



Title	Provider Access and Careers Education Policy
Purpose	<p>To set out arrangements to manage access of other education or training providers to provide information to Oak Lodge students.</p> <p>To outline the provision of careers education and work experience in the school.</p> <p>To comply with the school's legal obligations under Section 42B of the Education Act 1997.</p>
Relevant to	Whole School
Responsible Officer	Headteacher
Introduced	1/2018
Modification History	11/2018, 11/2019, 11/20, 11/21 10/22
Related Policies	<p>BSET-Pol.32 Safeguarding Policy</p> <p>A22 Special Needs Policy</p> <p>BSET Pol.21 Equality Policy</p>
Date due for review	10/23
Relevant subcommittee for review	Local Governing Body
Approved	30/11/2022
Filed as	A26 Provider Access and Careers Education Policy Vs5_1122

Introduction

Oak Lodge School provides a broad and balanced curriculum at levels appropriate to the developmental understanding of our students. Our curriculum approach reflects our respect for each student as an individual, aiming to develop knowledge, understanding, self-reliance and coping skills in a supportive environment that minimises distress.

Our curriculum aims, as outlined in our Learning for Life Curriculum Document, reflect our intent to provide a relevant and engaging careers curriculum based around achieving the Gatsby Benchmarks which meets the differing needs and requirements of our students. This is developed throughout a student's time at the school and is always supportive of their abilities, strengths, and skills.

In collaboration with parents/carers and students, aspirational and personalised long term and short-term outcomes are set and ways in which we can support the young person achieve these are agreed. This includes access to a qualified Independent Careers Adviser providing guidance meeting their individual needs and careers aspirations which is recorded as part of their Education Health and Care Plans (EHCP) and their monitoring outcomes report which is updated termly. Long- and short-term outcomes are embedded within the personalised curriculum.

This policy summarises the statutory guidance and recommendations and sets out the school's arrangements for managing the access of providers to students at the school for the purposes 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 as well as the Education Act 2011 which secures additional access to face-to-face external specialist guidance.

As a Special Academy, Oak Lodge School will aim to work in partnership with other education and training providers to tailor a personalised service to students at the school that is inclusive and takes account of their individual level of development, strengths, and interests incorporating Gatsby Careers Guidance and benchmarks, as stipulated by Department for Education.

Statutory requirements and recommendations

Careers education provision at Oak Lodge complies 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 comprehensive information on a range of pathways, including apprenticeships and Supported Internships
- be adapted to the needs of the student.
- Support students in planning and managing their own futures by preparing them for independent life, through well rounded experiences appropriate to the individual
- To promote equality, diversity, and social mobility

In addition, the school is compliant with the career's guidance set out by government 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 and preparing for life after Oak Lodge are a fundamental aspect of our curriculum:

- All students attend all or part of their Education, Health, and Care Plan annual review meeting where their short- and long-term outcomes and aspirations for the future are discussed and agreed. This includes with parents/carers and other multi professionals including the school's Independent Transition Careers Adviser.
- Prior to their Annual Review Meeting students are supported by their class teachers to complete 'My plans for going forward' document which includes their interests and aspirations for the future.
- All students from Year 8 have access to advice and guidance from our Independent Transition Careers Adviser and Annual Review and Transition Review Manager.
- Students and their parent/carers have access, to the careers event hosted annually through the Local Authority as well as visits to a range of providers appropriate to the needs of the individual
- Visitors into school and offsite visits support students in developing their understanding of a range of different post 16/19 pathways.

Key Stage 3

- Students begin to think about different careers by looking at people who help us both at school and in the wider community. Our Middle School Curriculum document highlights where aspects relating to careers are covered within our PHSE curriculum.

- Have access to careers resources to help them explore and understand what careers and options are open to them.
- Students take part in Enterprise projects across the school year
- Science, Maths and English events and projects are also a key part of the KS3 curriculum.
- Receive support to make the right KS4/curriculum choices, including visits from Department for Work & Pensions and Careers Enterprise.

Key Stage 4 and Post 16

- Students in Year 11 or Post 16 who are either considering or are due to leave at the end of the academic year are invited with their parents and carers to meet with the Independent Transitions Careers Adviser to discuss possible options available when they leave school. They are also offered support and guidance with the application process.
- An annual transition event gives students and their families the opportunity to discuss future educational and social care opportunities beyond Oak Lodge destinations
- Students and their parent /cares can attend the Transition Coffee Morning where they will be given the opportunity to speak to the school's Independent Transition Careers Adviser as well FE providers, supported by a member of staff to gain information about future choices
- Some students in Year 11 and the 6th form undertake Work Experience and work-based placements and opportunities. This will be supported by Careers Enterprise as and when appropriate.
- Through the options on offer in both KS4 and Post 16 students will have opportunities to gain knowledge of work-related learning to further develop understanding of job roles and responsibilities, personal skills, qualities and interests
- Provide appropriate labour market information
- One of the Key Stage 4 options is volunteering in the community, and this gives students the opportunity to experience different workplaces
- 6th Form students participate in World of Work activities weekly and these are accredited by ASDAN
- Many students take part in enterprise projects for The Lodge, our retail shop which also gives young people work experience opportunities.
- To increase knowledge and aspirations through a range of college visits, open days, and guest speakers where appropriate

Provider Access Statement

Student entitlement

All students in years 8-13 are entitled to the following in line with Gatsby Benchmarks.

1. A Stable Careers Programme

Every school and college should have an embedded programme of Careers Education and Guidance that is known and understood by pupils, teachers, governors and employers.

2. Learning from Career & Labour Market Information

Every pupil, and their parents/carers, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.

3. Addressing the Needs of Each Pupil

Pupils have different transition and career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.

4. Linking Curriculum Learning to Careers

All teachers should link curriculum learning with careers. STEM teachers should highlight the relevance of STEM subjects for a wide range of career paths.

5. Encounters with Employers & Employees

Every pupil should have multiple opportunities to learn about work, employment and the skills that are valued in the workplace. This can be achieved through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.

6. Experiences of Workplaces

Every pupil should have first-hand experience of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.

7. Encounters with Further and Higher Education

All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.

8. Personal Guidance

Every pupil should have opportunities for guidance interviews with a careers adviser who should be external and trained to an appropriate level. This should be available whenever significant study or careers choices are being made. This should be expected for all pupils but timed to meet their individual needs.

At Oak Lodge School, entitlement for the above will be achieved through a modified and personalised careers education programme, which is integrated into our broader life skills curriculum to support the school mission statement of “Learning for Life”.

The annual review of each student’s Education, Health and Care Plan will provide regular opportunities for discussion of future education and training options.

The school will hold an annual event for local and regional education and training providers to meet students and their families.

Premises and facilities

The school will make the main hall, classrooms, or small meeting rooms available for discussions between providers, students and their families as appropriate to the activity. The school may also make available specialist equipment to support provider presentations on the basis that this will have been discussed and agreed in advance of the visit.

Providers are welcome to leave copies of their prospectus or other relevant course literature at the school that may be used as part of our careers programme.

Management of provider access requests

The school will also make ad-hoc opportunities for providers to meet with small groups or individual students and their families as appropriate. The school policy on [safeguarding](#) sets out the school’s approach in this regard.

A provider wishing to request access should contact Sharon Glover – Independent Transition Careers Adviser, Sally McCreight, EHCP Lead or Alice Hinken, Transitions Coordinator. Telephone: 0208 444 6711