

All Saints' Catholic Voluntary Academy

Policy Document

And we know that for those who love God all things work together for good, for those who are called according to his purpose. **Romans 8:28**

Policy: Careers and Work Experience Policy including Provider Access Policy Statement

Prepared for: All Saints' Catholic Voluntary Academy

Approval

Approved by	Approval date	Review Date
Governors	January 2022	January 2024

1. Introduction

All Saints' Catholic Voluntary Academy has high quality careers advice and guidance, to support our high achieving and ambitious students, always being supportive of their aspirations, strengths and skills. The focus of the support is linked to the Gatsby benchmarks and ensuring students have high aspirations. Within this policy, includes arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section [Part VII of the 1997 Act encompassing Sections 43-46](#).

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 aspirations

2. Student entitlement

The careers provision at All Saints' Catholic Voluntary Academy is in line with the statutory guidance developed by the Department for Education: [Careers guidance and access for education and training providers \(publishing.service.gov.uk\)](#)

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.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

3. Careers Provision at All Saints' Catholic Voluntary Academy

All students in Years 7-13 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.
- Assemblies are delivered to all year about further and higher education to help student make informed decision about the next stage of their education.
- All students have access to the Kudos ([Kudos \(cascaid.co.uk\)](#) - **Kudos** will give you all the information you need to make important decisions about future careers and what subjects, courses and training you can do to reach your career destination) and careers section on the schools website.

- All students receive 1 x 6-week block through the PSCE programme, covering CIAG (Careers, information advice and guidance). Topic areas* are detailed below, using a range of resources and Kudos. * programme is evaluated and adapted annually:

Year 7 and 8

- Myths about higher education
- Identify how their interests in and outside of school could help them decide which course they might like to study at university or career they follow.
- Kudos specific: awareness of subject areas, communication skills and school subjects/careers.

Year 9

- Opportunities, strengths and managing online presence
- Kudos specific: interests, skills, personality styles and discover learning pathways

Year 10

- Opportunities, strengths and managing online presence
- Kudos specific: work experience preparation & reflection, job prospects and making plans.

Year 11

- Growing careers for positive change
- Kudos specific: explore post-16 options, investigate apprenticeships and explore careers matches.

Year 12

- CV writing, application process and preparing for interviews.

Year 13

- CV writing, application process and preparing for interviews.

4. 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.

5. Students in receipt of Pupil Premium funding

- Students in year 9 and 10 attend sessions with Nottingham Trent University, as a part of their outreach programme, covering, your skills – your future and your future – your choice.

6. Progress Careers

- All Saints' Catholic Voluntary Academy work in partnership with Progress Careers, who work alongside the Year Progress Leader (YPL) with responsibility for careers. Progress Careers work with thousands of young people in the UK and deliver independent, impartial careers guidance.
- The advisers are Level 6 Registered Career Development Professionals and regularly update their training and knowledge with continuous professional development and training. The Careers Advisor will work with the YPL to develop a Careers Development Plan annually for the school.
- Every Year 11 student will receive at least 1 x 1:1 session.

7. Work Experience and Mock Interview Provision at All Saints' Catholic Voluntary Academy

- The aim of work experience is to provide an opportunity for all students to learn in the work place; an experience that cannot be replicated in school.
- All students in Year 10 are offered the opportunity to undertake a Work Experience placement for a minimum of 1 week.
- This is not a compulsory part of the curriculum, but is undertaken by the majority of students. The students receive extensive application support with key opportunities advertised and CV and covering letter writing workshops.
- Parents/carers are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.
- Safety Measures WEX Limited, checks that the placement meets with the school requirements, the students will be treated fairly and they will undertake meaningful work.
- All students on placement are covered by the employers' insurance and places of work are risk assessed by the Safety Measures WEX Limited.
- Students in Year 10 undertake a mock interview with an external provider. The students receive extensive application support through a variety of tutor time activities.

8. Management of provider access requests

Procedural requirements:

A provider wishing to request access should contact:

Helen Flint (Assistant Head Teacher – Personal Development) flint.h@allsaints.notts.sch.uk

Rachel Davie* (Assistant Head teacher – Head of Sixth Form) davie.r@allsaints.notts.sch.uk * Maternity cover: Adele

Wain wain.a@allsaints.notts.sch.uk

Lucy Nahal (KS5 academic mentor and careers support) nahal.l@allsaints.notts.sch.uk

Jennifer Webley (Year Progress Leader with careers responsibility) webley.j@allsaints.notts.sch.uk

Telephone: 01623 474700

The provider will be asked to complete – “PROTOCOL FOR EXTERNAL SPEAKERS “as set out by the Nottingham Roman Catholic Diocesan Education service (appendix 1).

Grounds for granting and refusing request for access

As an integral part of its educational vision for the holistic formation of children and young people, the Catholic Church expects Catholic schools to promote and uphold high standards throughout their activities and this includes visits from external speakers. **Appendix 1 sets out** a checklist to be completed by the appropriate officer in your school prior to welcoming (and establishing collaborative relationships with) external speakers (and any organisation they represent) to ensure that the Catholic character of your school is preserved and developed in the external speaker’s communications with pupils and parents/carers.

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:

<u>YEAR</u>	<u>Event</u>
	Adapted each year according to the needs and interests of the students * Please refer to the RSE/PSCHE scheme of work outlining the careers, information, advice and guidance delivered to Y7-13 students.
7	Assembly: Opportunities at All Saints’
8	Assembly: Inspiring Year 8’s (opportunity for provider) Assembly: KS4 Options Year 8 options evening
9	Assembly: Raising Aspirations (opportunity for provider)
10	Assembly: (opportunity for providers) Preparation for Work Experience Assembly: (opportunities for providers) Mock interviews and Work Experience Assembly: Apprenticeships/University (opportunity for providers) Assembly: Health and Safety in the work-place Assembly: Preparing for Year 11
11	Assembly: (opportunities for providers) ‘What are my Post 16 options?’ ASPIRE (All Saints’ Post-16 Information and Resource Evening) Assembly: Wood Head construction – apprenticeships focus
12 and 13	Workshop/Assembly: (opportunities for providers) ‘HE – Attending Open Days, Student Finance/Budgeting’. Workshops: (opportunities for providers) ‘Writing Personal Statements, UCAS Applications’ Workshops: (opportunities for providers) ‘HE Application’ ‘Alternative options to University’ Workshops: (opportunity for provider) ‘Higher/Degree Apprenticeship Applications’

All Saints Catholic Voluntary Academy’s policy on safeguarding sets out the school’s approach to allowing providers into school as visitors to talk to our students.

9. Premises and facilities

The school will make the drama hall, classrooms, or meeting room 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 their team.

10. Monitoring and Evaluation

- The AHT will work alongside the Year Progress Leader in charge of careers and careers advisor to develop a Careers Development Plan.
- An evaluation of the data of retention, destinations and enrichment trips participation, will enable measurement of success.
- A careers survey will be carried out, as part of the whole school student voice, in the summer term to inform planning of the subsequent year.

PROTOCOL FOR EXTERNAL SPEAKERS

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This is a checklist to be completed by the appropriate officer in your school prior to welcoming (and establishing collaborative relationships with) external speakers (and any organisation they represent) to ensure that the Catholic character of your school is preserved and developed in the external speaker’s communications with pupils and parents/carers:

Name of Speaker		
Question	Answer	Actions needed/comment
Will the Speaker be supervised at all times during their visit?	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>	Click or tap here to enter text.
Have you carried out safeguarding checks (if appropriate) for the Speaker? Please refer to CES guidance on: 1) DBS checks and 2) Disqualification	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>	Click or tap here to enter text.

<p>Has the Speaker understood and confirmed that their communications in the school will:</p> <ul style="list-style-type: none"> ▪ Be respectful towards Catholic teachings and ▪ Not be prejudicial or detrimental to the Catholic character of the school 	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>FURTHER COMMENT <input type="checkbox"/></p>	<p>Click or tap here to enter text.</p>
<p>Have you reviewed the resources/training materials that will be used by the Speaker?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>FURTHER COMMENT <input type="checkbox"/></p>	
<p>Have school policies and procedures applicable to the speaker been explained to and understood by the Speaker?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>FURTHER COMMENT <input type="checkbox"/></p>	<p>Click or tap here to enter text.</p>
<p>Are there any other outstanding issues or concerns with the Speaker and/or their suitability?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>FURTHER COMMENT <input type="checkbox"/></p>	<p>Click or tap here to enter text.</p>

If you have any concerns regarding the suitability of this Speaker, you should contact the Diocesan Education Service to seek further clarification.

Signed _____

Position _____

Date _____