positive action for those students who do not have an offer (for September Guarantee and Year 11 Activity Survey return in October).
- Support Annual Review and Transition Planning meetings with the SENCO for students with SEND support/EHCP plans in their final year through provision of individual careers action plans.

- Provide feedback and reports as requested by the IAG/Careers Officer and in particular in relation to the NCOP/SUN project work.

Management of provider access requests

A provider wishing to request access should contact:

Mrs Jane Griffiths, Assistant Head, Operations

Telephone: 01983 284299

Email: jane.griffiths@iowstudioschool.co.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 carers.

	Events/Activities	Internal	External
Year 10	Handshake clinic Careers interview Employable Me events Visit to Wight Shipyard Carnival Cruise visit EBP careers roadshow at IOW Studio School Leisure industry event CV writing sessions	✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓
Year 11	EBP Get Inspired Careers Fair Southampton trip 6 th Form visits EBP Careers roadshow IOW Studio School Apprenticeship events (support with applications and visits to providers at HTP and IOW college) Careers interview	 ✓	✓ ✓ ✓ ✓
Additional events/activities	Careers advice for parents at tutor parents event in December Careers advice meetings for students with tutor throughout the year with 3 specific careers focus weeks Visits to workplaces and post 16 providers	✓ ✓	 ✓

Premises and facilities

The school will make the business lounge, classrooms and private meeting room available for discussions between providers and students, as appropriate to the activity being undertaken. The school will 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 assistant head, operations.

Providers are welcome to leave copies of their prospectus or other relevant course literature to be displayed in the library area.

Monitoring and Evaluation

The careers education and guidance programme is a whole school model rather than a separate or add on approach and is subject to the school's quality monitoring systems through the Destinations School Development Plan and its milestone monitoring cycle to ensure the provision of meeting students' needs and to measure the extent to which learning outcomes are attained and the aims of the programme are met.

Feedback and observations are obtained from all stakeholders which in turn influence the priorities for the provision provided. The impact of the provision can be subsequently gauged by what is revealed from the intended destinations obtained by the Year 11 students through one to one reviews and the Year 11 survey. Further improvement is obtained through senior management and governor challenge. The independent careers advisors provide feedback to the school career leader, headteacher and others and also provide feedback and reports as requested by the IAG/Careers Officer and in particular in relation to the NCOP/SUN project work.

Careers, Information and Guidance Summary

To be able to access independent and impartial careers advice and guidance at the right time is vitally important and the Isle of Wight Studio School is committed to ensuring that all students have this opportunity.

We believe that careers guidance can

- Inspire students by identifying a careers direction to work towards.
- Can motivate students to gain the grades they need for their chosen careers or plan the steps that they need in order to achieve their aims.
- Can engage students in their studies by demonstrating how subjects at school relate to employability skills and future opportunities.

Careers education is featured throughout the school experience with weekly work placements, guest speakers, visits, project based learning and business networking.

In addition to the curriculum and careers advice provided by tutors, the school provides:

- 1:1 careers interview with Island Futures in Year 10.
- Close links with local colleges and further training providers.
- 1:1 practice interview with a member of our business community in Year 11.
- Business networking opportunities.
- Weekly work placement.
- Entitlement to a broad enrichment offer.
- Visits to higher training providers.
- Visits to employers.

We work closely with the EBP (Education Business Partnership) and Southern University Network.

For additional advice and information regarding post-16 opportunities, including colleges, apprenticeships, employment and training. See the following links:

Island Futures

Island Futures provide independent information, advice and guidance to support young people to participate in education, employment and training. In partnership with schools, the team provides fully qualified and independent careers advisers for students to access within the majority of the island's secondary schools.

<https://www.iow.gov.uk/Residents/Schools-and-Learning/Isle-of-Wight-YouthTube/Island-Futures/Island-Futures1>

IOW Family Centres

<http://www.barnardos.org.uk/iow/iow-universal-support/iow-career-advice.htm>

Isle of Wight Jobs

Their focus is as an employment resource developed by Islanders, for Islanders, on delivering a local and free community resource. Empowering the Island community to improve their chances of finding employment and training opportunities on the Island; whilst importantly giving local employers a quick and easy, cost effective recruitment tool. Opportunities for apprenticeships can often be found here.

https://www.isleofwightjobs.com/about_us

Apprenticeships



Support on apprenticeships and how to apply for them

<https://www.gov.uk/government/publications/a-guide-to-apprenticeships>



<https://www.htp.ac.uk>