

Rationale

Careers education and guidance is a vital part of the educational experience at Balcarras. The school aims to deliver careers guidance that is impartial, confidential and based on the needs of individual pupils. Our policy is to support, encourage and enable pupils to make informed choices and transitions related to their personal, educational and career development. The careers strategy is underpinned by the GATSBY benchmarks and guidance from the Department of Education to ensure that all pupils can make informed decisions about their future.

Careers Leader

Mrs J Lewis Contact jl@balcarras.gloucs.sch.uk, tel 01242 515881 ext 146.

Aims

The aims of the Careers programme at Balcarras are:

1. For pupils to leave Balcarras with the skills and attributes that will enable them to progress to courses and careers that match their abilities and make the most of their talents in an environment that will suit them best
2. To provide students with the help and knowledge they require enabling them to make an informed decision about their future learning and/or career
3. To encourage students to understand their potential and the opportunities available to them in education and employment
4. To enable students to develop the skills they need, review their achievements, plan their future actions, make decisions and cope with change and transition
5. To provide the opportunity for all students to participate in work experience and develop enterprise and employment skills
6. To contribute to strategies for raising achievement, especially through improved motivation
7. To support inclusion, raise aspirations, challenge stereotyping and promote equality of opportunity

The Gatsby Benchmarks underpin the Balcarras careers provision and is reviewed regularly using Compass+. The Gatsby 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. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

Commitment

Governors and staff are committed to providing a planned and progressive programme of careers activities for all students in the school, working in partnership with employers, education providers and external agencies. The programme will promote equality of opportunity, and no student will be disadvantaged in gaining access to education, training or work. When students leave Balcarras they will have received the appropriate and relevant information to enable them to progress to an opportunity in further or higher education, training or employment, wherever possible.

Management

The Careers Leader is line-managed by an Assistant Head Teacher. The programme is delivered by the Careers Leader in partnership with tutors, mentors, alumni, independent careers advisors, employers and further education providers. Advice is available to parents and pupils of all year groups. Targeted guidance is offered to students identified through data monitoring, the SEN register or referred by tutors, teachers or pastoral staff. Independent advice and guidance is also available to all pupils from careers links and tools on the school VLE. Administrative support is provided by the careers co-ordinator. Confidential and independent personal guidance is also available through the school counsellors as well as the careers advisor.

Resources

The main delivery of careers is within the school PSHE and tutor guidance programme. Additional information sources include participation in events and activities, (both in school and outside), in partnership with independent careers advisors, local businesses and professionals, apprenticeship providers, employment agencies, educational institutions and national employer organisations. Students have access to a wide range of additional resources via the school's VLE.

Monitoring, review & evaluation

Careers programme activities are monitored, evaluated and reviewed in line with the careers development plan. Formal monitoring will be carried out through:

- Careers guidance interview records
- Destinations data
- Feedback from students and staff after events
- Student questionnaire for individual guidance interviews and group work
- Continuous monitoring of usage and performance of interactive programme (Unifrog) and resources such as the Morrisby test.
- Evaluation and planning meetings with SMT and Line Manager
- Ofsted inspection

Support provided

- One-to-one interviews and advice
- Careers and Futures lessons
- Skills development workshops and activities
- Psychometric testing and individual feedback (Morrisby)
- Visits from external speakers
- Visits to employers, colleges and universities
- Advice on higher and further education options and choices, including specialist areas such as Oxbridge, Medicine-related subjects and Engineering
- Support for the higher education application process (UCAS)
- Support for work experience
- Support for apprenticeship and job applications
- Motivational and speaker sessions
- A Careers week in October every year incorporating the Careers Fair
- Up-to-date careers information
- Labour Market Information shared
- Curriculum Careers links

Parental Involvement

Parents will be kept informed of careers activities through letters, the school website, the VLE and through parent information evenings.

Pupils will be given support to:

- Understand themselves, interests, likes and dislikes, what they are good at and how this affects the choices they make
- Find out about different courses, what qualifications might be needed and what opportunities are available
- Develop the skills needed for working life
- Make realistic, but ambitious, choices about courses and jobs
- Develop a plan of action for the future
- Understand the different routes after Year 11 including training, further and higher education and jobs
- Be able to make effective applications for jobs, training and further and higher education
- Develop interview skills
- Improve confidence

Example of careers provision



Balcarras School

Careers Calendar 2024-25

Key Stage Three											
	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Year 7											
Careers Week		✓									
Careers Fair		✓									
Unifrog launch by tutors			✓								
Curriculum day: <i>African using employability skills, languages</i>						✓					
Assembly – <i>Army Careers</i>							✓				
Tutor: <i>Choices After Year 11</i>							✓				
Tutor: <i>What Is a Career?</i>							✓				
Tutor: <i>Careers Top Trumps</i>								✓			
Job of the week PowerPoint	Weekly										
LMI PowerPoint	Monthly										
Year 8											
Careers Week		✓									
Careers Fair		✓									
Curriculum day: <i>DataFace competition</i>						✓					
Tutor: <i>Careers and Money</i>							✓				
PD session: <i>The Apprentice</i>							✓				
Tutor: <i>Labour Market Information</i>								✓			
Tutor: <i>Money Matters</i>									✓		
Tutor: <i>Career Types</i>									✓		
Job of the week PowerPoint	Weekly										
LMI PowerPoint	Monthly										
Year 9											
Careers Week		✓									
Careers Fair		✓									
Tutor: <i>Unifrog Good Communication</i>			✓								
Assembly: <i>Volunteering By GRCC</i>					✓						
GCSE Options Evening					✓						
Tutor: <i>Careers Skills and their Importance</i>								✓			

PD session: <i>The Apprentice Competition</i>										✓		
Tutor: <i>Money Matters</i>										✓		
Tutor: <i>Careers Stereotypes</i>										✓		
Tutor: <i>Workplace Behaviours</i>												
Job of the week PowerPoint	Weekly											
LMI PowerPoint	Monthly											
Key Stage Four												
	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
Year 10												
Work experience launch	✓											
GCSE information evening and assembly	✓											
Careers Week		✓										
Careers Fair		✓										
PD session: <i>Unifrog WEx Reminder</i>			✓									
PD session: <i>ASK Apprenticeships Virtual</i>			✓									
Tutor: <i>Practice Interview Preparation</i>					✓							
Practice interviews					✓							
Tutor: <i>Managing Money</i>							✓					
Tutor: <i>Finance and the World of Work</i>									✓			
Tutor: <i>Work Experience</i>										✓		
Work experience week and feedback												✓
Morrisby profiling	Available throughout year											
Job of the week PowerPoint	Weekly											
LMI PowerPoint	Monthly											
Year 11												
1:1 interview with careers advisor	✓											
GCSE information evening and assembly	✓											
PD session: <i>Post-16 Options by tutor, Cirencester College and Spirax Sarco</i>		✓										
Careers Week		✓										
Careers Fair		✓										
Sixth Form Open Evening					✓							
PD session: <i>Various Careers Speakers inc NHS, Amiosecc and GCHQ</i>					✓							
Tutor: <i>Unifrog Money</i>							✓					
Tutor: <i>Unifrog Consent to Share</i>								✓				
Morrisby profiling	Available throughout year											
Job of the week PowerPoint	Weekly											
LMI PowerPoint	Monthly											
Key Stage Five												

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Year 12											
Careers Week		✓									
Careers Fair		✓									
UCAS Convention										✓	
Work shadowing											✓
Futures lessons	Fortnightly throughout year										
Extra-curricular groups <i>eg Law Society, Med So, Boost</i>	Throughout year										
Young enterprise scheme	Throughout year										
Fortnightly speaker sessions	Throughout year										
Extended project qualification	Throughout year										
Weekly drop-in session with careers advisor	Throughout year										
Morrisby profiling	Available throughout year										
Job of the week PowerPoint	Weekly										
LMI PowerPoint	Monthly										
Tutor interviews	Termly										
Year 13											
Higher education information evening	✓										
Careers Week		✓									
Careers Fair		✓									
Futures lessons	Fortnightly throughout year										
Extra-curricular groups <i>eg Law Society, Med So, Boost</i>	Throughout year										
Weekly drop-in session with careers advisor	Throughout year										
Morrisby profiling	Available throughout year										
Job of the week PowerPoint	Weekly										
LMI PowerPoint	Monthly										
Tutor interviews: <i>focussed on post-18 options</i>	Termly										

Alongside this, various “weeks” are promoted throughout the school via posters, highlighting opportunities to staff and pupils and competitions including National Apprenticeship Week, Creative Careers Week, Green Careers Week, Work Experience Week.

Departments also run trips throughout the year with interested pupils *eg Religion and Science Sixth Form Conference, London Design Museum, Cotswold Wildlife Park, Literature Festival Trip*

Any apprenticeship, work experience and virtual events are also promoted through our VLE.

Balcarras School: 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 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 7-13 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 year 8 to 9 pupils and two encounters for year 10 to 11 pupils. For pupils in 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

<https://resources.careersandenterprise.co.uk/resources/making-it-meaningful-benchmark-7> .

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: All of these have been into school at least twice in the academic year.

Glos Coll, University of Gloucestershire, Cirencester College, Local Employers, Ask Apprenticeships

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

Balcarras Sixth Form (76%), other local sixth form providers (6%), Cirencester College (10.5%), Hartpury, (2%), Glos Coll (5%) and Apprenticeship providers (0.5%).

Last year our year 13 pupils moved to range of providers after school including Universities (80%), South Gloucestershire and Stroud College for Art Foundation Courses (5%), Apprenticeship providers (0.5%) as well as those taking Gap Years and seeking employment (14.5%)

Management of provider access requests

Procedure

A provider wishing to request access should contact Mrs J Lewis , Careers Leader, Balcarras School 01242 515882 (146) email jl@balcarras.gloucs.sch.uk.

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.

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: These include speaker sessions, PSHE programme delivery and the careers week and Careers Fair held in the first week of October every year. (full programme is on the school website)

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

Premises and facilities

If a visit is agreed 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.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Office which is managed by the careers department. The Careers Office is available to all students at lunch and break times as well as during the school day.

Complaints:

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company.

(for a signed version of the Provider Access Policy, please see school website, Careers)