

# Careers Policy and Provider Access Policy Statement 2022-2023

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# Contents

1. Aims.....	2
2. Student entitlement .....	2
3. Management of provider access requests Procedure .....	2
4. Monitoring arrangements .....	10

## 1. Aims

This policy statement aims to set out our college’s arrangements for managing the access of training providers to students for the purpose of giving them information about the provider’s education or training offer.

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 7 to 11 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

This policy shows how John Ferneley College complies with the legal obligations outlined in section 42B of the [Education Act 1997](#).

## 2. Student entitlement

All students in years 7 to 11 at John Ferneley College are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point
- John Ferneley College will ensure that there are at least two encounters for pupils in years 8 or 9 with an apprenticeship or training provider that are mandatory for all pupils to attend
- John Ferneley College will ensure that there are at least two encounters for pupils during years 10 or 11 with an apprenticeship or training provider that are mandatory for all pupils to attend
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships - through options evenings, assemblies, tutor time activities and taster events
- Understand how to make applications for the full range of academic and technical courses

## 3. Management of provider access requests

### Procedure

A provider wishing to request access should contact, Lindsey Geraghty, Head of Futures.

Telephone: 01664 565901

Email: [lgeraghty@johnferneley.org](mailto:lgeraghty@johnferneley.org)

### **Opportunities for access**

A number of events, integrated into John Ferneley College's careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. John Ferneley College offers a number of opportunities for pupils and their parents to find out more information about the world of work, career opportunities, education and training beyond John Ferneley College

Please speak to Lindsey Geraghty, Head of Futures to identify the most suitable opportunity for you.

Autumn Term	Spring Term	Summer Term
<p>Programme of Study:</p> <p><b>Unifrog:</b></p> <ul style="list-style-type: none"> <li>• Students will be using Unifrog to add to their interests' profile and to research different career paths and options.</li> <li>• Tutor time activities.</li> <li>• In career sessions the focus will be on developing the soft skills and employability skills and understanding how they can build and develop these throughout the curriculum and extracurricular activities.</li> </ul> <p><b>National Apprenticeship Week</b></p> <ul style="list-style-type: none"> <li>• To give students an introduction to apprenticeships and the wide variety of apprenticeship opportunities there are available to them, grades students need to be achieving and what employers are looking for in terms of key skills.</li> <li>• Students will have access to various employer led activities through assemblies and talks focusing on apprenticeships.</li> </ul> <p>Benchmark 5</p>	<p>Programme of Study:</p> <p><b>National Careers Week</b></p> <ul style="list-style-type: none"> <li>• Students will take part in various tutor activities throughout the week focusing on the world of work and career pathways.</li> <li>• Students will have access to employer led career talks and assemblies throughout the week.</li> </ul> <p>Benchmark 5</p>	<p>Programme of Study:</p> <p><b>Assemblies</b></p> <ul style="list-style-type: none"> <li>• Students will have access to employers and the world of work through both tutor activities and assemblies.</li> </ul> <p>Benchmark 5</p> <p><b>Careers videos through tutor time activities</b></p> <ul style="list-style-type: none"> <li>• Students have the opportunity to watch educational videos each week based on the world of work.</li> <li>• Students will learn about different career opportunities which will help them in making more informed choices for their future.</li> </ul>

Autumn Term	Spring Term	Summer Term
<p>Programme of Study:</p> <p><b>Business studies</b></p> <ul style="list-style-type: none"> <li>• Students will consider pathways after half term.</li> <li>• They will also look at LMI and different businesses and the skills needed. This will help to inform their options choices in the Spring term.</li> <li>• This will be in conjunction with pathways and the school link.</li> <li>• Tutor time. This will also link to their tutor time activities which will focus on employability skills in term one.</li> </ul> <p><b>Benchmark 4, 5 and 6</b></p> <p><b>National Apprenticeship Week</b></p> <ul style="list-style-type: none"> <li>• To give students an introduction to apprenticeships and the wide variety of apprenticeship opportunities there are available to them, grades students need to be achieving and what employers are looking for in terms of key skills.</li> <li>• Students will have access to various employer led activities through assemblies and talks focusing on apprenticeships.</li> <li>• Apprenticeships also covered in business studies lessons</li> </ul> <p><b>Benchmark 5</b></p>	<p>Programme of Study:</p> <p><b>Year 9 Options Evening - Careers Advice and Guidance Support</b></p> <ul style="list-style-type: none"> <li>• Students have the opportunity to ask questions and gain support and advice in making their option choices.</li> <li>• Students have access to information surrounding their career ideas.</li> <li>• This will also be followed up in tutor time and business studies lessons.</li> </ul> <p><b>Benchmark 3 and 8</b></p> <p><b>National Careers Week</b></p> <ul style="list-style-type: none"> <li>• Students will take part in various tutor activities throughout the week focusing on the world of work and career pathways.</li> <li>• Students will have access to employer led career talks and assemblies throughout the week.</li> </ul> <p><b>Benchmark 5</b></p> <p><b>Virtual talks and work experience opportunities</b></p> <ul style="list-style-type: none"> <li>• Students will have access to virtual talks - different careers and virtual experience opportunities. This will be communicated and explained to students and communication sent home.</li> </ul>	<p>Programme of Study:</p> <p><b>Access to employer led career information and activities through tutor time slots</b></p> <ul style="list-style-type: none"> <li>• Students have the opportunity to engage with employers to have a better understanding of the world of work (this may be face to face assemblies or it could be virtual), to understand what employers are looking for, to understand the different pathways into a variety of careers and the qualifications needed, gain information on a wide range of careers, challenge stereotypes, update and accurate information and work experience.</li> </ul> <p><b>Benchmark 5</b></p> <p><b>Careers videos through tutor time activities</b></p> <ul style="list-style-type: none"> <li>• Students have the opportunity to watch educational videos each week based on the world of work</li> <li>• Students will learn about different career opportunities which will help them in making more informed choices for their future.</li> </ul> <p><b>Benchmark 1 and 4</b></p>

All Key Stage 3 students will be using Unifrog to add to their interests and activities.

They will also all have tutor times which are dedicated to Futures and a programme of study - for Year 7 this will link to Unifrog in the Autumn term and for all years it will initially link to employability skills.

All subject areas will also link their curriculum to possible careers.

As a college we will also have a 'Job of the Week' which introduces different career paths and there will be a range of opportunities in assembly time.

Year 10		
Autumn Term	Spring Term	Summer Term
<p>Programme of Study: <b>Virtual business experience launch</b></p> <ul style="list-style-type: none"> <li>Understanding of Spring Pod and speakers for schools as platforms to increase an understanding of a range of careers and virtual work experience days. This will be discussed in assemblies and tutor times</li> </ul> <p><b>Benchmark 1 and 3</b></p> <p><b>Drop Down Day 1</b></p> <ul style="list-style-type: none"> <li>Focus on speed networking with a range of businesses - understanding LMI and speaking to a range of businesses to understand both the qualifications and skills needed for the role</li> </ul> <p><b>Benchmark 5 and 6</b></p>	<p>Programme of Study: <b>Labour Market Information - tutor time activities</b></p> <ul style="list-style-type: none"> <li>To introduce LMI to the whole year group engaging them in tutor activities within groups.</li> <li>Students learn about LMI and what's available locally, growing sectors, have more of an understanding of the world of work.</li> <li>Intro to LMI website and 'The world of work Leicestershire'.</li> <li>this will link with pathways and our school link</li> </ul> <p><b>Benchmark 1 and 2</b></p> <p><b>National Careers Week</b></p> <p>Students will take part in various tutor activities throughout the week focusing on the world of work and career pathways.</p> <ul style="list-style-type: none"> <li>Students will have access to employer led career talks and assemblies throughout the week.</li> </ul> <p><b>Benchmark 5</b></p>	<p>Programme of Study: <b>Access to employer led career talks via assemblies or small group talks</b></p> <ul style="list-style-type: none"> <li>Students have the opportunity to engage with employers to have a better - this may be face to face in assemblies or virtual talks to get an understanding of the world of work.</li> <li>Students understand what employers are looking for, in terms of key skills.</li> <li>They understand the different pathways into a variety of careers and the qualifications needed.</li> <li>To gain information on a wide range of careers, challenge stereotypes, up to date and accurate information surrounding the world of work.</li> </ul> <p><b>Benchmark 5</b></p>

<p><b>Tutor time activities:</b></p> <ul style="list-style-type: none"> <li>The focus of Futures in term one will be on employability skills - this links into Unifrog and students adding to their interests and activities page.</li> </ul> <p><b>National Apprenticeship Week</b></p> <ul style="list-style-type: none"> <li>To give students an introduction to apprenticeships and the wide variety of apprenticeship opportunities there are available to them, grades students need to be achieving and what employers are looking for in terms of key skills.</li> <li>Students will have access to various employer led activities through assemblies and talks focusing on apprenticeships.</li> </ul> <p>Benchmark 5</p> <p><b>Careers within the Curriculum - Subjects</b></p> <ul style="list-style-type: none"> <li>All subject areas link their curriculum area to possible careers and the knowledge, skills and qualifications needed.</li> </ul> <p>Benchmark 4</p>	<p><b>Medicine calling event</b></p> <p>Workshops and virtual work experience opportunity for students aspiring to work within the health care sector primarily as doctors</p> <p>Benchmark 6</p>	<p><b>Careers Advice and Guidance Interviews</b></p> <ul style="list-style-type: none"> <li>All students during year 10 or 11 will have a 1:1 guidance meeting looking at career ideas, post 16 options, grades, post 18 pathways and apprenticeships.</li> </ul> <p>Benchmark 1, 3 and 8</p> <p><b>Pathways</b></p> <ul style="list-style-type: none"> <li>In PSHE lessons pathways post 16 will be launched with personal statements and CVs explained.</li> </ul> <p><b>Tutor sessions</b></p> <ul style="list-style-type: none"> <li>Focus on the importance of interview technique in preparation for college/apprenticeship/work interviews.</li> </ul>
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Year 11		
Autumn Term	Spring Term	Summer Term
<p>Programme of Study:  <b>Post 16 Pathways event and information - Drop Down Day 1</b></p> <ul style="list-style-type: none"> <li>• Access to post 16 providers so students can make informed choices about their future career pathways.</li> <li>• This day will also give them the opportunity to take time to research and begin their application process and focus on personal statements.</li> <li>• All year 11 students will have the opportunity to submit college applications supported by key members of staff.</li> <li>• Students are assisted in writing personal statements, updating CV and completing online applications.</li> </ul> <p>Benchmarks 1, 3 and 5</p> <p><b>Careers interviews</b></p> <ul style="list-style-type: none"> <li>• Students have access to speak on a 1-1 basis with the Careers Adviser prior to applications to gain further advice and guidance. All students will have a 1:1 career interview and can have a follow up interview if requested.</li> </ul> <p>Benchmark 3 and 8</p>	<p>Programme of Study:  <b>National Careers Week</b></p> <ul style="list-style-type: none"> <li>• Employer engagement - Students have access to an employer led assembly during this week.</li> <li>• Employer led career talks - Students have the opportunity to gain information about key skills employers look for.</li> </ul> <p>Benchmark 5</p> <p><b>Unifrog</b></p> <ul style="list-style-type: none"> <li>• Focus in tutor times and assemblies on use of Unifrog to complete interests and activities and reminders of 'how to' complete personal statements and interview 'how too's' also.</li> </ul>	<p>Programme of Study:  <b>Access to employer led career talks - assemblies and tutor times</b></p> <ul style="list-style-type: none"> <li>• Students have the opportunity to engage with employers to have a better understanding of the world of work. This might be face to face or it could be virtual talks in tutor times or assemblies.</li> <li>• Students understand what employers are looking for, in terms of key skills.</li> <li>• They understand the different pathways into a variety of careers and the qualifications needed.</li> <li>• To gain information on a wide range of careers, challenge stereotypes, up to date and accurate information surrounding the world of work.</li> </ul> <p>Benchmark 5 and 7</p>



### NCS Assembly - National Citizen Service

- For students to gain information about summer placements which gives them opportunities to develop life skills, make them more career ready, gain UCAS points, build confidence and challenge them - aim is to launch in the Autumn term, but it might be spring term depending on availability

### National Apprenticeship Week

- To give students an introduction to apprenticeships and the wide variety of apprenticeship opportunities there are available to them, grades students need to be achieving and what employers are looking for in terms of key skills.
- Students will have access to various employer led activities through assemblies and talks focusing on apprenticeships.

### Benchmark 5

Early intervention, key groups, college applications

- To support students who need help throughout their post 16 applications by providing 1-1 guidance and support from key members of staff.
- Students will be more likely to apply to post 16 providers, feel more confident about their interviews and reduce

<p>the risk of becoming NEET.</p> <ul style="list-style-type: none"> <li>• This will be in conjunction with SENCO and our school pathways link.</li> </ul> <p>Benchmark 1 and 3</p> <p><b>Interview Preparation Assembly</b></p> <ul style="list-style-type: none"> <li>• Students gain information on upcoming college interviews, expectations, format and preparation to ensure they are well prepared for a 1-1 interview.</li> </ul> <p>Benchmark 3</p>		
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### Safeguarding

The College’s policy on safeguarding, which can be found on our website, clearly sets out our approach to allowing providers into school as a visitor to talk to our students and/or parents.

Education and training providers will be expected to adhere to this policy.

### Premises and facilities

John Ferneley College will make the auditorium, sports hall, classrooms or private meeting rooms available for presentations or discussions between the provider and students, as appropriate to the activity.

We will also make sure audio-visual equipment and any other specialist equipment is available to support the provider’s presentation. This will all be discussed and agreed in advance of the visit with the Head of Futures and the Estates Manager.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Head of Futures who will display them within the student’s home zones. The Zones are open to students at break times and lunchtime for students to have access to these materials.

### 4. Monitoring arrangements

This policy will be reviewed by the Futures Lead annually or in response of a change in legislation. At every review the policy will be approved by the Quality of Education Committee in consultation with the Link Trustee for Careers.

