



## **Birchwood PRU**

### **Careers Education, Information, Advice & Guidance Policy**

#### **Context**

Birchwood is a Pupil Referral Unit and placement facility for young people from Years 7 through to Year 11. Students study towards recognised qualifications and may re-join local schools or progress to appropriate post 16 provision (such as colleges, sixth form or training providers).

#### **Introduction & Objectives**

This policy statement sets out the school's arrangements for managing the access of providers to 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 Education Act 1997. Schools have a statutory duty to provide pupils in years 8-13 with impartial careers guidance. 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 option events, assemblies and group discussions and taster events
- For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the “first key phase” (years 8 to 9) and two encounters for pupils during the “second key phase” (years 10 to 11). Birchwood doesn't have any pupils in the third phase (year 12-13).

Please refer to:

<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

It is our aim that whilst pupils are educated at Birchwood PRU, they continue to have access to CEIAG (as if they were accessing mainstream education). It is our belief that personalised and supportive guidance plays a key role in ensuring that pupils move on to suitable and sustainable post 16 options. Effective CEIAG raises aspirations, encourages participation in further education, supports pupil's academic progress and promotes equality of opportunity.

We intend to achieve this by:

- Providing all pupils, particularly those at key decision making points i.e Year 11, with access to individual and personalised information, advice and guidance. • Ensuring that parents/carers are included in discussions regarding pupil's future options and are given opportunities to meet with relevant staff members and post 16 education providers, as appropriate.
- Ensuring that all pupils have access to CEIAG that is impartial, and are presented with the wide range of post 16 options.
- Supporting pupils to explore their future options, taking into full consideration their individual needs. This could be achieved through a number of one-to-one interactions, visits and meetings with post 16 education providers, liaison with the local authority and SEN department.
- Continuing to provide support to pupils upon completion of year 11, to ensure successful transition to a post 16 destination. Pupils can be supported for as long as required and staff will make necessary referrals for ongoing support where applicable and the pupils/parents/carers are in agreement i.e. Early Help Services.

## **Staffing**

The Head Teacher has overall responsibility for careers education, information, advice and guidance.

Emma Rouse has responsibility for the day to day operation of the careers education programme.

The PRU provides all pupils with access to a Level 6 qualified Careers Guidance Adviser, pupils can access the Careers Adviser when required and there is no limit to the number of interactions.

Pupils are also supported, if appropriate, to attend meetings/visits with colleges and training providers by the PRU staff (SLT, Careers Adviser, Teaching staff).

## **Interventions**

- All pupils meet with the Careers Adviser and receive personalised guidance. There is no limit to the number of interactions pupils can have. Pupils are also supported with interview preparation, CV and cover letter writing and job/apprenticeship searching.
- Open evenings, providing parents with opportunities to discuss post 16 options with the Careers Adviser.
- Relevant topics covered in PSHE i.e. interview skills, CV writing
- All pupils are given at least two opportunities per year with providers of approved technical education qualifications or apprenticeships and other employer or training encounters. This is the current calendar for events at Birchwood. Other events will be added as they are booked into the school diary.

## **2023 - 2024**

<b><u>Date</u></b>	<b><u>Speaker</u></b>	<b><u>Purpose</u></b>
26/09/2023	Charlie Heap	DWP
26/09/2023	Bethan Liston	1:1 careers talk
26/09/2023	Sara Medgyesi	Careers Talk
03/10/2023	Charlie Heap	DWP
10/10/2023	Charlie Heap	DWP
11/10/2023	Maurice Ginesi	Career skills talk
17/10/2023	Charlie Heap	DWP
20/10/2023	Go Ape	talk and activities
07/11/2023	Charlie Heap	DWP
10/11/2023	Gregg Wallace	Careers talk
14/11/2023	Matthew Spain	Police career talk
14/11/2023	Bethan Liston	1:1 careers talk
14/11/2023	Charlie Heap	DWP
21/11/2023	David Chalcroft	Mock interviews
24/11/2023	British Army	Talk and activities
21/11/2023	Charlie Heap	DWP
27/11/2023	Bank of England	Career talk
28/11/2023	Charlie Heap	DWP
30/11/2023	Bethan Liston	1:1 careers talk
05/12/2023	Charlie Heap	DWP
13/12/2023	David Chalcroft	Mock interviews
12/12/2023	Charlie Heap	DWP
17/01/2024	Liberty Hand	1:1 pathway talks
02/02/2024	Helen King	Career talk
5/02/2024 and 06/02/2024	Kingswood	Talk and activities

## **Curriculum**

Pupils access core curriculum subjects (English Language, Mathematics and NCFE qualifications such as Health & Fitness, Equality and Diversity, Food and Cookery and Finance, RSHE, Business and Enterprise). All subjects refer to relevant careers advice and guidance within the subject area, an audit of this is maintained and available on the school website.

At times Engagement Programmes offered by external providers may also be offered to develop practical skills and access other provision, these are available for identified pupils across all year groups.

## Destinations of our pupils

Last year our year 11 pupils moved to range of providers in the local area after school: 95% of pupils were confirmed to be in a positive destination.

Employment with training	30%
Employment no training	0%
Training/Apprenticeship	0%
Further Education – College	60%
Further Education – 6 <sup>th</sup> Form	10%
Unknown	0%

## Management of provider access requests Procedure

A provider wishing to request access should contact: Jane Waters Headteacher office@birchwoodpru.kent.sch.uk or 0300 065 8450

### Opportunities for access

We will offer providers an opportunity to come into school to speak to pupils or their parents or carers. Birchwood offers a very flexible careers programme and will accommodate providers at any suitable opportunity. Please speak to our Careers Leader to identify the most suitable opportunity for you.

### Premises and facilities

The school will make the central area, classrooms or private meeting rooms available 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 Leader or a member of their team. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school, this will be displayed for pupils in the main communal area which is accessed for break/lunch times and assemblies.

### Complaints:

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

### Review

Issued: January 2024

Policy approved by: Management Committee: January 2024  
Date to be reviewed: January 2025