



**Green  
Meadows**  
Academy

# **Careers and Guidance policy**

## **March 2024**

*(Including Provider Access Policy Statement)*



**WELLSPRING**

We Make A Difference

## **Introduction**

Green Meadows strives to provide all learners with the skills, knowledge, attitude and attributes required for successful adult life in 21st Century Britain. Our policy is underpinned by Sections 42A and 45A of the Education Act 1997 and has due regard to the DfE's statutory guidance 'Careers guidance and access for education and training providers', which was last updated on 16<sup>th</sup> October 2018. This policy also has due regard to other legislation and statutory guidance, including, but not limited to, the following:

- DfE 'Careers guidance and access for education and training providers' 2018
- Education Act 1997
- Education and Skills Act 2008
- Apprenticeships, Skills, Children and Learning Act 2009
- Equality Act 2010 · Children and Families Act 2014
- Technical and Further Education Act 2017
- Careers strategy: making the most of everyone's skills and talents (2017)

At Green Meadows we work with the local authority via Targeted Information Advice and Guidance (TIAG) and external providers to support all pupils in meeting the eight Gatsby benchmarks.

## **Pupil Needs**

Careers education at Green Meadows is embedded into the school curriculum linked to the theme of preparation for adulthood. The curriculum aims to raise the aspirations of all pupils whilst being tailored to individual needs. To ensure the programme is up-to-date and appropriate, the school undertakes the following:

- Prohibits all forms of stereotyping to ensure pupils can consider the widest possible range of careers
- Offers personalised guidance based on the needs and aspirations of individual pupils
- Works with pupils and their families to help them understand the range of options available to them and provide information about the ways employees with SEND are supported in the workplace
- Builds partnerships with businesses and other employers, employment services and organisations
- Accesses the SEND local offer and ensure annual reviews are informed by good careers guidance
- Works with the LA to identify pupils who need targeted support of those who are at risk of not participating in post 16 pathways
- Shares details of any funds available for those with a financial hardship
- Engages with the designated teacher for children who have been looked after to ensure that any personal education plans can inform careers advice and vice versa

## **The Governing Body**

Green Meadows Governing body responsible for ensuring that all registered pupils at the school are provided with independent careers guidance from Year 9 to year 11 and that guidance about education, training, apprenticeships and technical education routes is presented in an impartial manner which does not discriminate on any grounds. Governors provide clear advice and guidance to the Principal on which they can base a strategy for careers education and guidance which meets the school's legal requirements and the need to handle complaints in line with the school's Complaints Policy.

## **The Careers Leader**

The Careers Leader is responsible for liaising with the Principal, the Careers Adviser, the SENCO and other relevant staff to implement and maintain effective careers guidance. The Careers Leader liaises with the local authority, Leeds Careers Hub, develops links with further education colleges, universities, apprenticeship providers and employers to champion our pupils and celebrate their skills and abilities.

## **Teaching Staff**

Teaching staff are responsible for creating a learning environment that allows and encourages pupils to tackle real life challenges, manage risks and develop skills that can be applied to the workplace and ensuring that careers education is planned into their lessons. The school works to encompass careers education and guidance into subjects across the curriculum. All teachers are asked to support the career development of

young people in their role and through their teaching. The school ensures that every pupil is exposed to the world of work through the curriculum including practical based learning and experiences. The school engages with local employers, businesses and professional networks, inviting visiting speakers, particularly alumni with whom pupils can relate. We enhance the curriculum surrounding careers by:

- Careers events such as careers talks, careers carousels and careers fairs
- Transitions skills workshops such as CV workshops and mock interviews
- Mentoring and e-mentoring
- Employer delivered employability workshops
- Enterprise learning opportunities

The curriculum includes career guidance activities, work related learning and enterprise projects. In addition, personalised support is devised for individual pupils requiring tailored support e.g. independent travel training and college familiarisation visits. At Key stage 4 pupils are encouraged to participate in work experience and, where appropriate, long term work placements. Where external work experience is not available, we will endeavour to find appropriate opportunities within the functions of the school. Specific details about the careers programme can be obtained through the Careers Leader.

### **Assessment and Monitoring**

The impact of the careers programme will be assessed through the use of development tracking, the outcome of work experience placements, the views of our young people and their families and the analysis of NEET data over time.

### **Review and Evaluation**

The governing body in conjunction with the Principal and Careers Leader will review this policy on a bi-annual basis, considering the success of supporting pupils in accessing post-16 education and training.

The next review of assessment and monitoring will be March 2026.



## **Green Meadows School: Provider Access Policy Statement**

**Ownership: Green Meadows School, Wellspring Academy Trust**

**Date updated: March 2024**

### **Rationale**

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

### **Commitment**

Green Meadows School is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. Green Meadows School is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

Green Meadows School endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

### **Aims**

Green Meadows School's policy for Access to other education and training providers has the following aims: To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.

To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.

To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

### **Student Entitlement**

Green Meadows School fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies in National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at school or at partnership schools locally. Pupils will have opportunities to visit various post 16 providers when appropriate and all year 9, 10 and 11 pupils receive independent careers advice annually. Green Meadows School is committed to age appropriate careers education as part of the curriculum inclusive of all options available post 16 in line with current legislation.

## **Development**

This policy has been developed and is reviewed annually by the Careers Leader and Line Manager (*Samantha Shaw, Careers Lead and Sarah Parker Walton, Assistant Principal*) based on current good practice guidelines by the Department for Education.

## **Links with other policies**

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

## **Equality and Diversity**

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. Green Meadows School is committed to encouraging all students to make decisions about their future based on impartial information.

## **Requests for access**

Requests for access should be directed to *Samantha Shaw, Careers and Independence Leader*. *Samantha Shaw* may be contacted by telephone or email, [Samantha.shaw@greenmeadows.org.uk](mailto:Samantha.shaw@greenmeadows.org.uk) , Tel 01138313222.

## **Grounds for granting requests for access**

Access will be given for providers to attend during school assemblies, timetabled Careers or Life lessons, and Careers or Raising Aspirations events that Green Meadows School is arranging. Students may also travel to visit another provider.

## **Details of premises or facilities to be provided to a person who is given access**

Green Meadows School will provide an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. Access to computers can also be arranged. The Careers Leader will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

## **Live/Virtual encounters**

Green Meadows School will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

## **Parents and Carers**

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

## **Management**

The Careers Leader coordinates all provider requests and is responsible to her senior management line manager.

## **Complaints Procedure**

Any complaints about this policy should be raised to *Samantha Shaw*, email:

[samantha.shaw@greenmeadows.org.uk](mailto:samantha.shaw@greenmeadows.org.uk),

*Samantha Shaw* will raise the complaint to *Victoria Paver, Principal* of Green Meadows School.

## **Monitoring review and evaluation**

The Policy is monitored and evaluated annually via the Senior Leadership Team.

***Policy Coordinator: Samantha Shaw Policy Written: March 2024***

## **Appendix**

**Providers who have been in contact with Green Meadows Academy pupils including trips/visits to date include:**

Keighley College

Pinc College

Swarthmore

Leeds City College

Bradford College

ShIPLEY College

Specialist Autism Services

Askham Bryan College

YMCA

Lighthouse Future Trust

DFN Project Search

Post 16 school- Green Meadows Academy

