

THE HARVEY GRAMMAR SCHOOL



Careers Education and Guidance Policy

(incorporating Careers Provider Access Statement)

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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 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 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 Grammar School.

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 7. Discreet Careers Education & Guidance is delivered by Tutors, our Careers Coordinator and external agencies, in particular the CXK Careers Service. Pupils have access to various in-school and outside of school careers related activities such as the Year 9 Rollercoaster competition. 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. This includes the Unifrog platform whereby all pupils have their own log-in. Here pupils can find detailed information on entry qualifications, the type of work involved, and the skills required in a wide range of careers, enabling pupils to consider their own strengths and preferences. Pupils are also encouraged to record information on their Unifrog profile that would be useful for future learning and employment opportunities. Staff also supplement this with careers related activities inside and outside of school. Pupils follow a Careers scheme of work in PSHE that is linked to the Gatsby Benchmarks.

All pupils in Year 10 participate in a Work Experience programme whereby each pupil is placed in a 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 school provides at least six encounters for all pupils:

- two encounters for pupils during the 'first key phase' (Year 8 or 9) that are mandatory for all pupils to attend
- two encounters for pupils during the 'second key phase' (Year 10 or 11) that are mandatory for all pupils to attend
- two encounters for pupils during the 'third key phase' (Year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend.

This is to promote the quality and consistency of provider encounters.

When engaging with a provider to provide an encounter, the information shared will include:

- information about the provider and the approved technical education qualifications or apprenticeships that the provider offers
- information about the careers to which those technical education qualifications or apprenticeships might lead
- a description of what learning or training with the provider is like
- responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships

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 an extensive range of 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 pupils committed to entering employment directly on leaving school.

All pupils in Year 12 participate in a Work Experience programme. Pupils are encouraged to find their own placement, whether that be in a local commercial or industrial establishment or further afield 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 pupils and when appropriate pupils in Year 11 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 pupils 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. 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 pupils 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 pupils 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 businesses, including Old Harveians, about their experiences. This is invaluable for pupils as it helps them work out the best route into their desired careers.

Meaningful Provider Encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Previous providers

Examples of providers from the local area who have been into school previously to speak to our pupils are:

- East Kent Colleges
- CCCU
- Eurotunnel
- SAGA

Destinations of our pupils

Last year our year 11 pupils moved to range of providers in the local area after school:

- 2% Apprenticeships
- 9% FE Colleges
- 7% Other Sixth Form Schools
- 82% The Harvey Grammar School Sixth Form

Last year our year 13 pupils moved to range of providers in the local area after school:

- 11% Apprenticeships
- 12% Employment
- 77% University/Higher Education

Management of Provider Access Requests

Procedure

A provider wishing to request access should contact the Assistant Headteacher (Careers Coordinator).

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 for discussions between the provider and pupils, 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 Coordinator 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, with the Careers Coordinator.

	Autumn	Spring Term	Summer Term
Year 7		Motivational Speaker	Unifrog – Careers Lessons Employer talk (Engineering and Business of Sport)
Year 8		Motivational Speaker	Unifrog – Careers Lessons External Provider Workshop - Engineering
Year 9	Employer talk (Police and Professional sports officiating) GCHQ National Virtual Language Competition	Unifrog – Careers Lessons External Provider Workshop – Rollercoaster GCSE Options Evening Motivational Speaker	
Year 10	Unifrog – Careers Lessons	Careers Fair External Provider Assembly (Higher Education)	Work Experience External Provider 1-1 mock interviews Post-work experience review day
Year 11	External Provider Assembly (The Education People – Apprenticeships) CXK Impartial Careers Guidance Meetings	Unifrog – Careers Lessons External Provider Assembly (EKC Folkestone College) Post-16 Options Evening Careers Fair CXK Impartial Careers Guidance Meetings	
Year 12	Unifrog – Careers Lessons CXK Impartial Careers Guidance Meetings External Provider Assemblies (Higher Education and Apprenticeships)	Unifrog – Careers Lessons CXK Impartial Careers Guidance Meetings External Provider Assemblies (Higher Education and Apprenticeships)	UCAS support
Year 13	Unifrog – Careers Lessons UCAS support CXK Impartial Careers Guidance Meetings External Provider Assemblies (Higher Education and Apprenticeships) External Provider (Oxbridge Interview Workshop)	CXK Impartial Careers Guidance Meetings External Provider Assemblies (Higher Education and Apprenticeships)	