



## **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.

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 (Inclusion Manager, 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.

<u>Employer Experience</u>	<u>Date</u>
Department of Work and Pensions – One to One Interviews	27 <sup>th</sup> June 2022, 12 <sup>th</sup> and 13 <sup>th</sup> September 2022, 21 <sup>st</sup> February, 20 <sup>th</sup> March
Trip to Kent University	13 <sup>th</sup> June 2022
Talk from a University Student	6 <sup>th</sup> October 2022
Engineering Online Conference	3 <sup>rd</sup> November 2022
Talk from East Kent college	11 <sup>th</sup> November 2022
The Education People	16 <sup>th</sup> November 2022
National Library and Author workshop	10 <sup>th</sup> January 2023
Finance Workshops	24 <sup>th</sup> January 2023
Nurse/Healthcare talk	9 <sup>th</sup> February 2023
Border Force	24 <sup>th</sup> February 2023
Apprenticeship talk	23 <sup>rd</sup> March 2023
British Science Museum	4 <sup>th</sup> May 2023

## 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	0%
Employment no training	15%
Training/Apprenticeship	5%
Further Education – College	70%
Further Education – 6 <sup>th</sup> Form	5%
Unknown	5%

## 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 2023

Policy approved by: Management Committee: January 2023

Date to be reviewed: January 2024