



St Clare's School Careers Policy Statement

Introduction

St Clare's School provides a relevant and engaging careers curriculum which meets the differing needs and requirements of our students. This is developed throughout a pupil's time at the school and is always supportive of their abilities, strengths and skills.

Aims and purpose

- Prepare students for the transition to post 16 education
- Support students in making informed decisions which are appropriate for them about post 16 choices.
- Provide students with well-rounded experiences related to careers and enterprise.
- Develop personal characteristics such as social skills, communication, independence and resilience relevant to working life.
- Inspire and motivate students to develop themselves as individuals and live as independently as is possible and contribute to society.

This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

Statutory requirements and recommendations

The careers provision at St Clare's School is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.

This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including apprenticeships
- be adapted to the needs of the pupil

In addition, the school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all schools must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.

Careers Provision at St Clare's School

All students have access to the following:

- St Clare's School Careers curriculum – delivered within our PSHE and Citizenship curriculum.
- All students, parents and carers can meet with Clara Morley who attends our termly parent's evenings.
- Visitors in to school, and offsite visits support students in developing their understanding of a range of different post 16 pathways.
- All students in Year 10 access specific careers talks promoting a focus on transferable skills and how those useful in school can be transferred to employment.
- The opportunity to discuss transition and support as part of their Annual Review.
- Access to a range of STEM activities to develop employability skills.
- Students take part in Enterprise Week projects in preparation for our school fayre

Key Stage 3

- Pupil pathways onto accredited and vocational courses are planned and prepared for in KS3
- STEM and LOTC projects are a key part of the KS3 curriculum
- Specific Careers Curriculum progression for all year groups

Key Stage 4 (in addition to KS3 ongoing provision)

- Appropriate sign posting Careers Lead
- Early annual reviews to discuss transition with form tutors and Careers Lead
- The majority of KS4 students take part ASDAN short courses which promote transferable skills.
- Students in Year 10 and 11 have the opportunity to participate in careers talks and mock interviews to prepare them for their post 16 transition and future employment

Providers Access Policy Statement

Introduction

This policy statement 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.

Pupil entitlement

All students 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;
- 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;
- 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 **Richard Jackson**, Assistant Head Teacher and Careers Programme Lead, Telephone: 01332 511757; Email: rjackson@stclares.derby.sch.uk

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 students and/or their parents/carers:

	Year 7	Year 8	Year 9	Year 10	Year 11
Enterprise Theme	Job Roles and Responsibilities	Communication	Option Groups – but will cover Reflective Learning – What Worked Well, Selling – Advertising and Promotion, Profit and Loss Accounts		
Careers Curriculum Focus	Job Identification	Benefits of Employment	Hopes and Aspirations	Careers Path – stepping stones	Careers Action Plan and Preparation
Staff and External Providers involved	PSHE and Citizenship curriculum	PSHE and Citizenship curriculum	PSHE and Citizenship curriculum	PSHE and ASDAN curriculum Education for Enterprise – Careers Talk	PSHE and ASDAN curriculum Clara Morley – Transition advisor Education for Enterprise – Careers Talk and Mock Interviews Derbyshire Business Education Partnership – Enterprise Project

Further details of Schemes of work can be provided by contacting Richard Jackson Careers Programme Lead – see above for contact details.

Key Personal and Roles

Richard Jackson – Careers Lead

Carol McNab – School Enterprise Advisor

Clara Morley – Independent Careers Advisor

Laraine Tuplin – Careers Governor

Premises and facilities

The school will make the main hall, classrooms or meeting spaces available for discussions between the provider and students, as appropriate to the activity. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with Richard Jackson, Assistant Head Teacher. This will be made available to students and families as appropriate.

Assessment Recording and Reporting

Three strands of assessment will be used to measure the impact our Careers curriculum has on the development of students at St Clare's School. These three strands are:

1. NEET Data – we will continue to track the success of pupil's transition to post 16.
2. Careers and Enterprise Assessment Sheets – throughout the year pupil's progress will be assessed using this proforma and tracked on a careers assessment tracking sheet.
3. Completion of ASDAN World of Work Unit – to be completed as part of their ASDAN curriculum in years 10 and 11.

Approval and review

Approved [date] by Governors

Next review: [date]

Signed: [name] Chair of Governors [name] Head teacher