

# BRECKLAND SCHOOL

## Careers Education, Information, Advice and Guidance and Work- Related Learning Policy

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## **1 Introduction**

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and Work-related Learning (WRL), Breckland School seeks to help all students take their place as suitably qualified and responsible adults, thereby preparing them for life in modern day Britain.

The focus is upon career and option choice, raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning

## **2 Commitment**

Breckland School is committed to:

- Providing a planned programme of activities to which all students from years 7 – 11 are entitled and which will help them to plan and manage their careers
- Providing IAG which is impartial, unbiased and is based on their needs
- Ensuring that the CEIAG and WRL programme follows local, regional and national frameworks for good practice and other relevant guidance, such as 'Careers guidance and access for education and training providers' (October 2018 as well as guidelines from Ofsted and the Career Development Institute)
- Working in partnership with Beacon East and our post-16 providers to ensure all students access education, employment or training at the relevant transition points

### **How was this policy developed?**

Various stakeholders have inputted into the formation of this policy, including governors, staff and students. The policy has also been informed through our links with Beacon East who provide access to a level 6 careers adviser and through our links with local businesses.

### **Links with other policies**

The policy for CEIAG supports and is itself underpinned by a range of key school policies especially those for teaching and learning, marking and assessment, SMSC, RSHE, equal opportunities and diversity, looked after children and special needs/ASD.

### 3 Entitlement

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, personalised and impartial. It is integrated into students' experience of the whole curriculum and based on a partnership with students and their parents or carers. The programme is structured to deliver explicit learning outcomes, raise aspirations, challenge stereotyping and promote equality and diversity.

The careers programme is designed to meet the needs of the students at Breckland School. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The primary aims of the Careers Education and Guidance programme are to:-

- Prepare young people at Breckland School for the opportunities, responsibilities and experiences of adult life;
- Help young people develop an understanding of their own and others' strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values;
- Help young people investigate opportunities for further learning and employment, make decisions and manage transitions across the three stages at 13+, 16+ and 18+.
- Ensure that, wherever possible, all young people leave the school with employment, further education or training.

The programme also:-

- Contributes to improving achievement, by raising aspirations and intrinsic motivation, this is driven by the school's values and a focus on encouraging students to be the best they can be;
- Reinforces British values by supporting inclusion, challenges stereotyping and promotes equality;
- Encourages participation in education and/or training beyond the key stages at 16+ and 18+;
- Develops enterprise and other skills valuable in the world of work;

The CEIAG programme provides students with a wide range of experiences to help them progress effectively through their education and on to successful careers. The intended career learning outcomes for students are based on the National Framework and can be found embedded in the Statement of Entitlement. There is a stable careers programme, mapped against the Gatsby Benchmarks and the CDI Framework (please see the appendix).

### 4 Assessment

Through evaluation following career-related events we assess whether or not students have met the above learning outcomes.

### 5 Implementation

#### **Implementation: Management**

The Assistant Headteacher (Personal Development) and Careers Adviser plans, co-ordinates and evaluates the careers programme. Work experience is planned and implemented by the Assistant Headteacher. The Assistant Headteacher works closely with the Lead Teacher for PSHE and Heads of Faculty to ensure appropriate coverage of careers themes in the PSHE programme and wider curriculum. Applied subjects across the school have a focus on career development and work-related learning.

#### **Implementation: Staffing**

All staff contribute to CEIAG through their roles as mentors and subject teachers. Specialist sessions and assemblies are delivered by the PSHE team and subject teachers at both KS3 and KS4. The CEIAG programme is planned, monitored and evaluated by the Assistant Headteacher (Personal Development). The link governor is Rick Bhatt.

## **Implementation: The CEIAG Programme**

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related learning (including 1 week of work experience) and individual learning planning/portfolio activities. Careers lessons are part of the school's PSHE programme. Other focused events, e.g. a post-16 fair are provided. Work experience takes place during year 10 and students prepare for work experience during collapsed curriculum sessions.

The Careers programme at Breckland School is distinguished by the personalised nature of the support given to each student. All students receive at least one careers interview with the Careers adviser in each of years 9, 10 and 11 and additional intervention strategies are introduced for students in vulnerable groups and who may find processes such as securing Work Experience placements in year 10 particularly challenging. For potential NEET or Pre-NEET students, we work closely with Suffolk County Council support workers in year 10 and 11. The Careers adviser is central to providing guidance to students on routes beyond school and those students who are unsure of their destination after year 11 are given further support in groups or as individuals to provide the best possible guidance, often involving parents in the process. In addition, the Careers adviser provides an important contribution to the planning, design and delivery of all aspects of our careers education, allowing for current labour market intelligence to inform these processes. Careers Education helps young people to develop the knowledge and skills they need to make successful choices, manage transition between key stages and between education and the world of work.

Careers Guidance enables them to use the knowledge and skills to make decisions about education and the world of work that are appropriate for them.

The programme is provided to students and students through:-

- The PSHE curriculum via targeted lessons;
- Mentoring activities;
- Careers interviews;
- Careers presentations and activities;
- Careers activities with employers;
- The Work Experience programme;
- Attendance at Careers Fairs;
- University Visits;
- Apprenticeship talks

## **6 External Partnerships**

### **1.1. Independent Careers Advice:**

An annual service level agreement is negotiated between the school and Beacon East which identifies the contributions to the programme that Beacon East will make.

### **1.2. Employment partnerships:**

Firm links have been established with a range of employers, particularly through the provision of work placements within applied courses. Employers visit the school to run work related activities with students and to speak to students about a range of employment sectors, with regular assemblies for years 9-11.

### **1.3. Further Education Links:**

Strong links exist with local further education colleges and Sixth Forms, including West Suffolk College, Easton College, College of West Anglia, Mildenhall College Academy, Hills Road Sixth Form, Abbeygate Sixth Form and training providers, such as Aim Apprenticeships and Warren Services. We have links with a number of universities in the east of England and beyond which students from KS4 are invited to visit. We follow an integrated careers programme through the NEACO project.

## **7 Resources**

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the CEIAG area. The Assistant Headteacher (Personal Development) is responsible for the effective deployment of resources.

- Accommodation – a dedicated Careers Meeting Room for adviser meetings.
- A careers section and computer station in the library.
- The CEIAG page on the school website contain information and useful links for parents, students and teachers.
- Access to ICT for staff – a selection of careers resources are available on the school network through a careers website.
- Budget provision – funding is provided annually from the capitation budget.

## **8 Monitoring, review, evaluation and development of CEIAG**

Our partnerships are reviewed regularly. The following provision is reviewed by the Lead Teacher for PSHE and the Assistant Headteacher (Personal Development):

- Lesson observations within PSHE lessons as part of school monitoring processes
- Developmental activity is identified annually in the School Development Plan.
- Feedback on the effectiveness of the CEIAG programme is sought through focus student & parent focus groups and questionnaires. Resulting action points then feed into the following year's planning process to ensure they are addressed.

## **9 Work-Related Learning and Careers Education, Information and Guidance: Statement of Entitlement**

As a student at Breckland School, you are entitled to receive a programme of work related and career related learning, careers information and impartial advice and guidance, designed to help you to recognise and develop your skills and abilities, know what opportunities are available in the world of work and to make plans to help you achieve your education and career goals.

### **At all Key Stages you can expect ...**

- To develop yourself through careers, employability and enterprise education.
- To learn about careers and the world of work.
- To develop your career management and employability skills.
- To develop yourself through careers, employability and enterprise education.
- To learn about careers and the world of work.
- To develop your career management, employability and enterprise skills

Also, to not have limitations imposed on your aspirations based upon your social, economic or ethnic background.

## Appendix A

### Student entitlement to Careers Education, Information, Advice and Guidance mapped against the Gatsby Benchmarks – 2023-2024

Gatsby benchmark	Year 7	Year 8	Year 9	Year 10	Year 11
<b>1. A stable careers programme</b>	The current careers programme is reviewed annually, taking into account the results of reviews as well as feedback from students, employers, parents and school staff.				
<b>2. Learning from the career and labour market information</b>	'What's My Job?' sessions. Careers in the Curriculum Mentor time careers programme Post-16 fair School website	Careers Speed Networking event Post-16 fair School website Careers in the Curriculum Mentor time careers programme	Post-16 fair School website Suffolk skills show National Careers Week (March) Careers in the Curriculum Mentor time careers programme	Post-16 fair School website 1:1 careers guidance Work experience Careers in the Curriculum Mentor time careers programme	Post-16 fair School website 1:1 careers guidance Apprenticeship support Careers in the Curriculum Mentor time careers programme
<b>3. Addressing the needs of each pupil</b>	Careers in the Curriculum Mentor time careers programme	Careers in the Curriculum Mentor time careers programme	Careers in the Curriculum Mentor time careers programme Setting goals - Learning strengths, career options and goal setting as part of the GCSE options process Tailored advice during targeted 1:1 careers guidance Use of Compass+ tracking tool	Careers in the Curriculum Mentor time careers programme Work experience debrief meetings Tailored advice during targeted 1:1 careers guidance NEACO support sessions Use of Compass+ tracking tool	Careers in the Curriculum Mentor time careers programme Tailored advice during targeted 1:1 careers guidance CV and personal statement guidance during mentor programme. NEACO support sessions



					Use of Compass+ tracking tool
<b>4. Linking curriculum learning to careers</b>	Half termly careers focus in all subjects	Half termly careers focus in all subjects	Half termly careers focus in all subjects  NEACO Careers in Creative Sectors workshops	Half termly careers focus in all subjects  NEACO Careers in Creative Sectors workshops	Half termly careers focus in all subjects
<b>5. Encounters with employers and employees</b>	Post 16 fair  Careers assemblies  'What's My Job?' sessions.	Post 16 fair  Careers assemblies  Careers Speed Networking event	Post 16 fair  Careers assemblies  Norfolk and Suffolk Careers Festival	Post 16 fair  Careers assemblies  Mock interview day  Work Experience	Post 16 fair  Careers assemblies  Apprenticeship workshop
<b>6. Experiences of workplaces</b>				One week of work experience	
<b>7. Encounters with further and higher education</b>	Post 16 fair  'What could my future look like?' - NEACO presentation	Post 16 fair  Careers speed dating  'What could my future look like?' - NEACO presentation	Post 16/ university/ apprenticeship assemblies  Post 16 fair  'Where could my GCSEs take me?' - NEACO presentation  Careers speed dating	Post 16/ university/ apprenticeship assemblies  'What could the future hold for me?' - NEACO presentation  Work experience  Post 16 fair	Post 16/ university/ apprenticeship assemblies  Post 16 fair  'What could the future hold for me?' - NEACO presentation
<b>8. Personal Guidance</b>		Small group careers guidance	Targeted 1:1 careers guidance	1:1 careers guidance  College and 6 <sup>th</sup> form visit	1:1 careers guidance



# BRECKLAND SCHOOL

## Provider Access Policy Statement

Statement Created / Amended	November 2023
Policy Ratified by Governing Body	28 November 2023
Policy Review Date	Annually
Policy Location	<i>SLT/Policies/Current</i>

## Introduction

This document sets out the school's arrangements for managing the access of providers to students 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. It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

## Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 11 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of 6 encounters with technical education or training providers to all students in years 8 to 13 (see more detail in section 2.1 below).

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how our school complies with these requirements.

### **The 6 encounters schools must offer to all students in years 8 to 13**

Schools must offer:

- 2 encounters for students during the 'first key phase' (year 8 or 9) ○ All students must attend
- 2 encounters for students during the 'second key phase' (year 10 or 11) ○ All students must attend

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from students

### **Meaningful provider encounters**

Our school is committed to providing meaningful encounters to all students.

1 encounter is defined as 1 meeting/session between students and 1 provider.

## Student entitlement

All students in years 8 - 11 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 Laura Woods (Assistant Headteacher)

Telephone: 01842 819501

Email: [lwoods@brecklandschool.co.uk](mailto:lwoods@brecklandschool.co.uk)

### Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their families. Please speak to our Assistant Headteacher to identify the most suitable opportunity for you.

### Proposed event timetable for 2023/24

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their families – meaningful encounters highlighted in bold:

	Autumn Term	Spring Term	Summer Term
Year 7	<ul style="list-style-type: none"><li>• Careers in the Curriculum Mentor time</li><li>• careers programme</li><li>• <b>Careers Fair</b></li></ul>	<ul style="list-style-type: none"><li>• Careers in the Curriculum</li><li>• Mentor time careers programme <b>What's my job – careers event</b></li></ul>	<ul style="list-style-type: none"><li>• Careers in the Curriculum</li><li>• Mentor time careers programme</li></ul>
Year 8	<ul style="list-style-type: none"><li>• Careers in the Curriculum Mentor time</li><li>• careers programme</li><li>• <b>Careers Fair</b></li></ul>	<ul style="list-style-type: none"><li>• Careers assemblies</li><li>• Careers in the Curriculum</li><li>• Mentor time careers programme <b>Speed Networking</b></li></ul>	<ul style="list-style-type: none"><li>• Careers in the Curriculum</li><li>• Mentor time careers programme</li></ul>

Year 9	<ul style="list-style-type: none"> <li>• Careers in the Curriculum</li> <li>• Mentor time careers programme</li> <li>• <b>Careers Fair</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>'Where could my GCSEs take me?'</b></li> <li>• <b>UEA/NEACO</b></li> </ul>	<ul style="list-style-type: none"> <li>• Careers in the Curriculum</li> </ul>
		<ul style="list-style-type: none"> <li>• <b>College of West Anglia in-school session</b></li> <li>• <b>Norfolk and Suffolk Careers Festival</b></li> </ul>	<ul style="list-style-type: none"> <li>• Mentor time careers programme</li> </ul>
Year 10	<ul style="list-style-type: none"> <li>• <b>1:1 careers guidance</b></li> <li>• Careers in the Curriculum</li> <li>• Mentor time careers programme</li> <li>• <b>Careers Fair Post-16 options assemblies</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Work experience</b></li> </ul>	<ul style="list-style-type: none"> <li>• Careers assemblies</li> <li>• <b>Abbeygate and West Suffolk College visit</b></li> <li>• <b>College of West Anglia in-school session</b></li> <li>• <b>Mock Interviews</b></li> </ul>
Year 11	<ul style="list-style-type: none"> <li>• <b>1:1 careers guidance conversations</b></li> <li>• CV and personal statement writing during mentor programme</li> <li>• <b>Post-16 options assemblies</b></li> <li>• <b>Careers Fair</b></li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Careers assemblies</b></li> <li>• <b>Apprenticeships workshops</b></li> </ul>	<ul style="list-style-type: none"> <li>• Careers assemblies</li> </ul>

## Safeguarding

The school's policy on Safeguarding and Child Protection sets out the school's approach to allowing providers into school, as visitors, to talk to our students. You can view the policy here: [Safeguarding/child protection policy](#)

Education and training providers will be expected to adhere to this policy.

## Premises and facilities

The school will make the main hall, classrooms or 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 Assistant Headteacher, Careers Advisor or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Assistant Headteacher or Careers Adviser so they can be displayed in the school library.

## Previous providers

In previous terms we have invited a number of providers from the local area to speak to our students including:

West Suffolk College

Abbeygate Sixth Form

The College of West Anglia

Access Creative College

NEACO

## Student destinations

Last year, our year 11 students moved to a range of providers in the local area after School including:

West Suffolk College

Abbeygate Sixth Form

Hills Road, Cambridge

Long Road Sixth Form College

## Complaints

Any complaints related to provider access can be raised to the Head of School, referencing Provider Access Policy as the subject, and addressed to [aculleytea@brecklandschool.co.uk](mailto:aculleytea@brecklandschool.co.uk)

## Links to other policies

Policies mentioned in this document can be found on the Breckland School website:

□ [Safeguarding/child protection policy](#)

□ [CEIAG policy](#)

## Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Mrs Woods, Assistant Headteacher.

This policy will be reviewed by the responsibility holder on an annual basis.

At every review, the policy will be approved by the Governing Body.