

CAREERS GUIDANCE AND ACCESS FOR EDUCATION AND TRAINING PROVIDER POLICY

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Introduction

This policy sets out Folkestone Academy's Careers Education and Guidance provision and the arrangements for managing the access of providers to students for the purposes of giving them information about the provider's education or training offer. This complies with the Academy's legal obligations under Section 42A, 42B and 45A of the Education Act 1997 and Section 72 of the Education and Skills Act 2008.

Rationale

Careers education and guidance plays an important role in preparing young people for the opportunities, responsibilities and experiences of life. High quality careers education is crucial in helping pupils emerge from school fully rounded and ready for the world of work.

Expectations within the Academy are set high, including for the most vulnerable and those with special educational needs, so that every student is stretched and acquires the attributes that employers' value. This will help every young person to realise their potential and increase economic stability.

Aims

The Folkestone Academy Careers Education and Guidance Policy has the following aims:

- To contribute to strategies for raising achievement, especially by increasing motivation;
- To encourage participation in continued learning including further and higher education;
- To focus students on their future aspirations;
- To reduce the number of students not in education, employment or training (NEET) at post-16;
- To meet the needs of all our students through a targeted careers strategy;
- To support inclusion, challenge stereotyping and promote equality of opportunity;
- To contribute to the economic prosperity of individuals and communities.

Equality and Diversity

Students within the Academy come from a wide range of backgrounds and are of varying academic ability. Careers guidance is available to all students and they are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes.

Parents and Carers

Parental involvement is encouraged at all stages. Online resources have been specifically chosen to help parents become more involved. All online resources are easily accessed through the links on the school website. Parents are invited to attend careers related events, e.g. GCSE options evening and a Year 11 'Next Steps' information event. Parents are welcome at careers interviews and where appropriate are specifically invited.

Student Entitlement

In addition to the opportunities provided by the Academy, students are also 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 evenings, 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: Katy Tibbles, Careers Leader.
Telephone: 01303 842400; email: katy.tibbles@turnerschools.com

Implementation of Careers Education and Opportunities for Access

A CEIAG strategy will be produced on an annual basis and will reflect the priorities of the Academy. The activities outlined in the strategy will be delivered at various points throughout the academic year to targeted cohorts of students.

The Careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work related learning and individual learning activities. A number of the activities will offer providers the opportunity to come into school to speak to pupils and/or their parents (see appendix 1).

Providers wishing to present to students should speak to the Careers Officer or Careers Leader to identify the most suitable opportunity.

The Safeguarding Policy is available on the Folkestone Academy website which outlines the responsibility of visitors to the Academy.

Premises and facilities

The Academy will make rooms available for external providers to present to students, as appropriate to the activity. If providers wish to use IT presentations, these should be sent to the Academy at least 2 days prior to the event taking place so that they can be checked for compatibility with the Academy network and computer systems. Requests for specialist technical support should be sent 1 week prior to the event.

APPENDIX 1

Opportunities for Access – Below outlines core activity which may provide suitable access opportunities for external providers. This is reviewed on an annual basis.

	Autumn Term	Spring Term	Summer Term
Year 7	Welcome to the World of Work assembly	Welcome to the World of Work assembly	Welcome to the World of Work assembly
Year 8	HE Outreach Activity Industry Guest Speaker	HE Outreach Activity Subject specific employer/HE workshop	HE Outreach Activity In-house Careers Fair – FE, HE and employer representatives.
Year 9	Department for Work and Pensions – employability workshop KS4 Options Evening – FE and HE providers present STEM Workshop	Interview techniques and mock interviews – delivered by FE providers and employers	HE outreach Activity In-house Careers Fair – FE, HE and employer representatives
Year 10	Department for Work and Pensions – employability workshops Industry Guest Speaker	Careers panel (4 sessions) – representatives from local businesses. HE and employer outreach activity.	HE and employer outreach activity. In-house Careers Fair – FE, HE and employer representatives. Mock interviews – delivered by employers and FE providers.
Year 11	Opportunities during tutor time to present post-16 progression options Visit to local FE provider Industry Guest Speaker NCS assembly	Apprenticeship Assembly – whole year group, delivered by DWP. Small group, sector specific, apprenticeship information sessions delivered by local employers. 1 to 1 support for students applying for apprenticeships, delivered by KCC apprenticeship team.	GCSE results day – FE providers present

Year 12	Apprenticeship presentations	Stepping Up workshops – delivered by HE providers	Apprenticeship support – delivered by KCC
Year 13	Personal Statement Workshops – delivered by HE providers Apprenticeship presentations		Apprenticeship support – delivered by KCC

Opportunities are available for external providers to present to year groups during assemblies throughout the year.