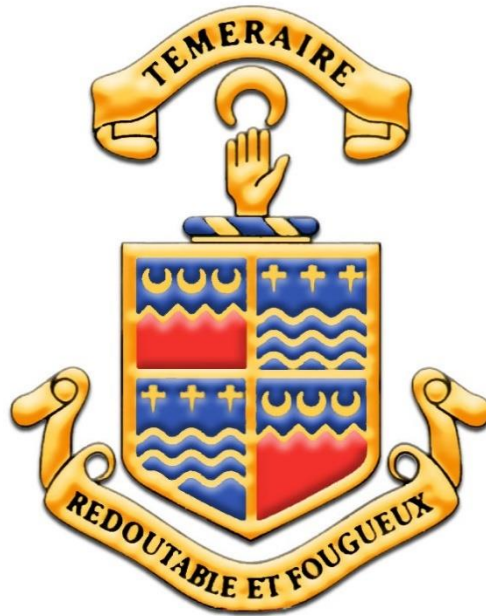


THE HARVEY GRAMMAR SCHOOL



Careers Education and Guidance Policy (incorporating Careers Provider Access Statement)

Approved July 2018

Introduction

This policy statement sets out the school's arrangements for the delivery of careers education and guidance and managing of 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 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.

Key Stages 3 & 4

We are committed to ensuring that each of our pupils is effectively prepared both for the next stage of his school career and long-term future. Although, as a selective school, we place due emphasis on academic achievement, we also ensure that each pupil makes the best of his individual talents and skills and through the delivery of independent information, advice and guidance is aware of alternative routes for learning outside and beyond The Harvey.

In particular, we aim to provide all pupils with appropriate advice and guidance at all stages of their development. This will allow them to develop the necessary qualities to cope with the rapidly changing world of work. Systematic careers education begins in Year 8. Discreet Careers Education & Guidance is delivered by Tutors, our Careers Coordinator, external agencies, in particular the CXK Careers Service. In addition to this careers education, a CXK Careers Personal Adviser is available to each pupil in order to help to decide the best way to achieve individual aspirations, career related and otherwise, through the provision of independent information, advice and guidance.

Pupils are also instructed in the use of the various computer programs that help them investigate possible career paths. Detailed information on entry qualifications, the type of work involved and the skills required in a wide range of careers is available, enabling pupils to consider their own strengths and preferences.

All pupils in Year 10 participate in a Work Experience programme whereby each pupil is placed in a local commercial or industrial establishment for a period of one week, placements being carefully chosen in order to give all pupils a useful insight into the world of work as part of their entitlement to work related learning during Key Stage 4.

In Year 11 each pupil has either a personal or group interview, as appropriate, with a Personal Adviser to assist in making the decision as to the most appropriate course of action for that pupil to follow at 16+. This is complemented by progress and target setting interviews conducted by his personal tutor in which challenging individual targets are set and reviewed. Pupils are guided in their choices for post-16 learning on the basis of ability, interests and career aspirations. Each pupil receives a copy of the School's own Sixth Form Brochure alongside access to information about post-16 learning courses at other institutions, including other schools and Further Education Colleges. Once pupils have indicated their potential post-16

choices, each is interviewed by a member of the Leadership Team. Consideration is given to those choices and appropriate alternatives and support given where necessary.

The Careers Education and Guidance Coordinator maintains a fully-equipped Careers Library with constantly updated information on the full range of careers possibilities, including details of all courses offered by both Higher and Further Education establishments.

Sixth Form

All Sixth Formers are encouraged to prepare carefully for the next stage of their careers, with the benefit of advice from their personal tutors, Sixth Form Support Manager and the Careers Coordinator. Sixth Formers have the opportunity to attend formal presentations on making choices and application procedures to Higher Education, Apprenticeships and employment with training. Further interviews with a member of the CXK Careers Service and local employers are also arranged for those students committed to entering employment directly on leaving School.

All pupils in Year 12 undertaking a Btec course participate in a Work Experience programme whereby each pupil is placed in a local commercial or industrial establishment for a period of one week, placements being carefully chosen in order to give all pupils a useful insight into the world of work as part of their post 16 studies. Local businesses regularly contact the school with apprenticeship advertisements. These are shared with students and when appropriate pupils in Year 11 pupils via the Sixth Form Support Manager and the news feed on the Intranet.

Every Higher Education applicant is fully briefed about application procedures and provided with up-to-date information on available courses and Open Days. This is supported by an Information Evening for parents and students about the UCAS HE application process and student finance provision. Through the computer network, Sixth Formers have free access to university and college web pages in addition to a range of careers programs including Higher Ideas and the UCAS directory, which offer guidance on appropriate Higher Education courses. This access is coordinated through the bespoke Career Progression route on Talisman, which secures a clear, consistent and accessible approach throughout the application process. In addition, all applicants benefit from working with a designated Sixth Form tutor throughout the UCAS process and from a focused and informed PSHE programme.

Assistance and advice to students does not end when their time at the School comes to an end. Once A Level results become available, we provide assistance to Higher Education candidates who are experiencing difficulties with Clearing, whilst former students are always welcome to seek advice about employment or continuing education from the Careers Coordinator, the Sixth Form Support Manager and other senior staff.

In all Key Stages there are opportunities to hear from local business, including Old Harveians, about their experiences. This is invaluable for students as it helps them work out the best route into their desired careers.

Management of provider access requests

Procedure

A provider wishing to request access should contact Mr Neil Bristow, Assistant Headteacher (Careers Coordinator), nbristow@harveygs.kent.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. This can take the form of assemblies, lesson visits or special events throughout the year.

Please speak to tutors, Heads of House or Librarians to identify the most suitable opportunity for you.

Premises and facilities

The school will endeavour to provide the Quiet Room in the Library, 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 Neil Bristow or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature for the Careers Library, which is managed by the Careers Lead and is found in the Reflection Room (Student Support). The Reflection Room is available to all students at the start of the school day and lunchtime.