



# THE LADY BYRON SCHOOL

THE CEDARS - 11 HIGH STREET, FLECKNEY, LEICESTERSHIRE, LE8 8AJ.

INFO@LADYBYRON SCHOOL.CO.UK

## **The Lady Byron School Careers Policy Statement including Provider Access** **Policy** **Statement**

### **Introduction**

The Lady Byron School provides a relevant and engaging careers curriculum which meets the differing needs and requirements of our pupils. This is developed throughout a pupil's time at the school and is always supportive of their abilities, strengths and skills.

### Transition to life after The Lady Byron School

- Support pupils in making informed decisions which are appropriate for them.
- Provide pupils with well-rounded experiences.
- Develop personal characteristics such as social skills, communication, independence and resilience.
- Inspire and motivate pupils to develop themselves as individuals and live as independently as is possible.

This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

### **Statutory requirements and recommendations**

The careers provision at The Lady Byron School is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997. This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial.
- include information on a range of pathways, including apprenticeships.
- be adapted to the needs of the pupil.

In addition, the school is compliant with the careers guidance that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all schools must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.

## **Careers Provision at The Lady Byron School**

All pupils have access to the following:

- Lady Byron Life Skills curriculum (LBLS) - Careers and preparing for life after Lady Byron is a fundamental aspect of our LBLS curriculum
- Visitors in to school and offsite visits support pupils in developing their understanding of a range of different post 16 pathways.
- All pupils have access to advice and guidance from our external careers' advisor every term.
- All pupils in Year 10 access a meeting with Careers advisor and school careers leader to explore future pathways.

### **Key Stage 3**

- Pupil pathways onto accredited and vocational courses are planned and prepared for in KS3.
- Pupils take part in Enterprise projects across the school year.
- STEM events and projects are a key part of the KS3 curriculum.
- Pupils across the School will have the opportunity to take part in the Bronze Duke of Edinburgh Award.

### **Key Stage 4 (in addition to KS3 ongoing provision)**

- One-to-one meetings with families, the school Careers Leader and Careers Advisor in Year 10 and Year 11 informs individual routes into Post 16 provision and appropriate and meaningful work experience opportunities.
- The majority of KS4 pupils take part in the Duke of Edinburgh Award.
- Pupils in Year 10 and 11 undertake Work Experience and work-based placements and opportunities.
- Pupils in Year 10 and 11 have the opportunity to access different training providers to develop the variety of experiences they have to support informed choices about future education, training and employment pathways.
- Participation and completion of Basic Food Hygiene Certificates

The overall organisation of work experience is undertaken by the school Careers Leader who liaises with external providers and colleges to ensure the most relevant and engaging opportunities are taken. Families are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed. All pupils on placement are covered by the employers' insurance and places of work are risk assessed by the Careers Leader in liaison with the Careers work experience database.

## Providers Access Policy Statement

### Introduction

This policy statement 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 8-13 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 SENDco or Careers lead  
Careers Programme Lead, Email: [reception@ladybyronschool.co.uk](mailto:reception@ladybyronschool.co.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:

*\*Not a legal requirement at Year 7 but at Lady Byron's Year 7 pupils are part of our Careers Programme: 'Life Skills'.*

## LBS Careers Overview

### Year 7: I Discover.

<b>Aims</b> Students will have an understanding of what careers education is and will be introduced to the sources of support and guidance available to them. They will be introduced to key themes of CEEd - self awareness, career awareness and career management. Students will have the opportunity to identify and reflect on their own careers aspirations at this point.	<b>Lessons</b> <ul style="list-style-type: none"><li>• What is Careers education?</li><li>• Self development</li><li>• Personal management</li><li>• Careers exploration</li><li>• Understanding the world of work</li></ul>
---	--

Learning outcomes	Assessment/evaluation	Employability skills	Links to Gatsby Benchmarks
-------------------	-----------------------	----------------------	----------------------------

<b>Developing yourself through careers, employability and enterprise education</b>	Tutor feedback	Aiming high	1,2,3,4,8
	Completion of booklet	Staying positive Listening and understanding	
<b>Learning about careers and the world of work</b>	Students to use aspiration gained from job exploration to inform tutor/careers lead of targets	Aiming high Staying positive Listening and understanding	1,2,3,4,5,6,7,8
	Student evaluation	Problem solving	
<b>Developing your career management and employability skills</b>		Aiming high Staying positive Listening and understanding presentation	1,2,3,4

### Year 8: I Explore.

<p><b><u>Aims</u></b> Students will understand the key factors of management, self-awareness, opportunity awareness, learning to cope with transition and decision making. They will investigate their career ideas through the use of computer aided guidance and draw together an action plan ready for their KS4 transition.</p>	<p><b><u>Lessons</u></b></p> <ul style="list-style-type: none"> <li>● Self development</li> <li>● Career exploration</li> <li>● Career management</li> <li>● Careers and the community</li> </ul>
---	---

Learning outcomes	Assessment/evaluation	Employability skills	Links to Gatsby Benchmarks
<b>Developing yourself through careers, employability and enterprise education</b>	Tutor feedback	Aiming high	1,2,3,4,8
	Completion of booklet	Staying positive	
	Action plan	Listening and understanding	
<b>Learning about careers and the world of work</b>	1:1 careers interview	Aiming high	1,2,3,4,5,6,7,8
	Group work with external company	Staying positive Listening and understanding	
		Presentation	
<b>Developing your career management and</b>	Evaluation sheet/booklet	Aiming high	1,2,3,4

<b>employability skills</b>	External company - group activity	Staying positive Problem solving	
-----------------------------	-----------------------------------	-------------------------------------	--

### Year 9: I Focus.

<p><b>Aims</b> Students will explore how career choices can impact on aspects of adult life e.g. economic and social. They will gain an understanding of the local labour market. Through group activities students will be able to enhance their knowledge of different job roles and the skills required for employability.</p>	<p><b>Lessons</b></p> <ul style="list-style-type: none"> <li>• Labour market information</li> <li>• Self development</li> <li>• Personal management</li> <li>• Careers exploration</li> <li>• Job profile research</li> </ul>
---	---

Learning outcomes	Assessment/evaluation	Employability skills	Links to Gatsby Benchmarks
<b>Developing yourself through careers, employability and enterprise education</b>	Tutor feedback	Aiming high  Staying positive  Listening and understanding  Problem solving	1,2,3,4,8
<b>Learning about careers and the world of work</b>	Evaluation sheet	Aiming high  Staying positive  Listening and understanding  Problem solving	1,2,3,4,5,6,7,8
<b>Developing your career management and employability skills</b>	Reviewing Careers folder  Careers review	Aiming high  Staying positive  Listening and understanding  Creativity  Problem solving	1,2,3,4

### Year 10: I Plan.

<p><b>Aims</b> Students will prepare for work experience placements by considering a number of issues such as; mock interview, health and safety in the workplace, how to manage new situations and environments. Students will identify targets that they would like to achieve while on their placement.</p>	<p><b>Lessons</b></p> <ul style="list-style-type: none"> <li>• Student expectations</li> <li>• Self development</li> <li>• Personal management</li> <li>• Employers expectations &amp; What If questions</li> <li>• Understanding the world of work</li> <li>• Interview, personal statement and CV prep.</li> </ul>
--	--

Learning outcomes	Assessment/evaluation	Employability skills	Links to Gatsby Benchmarks
<b>Developing yourself through careers, employability and enterprise education</b>	Tutor feedback Employer feedback	Aiming high Staying positive Problem solving	1,2,3,4,8
<b>Learning about careers and the world of work</b>	Student, staff and visitor feedback 1:1 careers interview	Aiming high Staying positive Teamwork Problem solving	1,2,3,4,5,6,7,8
<b>Developing your career management and employability skills</b>	Successful mock interviews	Presentation Staying positive Listening and understanding	1,2,3,4

### Year 11: I Decide and Apply

<p><b>Aims</b> Students will be able to make informed decisions about Post 16 options. They will develop their decision making skills and set targets to help them achieve their Post 16 goals. They will understand the application process for college, work and apprenticeships. Students will have a finalised CV and personal statement for their future.</p>	<p><b>Lessons</b></p> <ul style="list-style-type: none"> <li>• CV skills, Do and Don'ts</li> <li>• Application forms</li> <li>• Interview prep and portfolios if needed.</li> <li>• Targeted support for Post 16 applications</li> <li>• College/workplace behaviour</li> <li>• Post16 Careers fairs</li> </ul>
--	---

Learning outcomes	Assessment/evaluation	Employability skills	Links to Gatsby Benchmarks
<b>Developing yourself through careers, employability and enterprise education</b>	Tutor feedback Post 16 application tracking Successful mock interviews Feedback on CV, personal statements and applications	Aiming high Staying positive Presentation	1,2,3,4,8
<b>Learning about careers</b>	student/staff feedback	Aiming high	1,2,3,4,5,6,

<b>and the world of work</b>	1:1 Careers interview Action plan	Staying positive Listening and understanding	7,8
<b>Developing your career management and employability skills</b>	College/employer feedback from interviews Application updates from college/apprenticeships	Aiming high Staying positive  Listening and understanding	

### **Premises and facilities**

The school will make the classrooms or meeting spaces 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 on in advance of the visit with the Careers Leader.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with Alison Siddons, Careers Programme Lead. This will be made available to pupils and families as appropriate.

### **Approval and review**

Approved by Headteacher and Proprietor annually

Annually reviewed in Term 1 of each academic year.

Signed: Irinder Minhas Proprietor Head teacher