

52. Brighton Hill Community School: Careers Policy including Provider Access Policy

Introduction

1. Brighton Hill Community School has high quality careers advice and guidance, to support high achievement and ambition in our students and contribute to an environment where success is inevitable. This is developed throughout a student's time at the school and is always supportive of their aspirations, strengths and skills.

Aims and purpose

- Prepare students for the transition to life beyond secondary school (higher education and the world of work)
- Support students in making informed decisions which are suitable and ambitious for them
- Provide students with well-rounded experiences
- Develop characteristics e.g. social skills, communication, innovation, resilience and leadership which support high achieving students in the curriculum and in their careers
- Inspire and motivate students to develop their values and aspirations

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

Statutory requirements and recommendations

3. The careers provision at Brighton Hill Community School is in line with the statutory guidance [‘Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff’](#) developed by the Department for Education, which refers to :

- Section 42A, 42B, and 45A of the Education Act 1997
- Section 72 of the Education and Skills Act 2008

4. 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 university options or apprenticeships
- be adapted to the needs to the student

5. In addition, the school is compliant with the directive that 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 Policy.

6. The recommendations from the '[Girls' Career Aspirations](#)', Ofsted Report is also used to guide the careers provision at Brighton Hill Community School.

The recommendations include:

- to ensure that young people have a better understanding about career choice, subsequent progression and its impact on their long term earnings
- to assist young people in developing an understanding of the responsibilities and choices associated with parenthood
- to develop better, and more carefully planned opportunities for young women to meet professionals working in non-stereotypical roles, and to learn more about what such work entails to strengthen the knowledge and understanding of staff about the wide range of progression routes available so that girls and young women can make informed choices
- to consider how to link the contents of lessons and skills to be developed more frequently to career opportunities
- to consider ways in which mentoring could be used to help support young women in overcoming barriers to achievement

Careers Provision at Brighton Hill Community School

7. All students have access to the following:

- Extra-curricular clubs and trips support students in developing their understanding of a range of different subjects. A list of extra-curricular clubs and trips is available on the school website.
- Speakers for Schools and other aspirational speakers deliver assemblies on a range of careers that inspire and motivate the students. These are offered to all students in the school and include higher level apprenticeships.
- All students attend careers advisor meetings from Year 10
- All students have access to the careers section on the school's website and careers and university section in the LRC. External opportunities are advertised to students.

8. Students with Special Educational Needs or Disabilities (SEND):

- Transition from one key stage to another and onto careers is part of the action plan for a student with SEND.
- Personalised support from the SENCO, careers advisor and external bodies is used where appropriate.

9. Students in receipt of Pupil Premium funding

- Personalised support will be given to these students and they will receive an extra careers appointment in Year 10.

10. Careers Advisor

- At Brighton Hill Community School, there is an independent Careers Advisor, provided by The Basingstoke Consortium, who works alongside the Deputy Headteacher (DHT) with responsibility for careers. The Careers Advisor will work with the DHT to develop a Careers Development Plan for the school. This is in line with the Gatsby Good Careers Guidance and

the Gatsby 8 Benchmarks. Brighton Hill Community School's response to the Gatsby 8 is detailed in Appendix I.

11. Key Stage 3

- The guided choices options programme for Year 8 is designed to support them in their GCSE choices.
- The pastoral curriculum in Year 7-8 covers economic wellbeing, active citizenship and develops enterprise and entrepreneurship. A particular example of this is the developing relationship with Young Enterprise projects from 2018-19.
- Assemblies introducing both further education providers and training providers are delivered across Key Stage 3.

12. Key Stage 4

- One-to-one careers discussions with the school Careers Advisor in Year 10 informs individual Careers Plans that each student, their tutor and their Head of Year use.
- A good number of students every year will take part in the Duke of Edinburgh Award, including both Bronze Award (from Year 10) and Silver Award (from Year 11).
- Extra-curricular clubs and trips support students in developing their understanding of a range of subjects. Students are giving advice and guidance about what to participate in e.g. the Young Enterprise 'Company Programme'.
- Students in Year 10 & 11 attend assemblies where the full range Apprenticeship options are presented. Students subsequently have the choice to attend follow up workshops to support searches for suitable apprenticeships and the application process.

Approval and review

Approved 10.10.18 by Governors at the Full Governing Board Committee Meeting

Next review: 10.10.19

Signed: Jane Pratt, Chair of Governors

Chris Edwards Head teacher

This policy should be read in conjunction with the following policies:

- Spiritual, Moral, Social & Cultural Policy
- Inclusion and External Student Support Agencies
- Learning and Teaching Policy
- Off-Site Activities Policy

Brighton Hill Community 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 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 David Watkins, Deputy Head (Careers Leader), Telephone: 01256 350 606 Email: dwatkins@brightonhill.hants.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 pupils and/or their parents/carers:

Year Group	Autumn Term	Spring Term	Summer Term
8	Event for University Technical College	Life skills - assembly and tutor group opportunities	KS4 options event
9	Event for University Technical Colleges	Life skills - assembly and tutor group opportunities	
10	Life Skills – work experience preparation sessions	Apprenticeships assembly and workshop opportunities	Post-16 evening Post-16 taster sessions
11	Assemblies promoting local FE providers	Apprenticeships assembly and workshop opportunities	

Please speak to our Careers Leader to identify the most suitable opportunity for you.

Premises and facilities

The school will make the community hall, theatre, 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 the Pastoral Team. Providers are welcome to leave a copy of their prospectus or other relevant course literature for student access in the school library. The library is available to all students at lunch and break times.

Approval and review

Approved 10.10.18 by Governors at the Full Governing Board Committee Meeting

Next review: 10.10.19

Signed: Jane Pratt, Chair of Governors

Chris Edwards Head teacher

Appendix I: Brighton Hill Community School Response to Gatsby Good Careers Guidance: Gatsby 8 Benchmarks

Gatsby Benchmark	Criteria	BHCS Response
1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.	Brighton Hill Community School's careers programme is outlined in our Careers Policy and led by an appointed 'Careers Leader'. As a school we are committed to using the Gatsby 8 Benchmarks to improve careers provision and the 'Compass careers benchmark tool' will be used to audit our offering on an annual basis. We work with The Careers and Enterprise Company and through them with our Local Enterprise Partnership – Enterprise M3.
2. Learning from career and labour market information	Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.	Brighton Hill Community School provides good quality information to every pupil, and their parents/carers about future study options and labour market opportunities via our website where content is provided via 'Careers Web'. Brighton Hill Community School will make sure that, by the age of 14, all pupils have accessed and used information about career paths and the labour market to inform their decisions on study options via our 'guided choices' process in Year 8.

<p>3.Addressing the needs of each student</p>	<p>Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school’s careers programme should embed equality and diversity considerations throughout</p>	<p>Brighton Hill Community School are committed to raising the aspirations of all pupils and we will strive to deliver a careers programme tailored to individual need. We will consciously work to prevent all forms of stereotyping in the advice and guidance we provide, to ensure that young people from all backgrounds, gender and diversity groups, including those with special educational needs and disabilities, consider the widest possible range of careers.</p> <p>We will keep comprehensive and accurate records to support the career and enterprise development of pupils.</p> <p>We will collect and analyse destination data to see how well we are doing in countering stereotypes and raising aspirations.</p>
<p>4.Linking curriculum learning to careers</p>	<p>All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.</p>	<p>Brighton Hill Community School recognises the curriculum offers excellent opportunities for developing the knowledge and skills that employers need and our subject teachers are committed to being powerful role models to attract pupils towards their subject and the careers that flow from it. We have asked all teachers to support the career development of young people in their tutorial role and through their subject teaching through ‘Student Values & Aspirations’ twilight sessions.</p>

		<p>We are working towards weaving careers education and guidance in to subjects across the curriculum.</p> <p>We are committed to ensuring that, by the age of 14, every pupil will have had exposure to the world of work by meeting a range of professionals from occupations which require maths and science qualifications, as well as highlighting the importance of maths to all jobs.</p> <p>We make it clear to pupils that if they do not achieve a grade 4 or better in GCSE maths and English by the end of key stage 4 they will be required to continue working towards this aim as part of their 16-19 study programme.</p>
5.Encounters with employers and employees	<p>Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.</p>	<p>Brighton Hill Community School is committed to offering every young person seven encounters with employers – at least one each year from year 7 to year 11 – and meet this in full by the end of 2020. Some of these encounters will be with STEM employers. Encounters will be recorded using the ‘tracker careers planning tool’</p> <p>We work with The Careers & Enterprise Company and have identified a Enterprise Adviser appropriate for our school. An Enterprise Adviser is an experienced business volunteer who supports us in connecting to</p>

		the labour market.
6.Experiences of workplaces	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.	Brighton Hill Community School are committed to ensuring that by the age of 16, every pupil has at least one experience of a workplace. We will pay particular attention to work placements for pupils with SEND. We recognise in Year 7 – 11 a more flexible approach to work experience can be adopted and does not necessarily have to involve a traditional placement. Options could include: <ul style="list-style-type: none"> • workplace visits • work experience (1-2 weeks) • job shadowing • career-related volunteering and social action.
7.Encounters with further and higher education	All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.	Brighton Hill Community School understands all young people in England are required to continue in education or training until at least their 18th birthday. We are committed to making sure our students are clear about this requirement and what it means for them. In particular, we will be clear that young people are not required to stay in school. They can choose how to participate which might be through: <ul style="list-style-type: none"> • full time study in a school, college or training provider

		<ul style="list-style-type: none"> • an apprenticeship, traineeship or supported internship • full time work or volunteering (20 hours or more) combined with part time accredited study. <p>We are committed to allowing a range of education and training providers to access all pupils in years 8-11 for the purpose of informing them about approved technical education qualifications and apprenticeships. We review our arrangements for provider access and these are set out in our 'Provider Access Policy' statement.</p>
8. Personal guidance	Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.	Brighton Hill Community School provides opportunities for personal guidance interviews with a qualified careers adviser from Year 10 meeting the Government's expectation that every pupil should have at least one such interview by the age of 16. We integrate this guidance within the pastoral system so that personal careers interviews can be followed up by Heads of Year & form tutors. The personal guidance is connected with the wider careers.