



# **Fountaindale**

A SPECIAL SCHOOL

## **Careers Education and Guidance Policy**

Approved:  
Next review date: Spring term 2025  
Current Policy expires: Dec 2024

Version 1.0

## **Careers Education and Guidance Policy**

### **Vision and Purpose:**

Promoting a career development culture is an essential part of the mission and ethos of Fountaindale School. We aim to support the aspirations of our learners and to ensure that they gain the understanding, skills and experience they need to make progress and succeed in learning and employment. We believe that effective careers education and guidance not only contributes to the well-being of individuals but also the well-being of their families, the communities to which they belong, the wider society, businesses, and the economy.

### **National and Local Expectations**

We are committed to meeting national and local expectations in relation to careers by:

- Securing independent and impartial careers guidance for Y7-13 as required by the 2011 Education Act. In implementing this duty we will pay particular regard to the DfE's principles of good practice (section 10 of the statutory guidance, March 2015), Career's guidance and access for Education and Training Providers (Jan 2023) and Ofsted's inspection criteria for evaluating careers provision in schools (September 2015)
- Fulfilling our duties under the Equality Act 2010 to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics.

### **Current priorities**

Our careers strategy is informed by these current priorities:

- Supporting individual aspirations, improving attainment and ensuring positive destinations
- Meeting the needs of all our students with special educational needs and disabilities
- Meeting the needs of specific groups of learners including Looked after Children, EAL students, students from economically deprived backgrounds (Pupil Premium) and young carers.
- Developing learners' career management skills – especially those associated with wellbeing, academic, vocational, enterprise and employability.
- Improving young people's employability by helping them to identify the values that are important to them such as contributing to the wellbeing of self and others through their paid and voluntary work, and working in environmentally friendly ways.
- Developing the use of digital technologies to meet young people's career development needs in conjunction with face to face support.
- Working with parents and carers, education, community and business partners to meet students' career development needs.

## Strategy

To achieve the objectives of this policy we will:

- Ensure that the Academy Council (local governing body) is actively involved in shaping the careers policy and strategy through its committee structure
- The senior member of staff will be at or working towards Level 7 Careers accreditation and advise the senior leadership team and Academy Council on curriculum, staffing and resource requirements; and to lead the development, implementation and evaluation of the school careers provision with the support of other key post holders such as the Post 16 Lead and specialist careers staff.
- Develop and maintain a costed annual careers plan for achieving current priorities including delivering the planned programme, meeting staffing and CPD costs, and monitoring, reviewing and evaluating the strategy.
- Commission independent careers guidance services from individuals/organisations that meet the standards set by the Quality in Careers Standard.
- Set out clearly the contribution expected of all staff including Upper and Lower School class teams, Post 16 Team for student's career learning and planning.
- Communicate the benefits of effective provision to our partners, including Nexus MAT schools, and engage them in coordinating provision.
- Actively involve learners themselves in the planning, delivery and evaluation of the careers programme.

## Provider Access

The school's arrangements for managing 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 and Provider Access legislation (Jan 2023)

All pupils in years 7-13 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 events, assemblies and group discussions and taster and Next Steps events;
- to understand how to make applications for the full range of academic and technical courses.

Appendix 1 shows the way in which education and training providers should get in touch with the school in order to gain access to pupils and/or parents to inform them about further opportunities

The school will then work with providers in order to identify the most effective opportunity for them to share information about education and training opportunities

## Monitoring, Evaluation and Review

The Head of School will ensure that:

- the work of the Careers Lead and CEIAG events are supported and monitored
- a member of the Senior Leadership Team has an overview of CEIAG work and reports regularly back to the team through the school's Quality Assurance Process.

The effectiveness of this policy will be measured in a variety of ways:

- Feedback from all stakeholders of the school.
- Feedback from external visitors to the school such as through MAT challenge and Support visits or Ofsted;
- The number of students who are NEET in October having left the school in the previous summer.
- The Academy Council of Fountaindale School will review this policy every two years.

## References

This policy has drawn on:

- Careers guidance and access for education and training providers Jan 2023:  
<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>
- Ofsted School Inspection Handbook (2022) Inspection Handbook  
<https://www.gov.uk/government/publications/school-inspection-handbook-eif/school-inspection-handbook>
- Ofsted's inspection criteria for evaluating careers provision in schools (September 2015)
- Education Act 2011/Academies Act 2010
- Equalities Act 2010
- Education Inspection Framework Guide :  
[https://resources.careersandenterprise.co.uk/sites/default/files/2022-11/1276\\_Ofsted%20Guidance-digital%20V6.pdf](https://resources.careersandenterprise.co.uk/sites/default/files/2022-11/1276_Ofsted%20Guidance-digital%20V6.pdf)

## Appendix 1

### Application for Provider Access

#### Introduction

This document sets out the school's arrangements for managing 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 in years 7-13 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 events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

## **Management of provider access requests**

### **Procedure**

A provider wishing to request access should contact Linda Smith.

Telephone: 01623 792671

Email: [lsmith@nexusmat.org](mailto:lsmith@nexusmat.org)

### **Opportunities for access**

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the School's Careers Charter which can be seen on the school website.

Please speak to our Careers Lead to identify the most suitable opportunity for you.

The school will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Lead so that they can be displayed in the Careers Section of the school library.