



CAREERS INFORMATION AND GUIDANCE POLICY

(including TECHNICAL EDUCATION AND APPRENTICESHIP)

Status	Non-statutory	Date created	
Any other statutory names for this policy (where appropriate)		Date first approved	1 November 2015
Responsibility for this policy	Assistant Headteacher	Date last reviewed	8 November 2018
Governors' Committee with responsibility for its review	Teaching and Learning	Frequency of review	Every 3 years
Approval necessary	By committee only	To be put on the school website?	Yes

1. CAREERS LEADER

- 1.1 The careers leader at Aylesbury High School is Mark Potkin and he can be contacted on 01296 388 222 or mpotkin@ahs.bucks.sch.uk.

2. INTRODUCTION

- 2.1 Careers information and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A progressive programme of activities supports them in choosing pathways at transition points that suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.
- 2.2 As a school we believe that a comprehensive careers information programme makes a major contribution in:
- supporting young people to achieve their full potential
 - empowering young people to plan and manage their own futures
 - raising aspirations
 - promoting equality, diversity, social mobility
 - challenging stereotypes
 - supporting young people to sustain employability
 - achieving personal and economic well-being throughout their lives.
- 2.3 Aylesbury High School is committed to providing our students with a programme of careers information, advice and guidance for all students in Years 7–13. We will measure and assess the impact of our careers programme using the Gatsby Benchmarking system.
- 2.4 Aylesbury High School is committed to fulfilling its statutory requirements as set out in *'Careers guidance and access for education and training providers' Statutory guidance for governing bodies, school leaders and school staff*, published by the Department for Education on 5 January 2018. This briefing summarises key points for action together with commentaries for careers leaders in schools. There are 8 Gatsby career benchmarks which a schools careers program is expected to meet. You can download the document [here](#).

Schools are required to secure access to independent careers guidance for students in Years 7-13. The guidance must be presented in an impartial manner and promote the best interests of the students to whom it is given. Careers guidance must also include information on all options available in respect of 16-18 education or training, including apprenticeships and other work-based education and training options.

- 2.5 Aylesbury High School is committed to ensuring all students are prepared for the world of work and recognise the valuable contribution employers can make to this. We will ensure students have access to opportunities to meet employers both as part of discrete careers provision and by increasing employer engagement in curriculum areas in line with the government Inspiration agenda. Activities will include specific careers events, enterprise activities, lunchtime talks from employers on particular vocational areas and visits to employers. We will also encourage students to organise work shadowing opportunities.

3. OBJECTIVES

- 3.1 The Careers Information and Guidance Policy has the following aims:

- To contribute to strategies for raising achievement, especially by increasing motivation.
- To support inclusion, challenge stereotyping and promote equality of opportunity.
- To encourage participation in continued learning including higher education and further education.
- To develop enterprise and employment skills.
- To meet the needs of all our students through appropriate differentiation.
- To focus students on their future aspirations.

3.2 EQUALITY AND DIVERSITY

Equality and diversity careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

4. IMPLEMENTATION

- 4.1 Students have access to impartial and independent advice from a qualified Careers Adviser with a QCF level 6 qualification.
- 4.2 Careers information and guidance is delivered during L4L, PSHE, lunchtime talks and tutor sessions at appropriate points throughout the academic year. The level of input is differentiated depending on the student's needs. For each Key Stage there is a programme of learning to provide effective guidance.

Key Stage 3

Careers information forms part of the L4L programme and is embedded within other subject areas. This is a requirement also in English, Mathematics, Science and PSHE for the 8 Gatsby benchmarks. The focus is on introducing students to the vast array of careers/employment opportunities and options for Key Stage 4 and beyond.

Key Stage 4

The tutor programme includes advice on choosing Post 16 options and all students have an individual meeting with a member of the Leadership Team to talk through their option choices and future career plans. Students have an opportunity to attend a group interview with the careers Advisor or have an individual interview if appropriate. Students have access to psychometric testing in Year 11 following the Morrisby Profiling methodology. The cost of this service is borne by the students wishing to undertake this assessment (there is no cost for students in receipt of Pupil Premium funding).

Key Stage 5

The tutor programme in Year 12 includes advice on the university application process. All students are invited to a Higher Education Fair and talks at the school; a focused day on university applications and a visit to a university open day. Support is given to students who are not applying to university, Art College and to those applying to higher education abroad. All students use the Unifrog destinations platform to research post-18 pathways, including higher education and apprenticeships. During Year 13, students continue to receive tailored support and assistance with UCAS and other applications. In Year 13, there is continued support with UCAS applications and individual help for students pursuing other options. The careers Advisor (Adviza) is available for individual interviews throughout Key Stage 5, as appropriate. Most able students are offered specific small group sessions to prepare them for applying to Oxbridge/Medicine/Vet Science and other competitive courses.

All 6th formers are encouraged to take part in Community Involvement (voluntary work) or other extra-curricular activities to further enhance their personal skills. Students have the opportunity to undertake a two day work shadowing programme. The Head of Sixth Form and the careers Advisor (Adviza) are available on GCSE and AS/A Level results days to assist students in further options, confirming university places and, if appropriate, going through the clearing and adjustment process.

The school's student leadership system aims to develop learning techniques to solve day-to-day problems. Throughout the school we aim to create an environment where students are aware of their responsibilities as well as rights so preparing them to become a valued member of an organisation, as well as community.

- 4.3 A named member of staff coordinates the career programme and is responsible to their line manager who is a member of the Leadership Team. They arrange talks throughout the year to provide additional careers information on subjects such as apprenticeships, student finance, gap year opportunities and local labour market opportunities.
- 4.4 All staff contribute to careers information guidance through their roles as tutors and subject teachers.
- 4.5 Where possible form tutors remain with tutor groups from Years 7 to 11. A strong student/tutor relationship develops which helps early identification of individual students needing in depth guidance support from the Careers Leader or Careers Advisor (Adviza).

- 4.6 A partnership agreement is on-going with Buckinghamshire Connexions Services (Adviza). An advisor is available to all students 1 day per week and can be used for individual interviews or other targeted students throughout the year. The advisor is available at career events, open evenings and on examination results day. Staff training needs are identified as part of the Partnership Agreement process with the Connexions Service (Adviza) and during regular planning meetings between the Careers Leader and their Line Manager.
- 4.7 The school, in conjunction with Connexions, collates destination information for all school leavers to ensure that they are appropriately placed in education, employment or training.
- 4.8 Funding is allocated in the annual budget and the Careers Leader is responsible for the effective deployment of resources.
- 4.9 Students regularly review their progress, set targets and work hard to build on achievements they have already made. They learn to celebrate success by means of a merit system.

TECHNICAL EDUCATION AND APPRENTICESHIP

1. INTRODUCTION

- 1.1 This policy statement sets out the school's arrangements for managing the access of providers to students 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 42B of the Education Act 1997 ([updated October 2018](#)). The Government's careers strategy 4, published on 4 December 2017, sets out a long term plan to build a world class careers system that will help young people and adults choose the career that is right for them.

2. STUDENT ENTITLEMENT

- 2.1 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 – through options evenings, assemblies, group discussions and taster events.
 - to understand how to make applications for the full range of academic and technical courses.

3. MANAGEMENT OF PROVIDER ACCESS REQUESTS

3.1 Procedure

A provider wishing to request access should contact Mark Potkin, Careers Leader, (Telephone: 01296 388222, email: mpotkin@ahs.bucks.sch.uk) or Amanda Brigden, Assistant Head (email: abrigden@ahs.bucks.sch.uk).

3.2 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. Our full careers plan is available on the school website.

Year 7	Skills and attributes tutor group opportunities. STEM based activity days
Year 8	Skills and attributes tutor group opportunities. Aberdyfi
Year 9	KS4 options fair Options Evening Options Support sessions in tutor groups L4L lessons on career based skills (from Sept 2018)
Year 10	PHSE lessons on skills in the workplace Careers talks offered at lunch time on a selection of careers and Q&A Assemblies delivered about KS4: What's Ahead and from National Citizen Service
Year 11	PSHE lessons on options and future opportunities Careers talks offered at lunch time on a selection of careers and Q&A Students offered one-to-one meeting with LT where they can discuss options alongside A Level choices.
Year 12	Higher Education Fair (universities, employers and apprenticeship opportunities) Careers talks offered at lunch time on a selection of careers and Q&A National Apprenticeship Show in MK promoted University visit 'Future Success Day' - a whole activity day based around them considering future plans.
Year 13	Current issues offering talks about 'life issues' Unifrog used to support higher education Higher Education Fair (universities, employers and apprenticeship opportunities) Careers talks offered at lunch time on a selection of careers and Q&A All students take part in community involvement Students offered one-to-one support with applying for apprenticeships or technical courses by meeting with a governor or ex-pupil

The school policy on Disclosure and Barring Service Checks sets out the school's approach to allowing providers into school as visitors to talk to our students, which can be accessed from the statutory information page on the school website.

4. PREMISES AND FACILITIES

4.1 The school can make the Main Hall, classrooms, conference room 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Library for our careers resource section, which is managed by the school Librarian. The library is available to all students at lunch and break times.