

## 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 V Bull. Contact [careers@balcarras.gloucs.sch.uk](mailto:careers@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

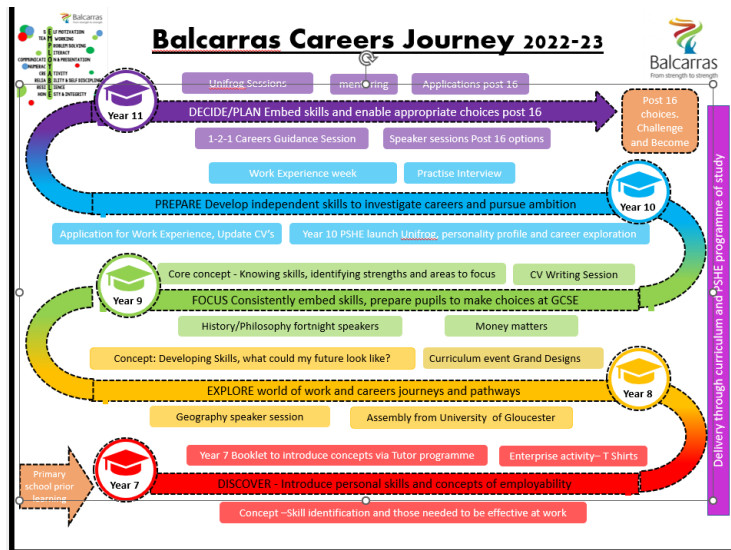
## Parental Involvement

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



	Autumn Term	Spring Term	Summer Term	
Year 7	Talk to your friends, parents, carers and teachers.			Careers Week / Careers Fair - 4.10.19 Morrisby profiling for Years 7 -13 - Morrisby testing throughout the academic year. SuperDry School Days - throughout the year 1:1 Careers advice available. Appointments can be made with the Careers Office. Curriculum Day Feb 2020 - Encounters with Employees and Employers and Future opportunities Year 7-10
	Ask questions about your options so you know what grades you need to aim for.			
Year 8	PSHE Sessions			
	Event for University Technical Colleges	Life Skills - assembly and tutor group opportunities	1:1 Careers advice available	
Year 9	PSHE Sessions			
	Event for University Technical Colleges	Choose your GCSE Options	CV and letter writing in PSHE for work experience. Send to prospective employers	
Year 10	Life Skills - work experience preparation sessions	Deadline for work experience placements (Jan)	Life Skills - assembly and tutor group opportunities	
			Mock interviews PSHE Work experience preparation and reflection	
Year 11	Life Skills - assembly on opportunities at 16	Post-16 evening	GCSE Exams begin (May)	
	Post-16 taster sessions			
	Y11 - think about work experience in the holidays	Apply for college - find out deadlines from individual colleges	GCSE Results Day - August	
	GCSE Information Evening	Closing date for 8th form Balcarras Applications is the first week of February		
	School, college and sixth form open/visit days - speak to individual schools for dates			
Higher Education Fairs/attend University Open Days	1:1 Careers advice available			
Year 12	PSHE - Unifrog and post 16 options			
	Post-16 assembly - apprenticeships	Small group sessions: future education, training and employment options		
	Future lessons begin once a fortnight	Exams (Feb) - Study leave	AS Exams & start A-level study (May)	
Year 13	Workshops - HE and higher apprenticeships applications	Attend Open Days (June & July)	Work shadowing - Activities Week	
	UCAS Subject references	Mock Exams (Jan) - Study leave	UCAS convention	
	Attend Open Days Sept-Nov		A-level exams begin (May)	
Balcarras UCAS deadline (December)	A-level Results Day - 15th August 2019			
	University offers will come in from Sept-April, you may need to attend interviews			

## 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, South Gloucestershire and Stroud College for Art Foundation Courses, Apprenticeship providers and Employment.

## Management of provider access requests

### Procedure

A provider wishing to request access should contact Mrs V Bull, Careers Leader, Balcarras School 01242 515882 (146) email [yb@balcarras.gloucs.sch.uk](mailto:yb@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.

Approval and review Approved by Governors at Curriculum and Standards Committee

Signed:

Chair of Governors

Head teacher