



Careers Education & Guidance Policy

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1. Introduction

Fortismere students leave school with a reputation for resilience, ambition and confidence complemented by a concern for others. They are encouraged to foster an open minded, positive approach in order to access the very best opportunities both in and outside of school. The student experience at Fortismere aims to support parents and carers in developing young people with the potential to lead happy, fulfilled lives. Through the curriculum we also foster empathy, kindness and moral responsibility, actively encouraging students to support themselves, each other and become increasingly engaged in the world around them.

The school has a strong focus on progress, our vision champions high aspirations whilst ensuring that we all contribute to raising achievement of students, whatever their starting point. We believe that there should be no barriers that exclude any students from accessing the best opportunities. Our students will receive an education, based on high expectations that enhances their life chances and transforms lives. Fortismere students enjoy a broad, innovative curriculum where traditional academic subjects are enriched by a strong emphasis on the creative arts.

2. Aims and Objectives

This policy sets out Fortismere School's commitment to careers education, information, advice and guidance following statutory guidance published by the Department of Education which requires schools to provide independent careers guidance from Year 7 to Year 13.

- To use the Gatsby benchmarks to ensure the school is meeting the legal duties surrounding careers provision.
- To increase awareness of the world of work through; industry links, work experience, practice interviews, careers days and events. These will include talks from outside agencies, alumni groups and other industry link speakers.
- To provide students with the skills to become independent, responsible and fulfilled members of the community and to ensure that all students reach their full potential in an environment that is caring and encouraging.
- To inspire students to think beyond their immediate experiences and consider a broader range of future education and career options.
- To make students aware of resources both human and material, which are available to help them make decisions.

3. Statutory requirements and recommendations

1. Section 42A of the Education Act 1997 requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from Year 7 (12-13 year olds) to Year 13 (17-18 year olds).

2. The governing body must ensure that the independent careers guidance provided:

- is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;
- includes information on the range of education or training options, including apprenticeships and technical education routes;
- is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.

3. The Technical and Further Education Act 2017 inserts section 42B into the Education Act 1997 and came into force on 2 January 2018. This law requires the proprietor of all schools and academies to ensure that there is an opportunity for a range of education and training providers to access all pupils for the purpose of informing them about approved technical education qualifications or apprenticeships.

4. The proprietor must prepare a policy statement setting out the circumstances in which education and training providers will be given access to pupils, and to ensure that this is followed. The policy statement must be published (See Appendix A) and must include:

- any procedural requirement in relation to requests for access;
- grounds for granting and refusing requests for access;
- details of premises or facilities to be provided to a person who is given access.

5. Gatsby Foundation Good Career Guidance: Gatsby Benchmarks

The school follows the framework of eight guidelines that define good careers provision in secondary schools>

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 work places
7. Encounters with further and higher education
8. Personal guidance

4. Student Entitlement

Fortismere School aims to offer independent careers advice and guidance to all students, so they are inspired and motivated to fulfil their potential. All Year 11 students are offered a one to one careers interview with the School Careers Advisor to help them make post 16 option choices including schools, colleges, and apprenticeships. All Year 9 students will be offered interviews as part of small group sessions to help them make informed choices about GCSE options in Years 10 and 11. The Careers Advisor is available to see students across all year groups either by self-referral or referred by a member of staff. Students with Education Health and Care Plans (EHCP) will see the Careers Advisor together with their key worker prior to their annual review. The careers Advisor will also attend the annual review to provide feedback on next steps and careers.

5. Students with Special Educational Needs or Disabilities (SEND)

All students with SEND follow the same career programme as their peers. Adaptations and support will be provided where appropriate and in consultation with parents/carers, keyworker, SENCO, careers advisor and external agencies. Our Careers Advisor will work with the team supporting all EHCP students at key transition points to provide information, advice and guidance.

6. Students in receipt of Pupil Premium Funding

Additional support is available for Pupil Premium students and their families with regards to future opportunities:

- Priority 1:1 Careers Interviews
- Mentoring programmes with similar socio/economic backgrounds and academic interests
- Visits to colleges and universities including travel expenses
- Summer courses

7. Work Related Learning

We are committed to offering a programme that equips our students with the skills and knowledge required for the world of work. We aim to achieve this through the following:

- Careers Education Information Advice and Guidance (CEIAG)
- Through the curriculum
- Visits to Employers
- Enterprise projects
- Visits from industry and business
- Careers fairs and events

We will implement this using the following:

- Careers Interviews
- Careers Education in PSHE Lessons
- Trips to workplaces, and educational institutions
- Visits from employers and education providers
- Advertisement of opportunities through tutor time or specific subject
- Provision of impartial information
- Development of key skills such as CV writing, application form, telephone techniques and interview skills
- Careers Events
- Workshops
- Support with UCAS and apprenticeship/FE applications
- Provision of opportunities for mentoring with employers

8. Staff and resources

Mr D Barsby, Assistant Headteacher (Careers Lead)

Email address: dbarsby@Fortismere.org.uk

Mrs A Andreou, Careers Advisor

Email address: AAndreou@Fortismre.org.uk

Ms R Harris, Parent & Student Engagement Officer

Email address: RHarris@Fortismere.org.uk

Useful websites:

Start: Student platform Teaching resources, students work related learning logs
www.startprofile.com

National Careers Service
www.nationalcareers.service.gov.uk

Prospects

- Applying for University
- Jobs & Work Experience
- Careers advice
- Postgraduate study

www.prospects.ac.uk

Student ladder Year 12 & 13 Work experience, Internships, Apprenticeships and Graduate Schemes.

www.studentladder.co.uk

Spring Pod Free virtual work experience and degree taster programmes.

www.springpod.co.uk

Volunteering: www.volunteeringmatters.org.uk

Gap Year opportunities: www.realgap.co.uk

The working travel site: www.seasonworkers.com

Parental Guidance; Careers Information and advice
www.parentalguidance.org.uk

9. Policy monitoring arrangements

This policy is monitored by Mr Barsby (Assistant Headteacher) and Ms Andreou (Careers Advisor) and will be reviewed annually and approved by the governing body.

Link governors for CIAG are Wendy Sloane and Rachel Howarth.

Annex A: Fortismere Policy Statement on Provider Access

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.

Pupil entitlement

All pupils in years 8-13 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.

Management of provider access requests

A provider wishing to request access should contact Mr D Barsby, Assistant Headteacher , Telephone: 0208 365 4458 Email: DBarsby@Fortismere.org.uk Ms A Andreou, Careers Advisor, Telephone: 0208 365 4448 Email: AAndreou@Fortismere.org.uk

Opportunities for access

A number of events, integrated into the school careers programme (See Careers Education Guidance policy Section 4) will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

Safeguarding

Our Safeguarding & Child Protection policy outlines the procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy. Providers who cannot supply the required documentation will not be granted access.

Premises and facilities

Where possible the school will make Halls, classrooms or meeting rooms available for providers to meet with students, as appropriate to the activity. The school will also try to make audio-visual and other specialist equipment available, if possible, to support provider presentations. Requests for facilities and equipment should always be discussed and agreed with the Careers Advisor in advance of the visit.

Providers can supply copies of literature or information to the Careers Advisor who will make this available to our students

Links to other policies

Safeguarding & Child Protection policy

Monitoring arrangements

The arrangements for managing the access of education and training providers to students are monitored by Mr Barsby (Assistant Headteacher) and Ms Andreou (Careers Advisor)

This policy statement will be reviewed annually and approved by the governing body.

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