

<b>Elizabeth Woodville School</b>	
Policy Name:	Provider Access Policy & Careers Plan 2020-21
Owner:	Headteacher
Statutory:	Yes
Date Ratified:	By Governing Body November 2020
Review:	November 2021

### **Implementation:**

Students in years 7-13 are entitled:

- To find out about technical education qualifications and apprenticeship 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.
- To understand how to make applications for the full range of academic and technical courses.

### **Careers Lead:**

The careers lead at Elizabeth Woodville School is Mr Reuben Freeman who can be contacted: -

Address: Elizabeth Woodville School, Stratford Road, Roade, NN7 2LP Via telephone: 01604 862125 (North Site)

Via email [reuben.freeman@ewsacademy.org.uk](mailto:reuben.freeman@ewsacademy.org.uk)

A provider wishing to request access should contact the school using the details above.

### **Vision:**

To provide students with a range of career activities to enable them to discover opportunities which are available to them on completion of their education at Elizabeth Woodville School that support them to be ready for the world of work.

### **Our careers education has three aims:**

#### **Self-development:**

To help students understand themselves and the influences on them, build a track record of their experiences and achievements and develop their capabilities. Work via National Baccalaureate.

#### **Career exploration:**

To help students identify, investigate and weigh up opportunities in learning, work and placements and linking their curriculum learning to careers.

### **Transition:**

To help students to make and adjust plans to reflect their strengths, options and choices in order to develop the skills that current and future workforces/labour markets need/want.

**The Department of Education** has a national framework of careers education which describes learning outcomes. The framework 'Gatsby Benchmarks' supports the development of programmes that help young people to understand:

- The links between living, learning and earning
- What happens in the working world and how it is changing
- What can help a person's transition and career to go well
- What students can do to improve their chances of success
- Their starting points and influences on them
- How and where to get information and how to judge its value and trustworthiness
- How to make decisions and deal with the consequences

### **Our programme gives students:**

- The opportunity to take an active part in their career learning
- Access to useful information and a system for reviewing their readiness for further learning and work
- Background knowledge on areas such as what is happening in work, how to make a career decision, how to search for opportunities and how to do themselves justice in applications and interviews
  - Links with the working world through visits, visitors, work experience and other activities
  - A system for recording what they learn and how it affects them and their plans

### **Career guidance:**

Career guidance forms part of the student's entitlement. Careers guidance gives students an opportunity to talk through their future prospects and plans following their education at Elizabeth Woodville School. Its purpose is to help students focus on the transition process and to support them with their next step. Our impartial Careers Advice and Personal Guidance is through All Together and an external careers advisor who works 1 day a week alternating between sites.

### **Careers guidance is impartial and involves:**

- Establishing the student's starting point
- Helping the student to explore their interests, abilities, values and potential and to identify possible ways forward
- Confirming realistic possibilities, taking account of what's available and potential constraints
- Helping the young person to make informed decisions and develop, test and implement an action plan

### **Quality & Impact:**

The careers programme is monitored and evaluated through: -

- Feedback from students who have received independent careers advice and guidance
- Feedback from events / experiences throughout the year
- Feedback from employer encounters

- Feedback from careers events
- Survey of students
- Analysis of destinations & progress, where available, in further / higher education, training and employment
- Reports to ALT & Governors

### **Students:**

The careers adviser, tutor and subject teachers will work with students to help them develop the skills they need for life and employment. Students will receive information about placements and work opportunities and will meet people from the world of work, who could help them acquire the skills needed to be successful in work.

### **What can you expect?**

- Assistance when choosing your KS4/5 choices through career related activities with external companies and curriculum areas
- To meet with a variety of employers both in curriculum areas and through stand-alone events
- To be given the opportunity to attend networking sessions with employers or career related trips
- To have access to independent and impartial advice regarding your careers options and next steps via an individual action plan

### **Information for students**

In addition to the activities and opportunities you can expect from us at school, it is always best if you develop your own skills and knowledge through extra-curricular activities after school and in the school holidays. Employers are always impressed to see students who have shown they are engaged in multiple projects and have done more than the bare minimum.

Each student will also have access to their own Unifrog.org account which is an online platform providing information about careers and allows students to complete activities such as CV building.

If you are looking to make yourself the most competitive when applying for future options after Year 11/12/13 you may want to consider completing some of the following activities:

Gain work experience (ideally within the specific area you are considering pursuing after school)

- Join a club of interest (this could be related to a career such as Army Cadets or be a club that could help you develop more generic work skills)
- Do some volunteering
- Create a website, build a model, write a blog
- Set up a small business
- Take part in fundraising activities
- Complete the Duke of Edinburgh award
- Apply for the NCS programme
- Join a sport team
- Get a part-time job

If you want to know how to start deciding what to aim for in your career or working life, try asking yourself these questions:

- What do you enjoy doing?
- What subjects are you good at in school? What are your hobbies?
- What skills do you have (Think about your TENSILE skills)?
- What sort of a person are you?
- Do you like interacting with people?
- Would you like a job that is practical or more office based?

If you want more help answering these questions and deciding what you want to do please see Theresa Adable our independent careers adviser or use the useful links section below.

#### Useful links:

- [www.icould.com](http://www.icould.com)
- [www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)
- [www.careersbox.co.uk](http://www.careersbox.co.uk)
- [www.stepintothens.nhs.uk](http://www.stepintothens.nhs.uk)
- [www.successatschool.org](http://www.successatschool.org)
- [www.prospects.ac.uk](http://www.prospects.ac.uk)
- [www.learnhowtobecome.org](http://www.learnhowtobecome.org)
- <https://www.russellgroup.ac.uk/for-students/school-and-college-in-the-uk/subject-choices-at-school-and-college/>
- [www.ucas.com](http://www.ucas.com)
- [www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)
- <https://www.unifrog.org/>

#### Parents:

Your child will receive information about careers during their time at the Elizabeth Woodville School. We will provide opportunities for them to develop life skills and core competencies that employers value, by enabling them to take part in employment and enterprise events.

#### Information for parents

As well as the provision you can expect with regards to careers from the school, there are also many ways in which you can help your child with their careers and employability progression. Please find below some helpful tips and links that you can use to introduce discussion at home:

- Encourage them to participate in a variety of school extracurricular activities. This will help them to understand more about their strengths, weaknesses, likes and dislikes. In addition to this it will also give them valuable experience to draw upon in later years when writing CVs or attending interviews
- Talk to them about your job and encourage other relatives within your family to do the same. This will allow them to be aware and explore a range of roles
- Read the school newsletter for upcoming career related trips, talks or activities that you could encourage your son/daughter to get involved in
- In year 8/9 talk to them about their subject choices and how this may help them in their current ambitions. If you need help in supporting your son/daughter speak to staff at the KS4 Options evening and /or subject teachers at Year 8

parents' evening. There are some useful links below to help:

<http://parentzone.careerpilot.org.uk/parent/info/how-can-i-help-my-child-make-the/?topic=5972>

<https://www.studential.com/GCSEs/choosing-your-GCSE-subject-options>

<https://icould.com/watch-career-videos/by-subject/>

- In year 10/11 speak to students about their next steps post-16. It is best to have these discussions early as many of the applications your son/daughter will need to make, often have deadlines within the first term of starting year 11
- In year 11, 12 and 13 encourage your son/daughter to use some of the websites listed above or the tools given to them via PSHE programme which include: on a regular basis: CV writing and Letter of application aids, University and Apprenticeship search tools.
- Each student will also have access to their own Unifrog.org account which is an online platform providing information about careers and allows students to complete activities such as CV building.

#### **Employers:**

To strengthen the careers information our students receive and the experiences they gain whilst at Elizabeth Woodville School, we are keen to engage with employers. If you are able to support activities within schools to help students to develop employability skills, please contact the named careers lead below.

#### **What can you expect?**

- Access to students in order to inform them of relevant post-16 and post-18 opportunities (this is dependent on availability and demand)
- Assistance in creating links within the curriculum to improve the knowledge of wider careers roles, especially when promoting STEM related careers
- Access to attend speed interviewing events with our students at a variety of key stages to help them understand the world of work
- The ability to get involved in offering work experience opportunities to our students both on a short and long term basis
- Promotion of your career related events and apprenticeship vacancies through our newsletter, posters and leaflets

#### **Teachers:**

In order to prepare our students for their next step, focus on providing opportunities for them to develop employability and life skills, such as confidence, creativity and communication skills. Draw students' attention to the skills they are acquiring and record them. Wherever possible, make links with employment. Information and advice for students referred for 1:1 support, guidance.

### **Careers Programme at Elizabeth Woodville School**

#### **Overview**

At Elizabeth Woodville School we place a great emphasis on our students having a personal development programme that ensures they are well equipped for transition to their next step. This starts as soon as they arrive at school in Year 7 and builds significantly through Year 8 -13. We

make every effort to get our students onto the right pathway suitable for their particular skill set and this is achieved through a focus on careers from Year 8.

<b>Year 7</b>	<ul style="list-style-type: none"> <li>• Careers work in PSHE/tutor time</li> <li>• Access to Unifrog.org</li> </ul>
<b>Year 8</b>	<ul style="list-style-type: none"> <li>• 1:1 careers meeting with careers advisor – students have access to this before making KS4 options</li> <li>• Y8 parents’ evening to meet with class teachers to discuss suitable KS4 choices</li> <li>• Guest speakers – a variety of careers talks including medicine, sports and politics throughout the year</li> <li>• Access to national careers service website</li> <li>• Careers work in PSHE/Tutor time</li> <li>• Access to Unifrog.org</li> </ul>
<b>Year 9</b>	<ul style="list-style-type: none"> <li>• 1:1 careers meeting – students have an option to meet with careers advisor for guidance</li> <li>• KS4 Information evening – students and parents invited to attend presentation regarding choices available to students</li> <li>• Careers workshops at school – a variety of professionals come into school and students can book in sessions</li> <li>• Guest speakers – various career talks including medicine, sports and politics throughout the year</li> <li>• Careers work in PSHE/Tutor time</li> <li>• Access to Unifrog.org</li> </ul>
<b>Year 10</b>	<ul style="list-style-type: none"> <li>• 1:1 careers meeting with careers advisor</li> <li>• PSHE - Interview panel activity preparation, Applications for jobs – CV, job specifications, first impressions, etc.</li> <li>• Careers workshops at school – variety of different professionals come into school</li> <li>• Guest speakers – a various careers talks including medicine, sports and politics throughout the year</li> <li>• Access to Unifrog.org</li> </ul>
<b>Year 11</b>	<ul style="list-style-type: none"> <li>• 1:1 careers meeting with careers advisor</li> <li>• PSHE - Sixth form, further education, What is life beyond GCSE’s?</li> <li>• Guest speakers – various talks linked to careers including medicine, sports, health and social work, politics throughout the year in curriculum time</li> <li>• A level/BTEC taster lessons</li> <li>• 6<sup>th</sup> Form Open Evening</li> <li>• NCS Challenge – all Year 11 are given the opportunity to take part in this initiative to develop skills for employment</li> <li>• 1:1 meeting looking at progression – all students meet with a member of Middle or Senior Leadership Team to decide appropriate next steps</li> <li>• Elevate / Positively Mad session on time management</li> <li>• Access to Unifrog.org</li> </ul>

<b>KS5 CAREERS PROVISION</b>	
<b>Year 12/13</b>	<p>PSHE programme</p> <ul style="list-style-type: none"> <li>• Job of the week in assembly</li> <li>• Employment opportunities publicised on Sixth Form twitter account and TV Screen in Study Areas</li> <li>• Subscription to Target Careers- opportunities emailed to students school email accounts</li> <li>• Enhanced Study Skills programme- Linked with Kelmarsh Hall and The University of Northampton</li> <li>• University guidance in assembly- UCAS videos/Open Days/Personal statements</li> <li>• 1:1 meetings with form tutor</li> <li>• 1:1 careers meeting with careers advisor</li> <li>• Careers workshops at school – variety of different professionals come into school throughout the year</li> <li>• Visit to the UCAS Convention</li> <li>• Drop down Careers days</li> <li>• University visits and also visits by university representatives to the school</li> <li>• Apprenticeship providers visits to school, presentations and small group work with students</li> <li>• Opportunities to visit apprenticeship providers open events; Mazar's, Grant Thornton, Haines Watts, etc.</li> <li>• Post 18 options information evening for parents/carers and students</li> <li>• Gap year talks in school</li> <li>• Student finance talks</li> <li>• Guest speakers – various careers talks including medicine, sports and politics throughout the year</li> <li>• Attend talks/ workshops at MAT schools on employment opportunities/careers</li> <li>• OXBRIDGE workshops at Northampton School for Boys</li> <li>• 1 week external work experience placement- 2018 cohort</li> <li>• Work experience and volunteering in school</li> <li>• NBacc opportunities recorded formally</li> <li>• NCS Challenge – all Year 12 are given the opportunity to take part in this initiative to develop skills for employment- twice a year.</li> <li>• Start - online careers programme that looks at careers that fit students interests /UCAS/ apprenticeships</li> <li>• Access to Unifrog.org</li> </ul>

Careers Plan in PSHE/Tutor time

	Term 2	Term 3	Term 4	Term 5
Week in lessons	Challenging Career stereotypes and raising aspirations	Careers week in lessons	Job Titles – what does it mean?	
Week in lessons	Work choices/future careers My career needs	Careers week in lessons	Labour Market information <a href="http://www.lmiforall.org.uk">www.lmiforall.org.uk</a>	
Week in lessons	Job roles – investigate a job role What skills do I require?	Careers week in lessons	Info. on further education/higher education – visits?	Future Careers/Labour Market
Week in lessons	Leadership and Management style Labour market and information – how does this inform my future choices	Careers week in lessons	Mock interviews Address Pupil Needs (Employable me – worksheet)	Individual careers guidance Expectations of the workplace
Week in lessons	Future choices revisit year 7 work College/apprenticeships/Post 16 guidance at open evenings	Careers week in lessons	Labour and Market information Budgeting with wage	
Careers	Mentor conversation with SLT Individual careers guidance	Individual careers guidance		
Week in lessons	Individual careers guidance Apprenticeship visits University Visits Finance information	Careers week in lessons	Labour market information	UCAS Visits Apprenticeships Gap Year options
Week in lessons	Leadership and management Future choices information Individual Careers Guidance	Careers week in lessons	Individual careers guidance	Individual careers guidance

Employees to be invited in for talks with years 7-13 across the year

\*\*\* Provisional – subject to change

**Gatsby Benchmarks**



Year Groups	Gatsby B1 A stable career <a href="#">programme</a>	Gatsby B2 Learning from career and labour market information	Gatsby B3 Addressing the needs of each pupil	Gatsby B4 Linking curriculum learning to careers	Gatsby B5 Encounters with employers and employees	Gatsby B6 Experiences of workplaces	Gatsby B7 Encountering further and higher education
7	✓			✓			
8	✓	✓		✓			
9	✓	✓	✓	✓	✓		
10	✓	✓	✓	✓	✓	✓	
11	✓	✓	✓	✓	✓		✓
12	✓	✓	✓	✓			✓
13	✓		✓	✓	✓	✓	✓