

# **Careers Guidance Policy Statement for the Chingford Academies Trust**

## **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 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**

A provider wishing to request access should contact:

Mr Stephen McClurg  
Careers Leader  
Chingford Foundation School  
s.mcclurg@chingford.waltham.sch.uk  
020 8529 1853

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 Autumn

All students at Chingford Foundation School take part in a careers programme that:

1. Is relevant and appropriate for all students
2. Offers encounters with employers, employees, further and higher education institutions
3. Supports students to develop the skills that are required to be successful in their future pathway

## Lower School

### Careers programme: Year 7/ 8

- PSHE/ Tutorial programme aims to help students to understand more about themselves (self-development), know where to look for useful information (careers exploration) and plan for the future (career management)
- Beyond Horizons programme builds on respecting the community, original thinking and skills for the workplace
- All students take part in the Drop Day activities
- Offer a broad curriculum for all students
  
- All students have access to impartial careers advice and guidance to support them with their GCSE preferences (Year 8)
- All students will experience assemblies by subject leaders that inform them ahead of their option choices (Year 8)

### Careers programme: Year 9

- Tutorial programme aims to support students to develop their knowledge of different careers and enable them to make informed choices in the future
- All students take part in the Drop Day activities
- All students have access to impartial careers advice and guidance
- Will register and use [www.startprofile.com](http://www.startprofile.com) to help make more informed decisions about future study and career options.
- Engaging programmes led by Oxford University to develop interview skills, verbal reasoning and debate skills.

### Careers programme: Year 10

- Tutorial programme aims to support students to develop their knowledge of different careers and enable them to make informed choices in the future
- All students take part in the Drop Day activities
- All students have access to impartial careers advice and guidance and to support them
- Will continue to use [www.startprofile.com](http://www.startprofile.com) to help make more informed decisions about future study and career options
- PSHE lessons (one hour a week) focus on employment and managing finances in the future

### Careers programme: Year 11

- Tutorial programme aims to help students to make a decision on their KS5 preferences that are appropriate to their interests, talents and proposed careers
- All students take part in the Drop Day activities
- All students have access to impartial careers advice and guidance and to support them for their GCSE preferences

- Will continue to use [www.startprofile.com](http://www.startprofile.com) to help make more informed decisions about future study and career options

#### Careers programme: Year 12

- Tutorial programme aims to help students to make a decision on their future choices such as university, apprenticeships and work
- All students have access to impartial careers advice and guidance and to support them. This includes guidance on applications and cover letters
- Will continue to use [www.startprofile.com](http://www.startprofile.com) to help make more informed decisions about future study and career options
- Speakers invited in from different job sectors (via the Speakers in Schools programme) to deliver inspirational talks to sixth form
- Twitter account @CFS\_Futures provides information about training and apprenticeship opportunities

#### Careers programme: Year 13

- Tutorial programme aims to help students to make a decision on their future choices such as university, apprenticeships and work
- All students have access to impartial careers advice and guidance and to support them
- Will continue to use [www.startprofile.com](http://www.startprofile.com) to help make more informed decisions about future study and career options
- Speakers invited in from different job sectors (via the Speakers in Schools programme) to deliver inspirational talks to sixth form
- Twitter account @CFS\_Futures provides information about training and apprenticeship opportunities

### **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms 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 in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

### **Approval and review**

Next review: October 2020