

Oak Bank Careers Education Information Advice & Guidance (CEIAG) Strategy and Entitlement Programme

Careers Entitlement

All pupils from Key Stage 2 through to year 13 will take part in a Careers Education programme. Key Stage 2 - 4 will follow a timetabled Careers lesson accredited through the ASDAN Careers and Experiencing Work short course. 6th Form pupils follow the NCFE Award in Employability Skills. A detailed list of the Careers Entitlement available to pupils in each year group is detailed below.

Intent of our Careers programme

To inspire and motivate every pupil to develop high aspirations and consider a broad and ambitious range of careers. Inspiring pupils through real-life contacts with the world of further education and work to help them understand where different choices can take them in the future.

To help pupils make a smooth transition to post -16 education, employment and training and onto adult life by supporting them to overcome barriers to participation. Identifying appropriate interventions and opportunities in supporting pupils to make informed decisions with regards to education and employment. Ensuring pupil's voices are heard in the EHCP and Post 16 transition processes. Tracking the transition outcomes of pupils.

Implementation of Careers programme and partnership working

The whole school Careers provision is delivered through a cohesive programme of timetabled Careers lessons, individual independent careers interviews, Action Planning, Preparing for Adulthood Plans, External Provision placements, work experience and Post 16 Transition preparation. Through the whole school ASDAN accredited Careers curriculum, pupils are prepared for the responsibilities and opportunities that they will encounter in life and to aid them in making the right decisions for their futures.

Through independent careers interviews, all pupils are helped to develop a careers Action Plan which is regularly monitored and reviewed. Pupils have access to a range of career education resources and on leaving Oak Bank they have a CV and a record of their entire academic and extra-curricular achievements ready for the world of further education or work.

We liaise with the Local Authority around intended destinations of pupils and highlight those intending to leave or at risk of NEET (Not in employment, education or training) and work closely with Local Authority Personal Advisors to secure positive outcomes for pupils.

Impact evaluations of Careers programme

Regular robust evaluations are undertaken, following the Careers Leader Impact Evaluation Toolkit. Feedback from pupils, parents/carers, staff and external agencies are used to judge the effectiveness of careers education and ensure clear learning outcomes are met. The whole school careers programme is evaluated through the Compass Toolkit throughout the year in order to continually improve and remain compliant with the Gatsby Benchmarks.

Performance Indicators of the Careers programme

Judgements are made on the quality of independent careers guidance and the extent of pupils' Post 16 transition destinations. The extent to which the school has developed and implemented a Careers programme for ensuring that pupils receive effective careers guidance to help them make informed choices about their next steps. How well the school meets the needs of all vulnerable groups of pupils, including reducing the numbers who do not continue to education, employment or training. How well the school works with families and external agencies. Regular robust evaluations from pupils, parents/carers, staff and external agencies are used to judge the effectiveness of careers education and ensure clear learning outcomes are met. The whole school careers programme is evaluated through the Compass Toolkit on a yearly basis in order to continually improve and remain compliant with the Gatsby Benchmarks.

Post 16/18 Transition

During Careers interviews, all pupils are helped to develop a careers Action Plan which is regularly monitored and reviewed. Pupils have access to a range of career education resources and on leaving they have a CV and a record of their entire academic and extra-curricular achievements.

Oak Bank will:

Deliver a cohesive programme of high quality, independent careers guidance to help pupils leave school ready for the world of further education or work.

Provide a confidential space for Local Authority Personal Adviser(s) to meet young people.

Support in arranging guidance interviews in school or through home visits.

Liaise with the Local Authority around intended destinations of pupils and highlight those intending to leave or at risk of NEET (Not in employment, education or training).

Keep up-to-date with any planned careers events or key CEIAG dates.

Plan Annual reviews for year 11 leavers in Autumn Term and year 12 leavers in early spring to meet statutory deadlines for EHCP post 16 transition data collection.

Work closely with Local Authority Personal Advisers ensuring good communication to secure positive outcomes.

Staffing and Points of Contact

Careers Leader: Mr Steve Ball Phone: 01525 374559 Email: sball@oakbank.beds.sch.uk

Careers Tutor & Post 16/18 Lead: Mr Steve Ball Phone: 01525 374559 Email: sball@oakbank.beds.sch.uk

Careers Link Governor: Beverley Dass

Enterprise Link: South East Midlands Local Enterprise Partnership (SEMLEP)

Enterprise Advisor: Paul Turney Electrification & Plant Engineer, Network Rail

STEM Ambassador: Dr Maria Simon, The University of Bedfordshire

Provider Access Policy Statement A full copy of this statement can be viewed on our website

Management of provider access requests

A provider wishing to request access should contact

Mr Steve Ball, Careers & Post 16 Lead and Careers Tutor : sball@oakbank.beds.sch.uk

Or Telephone: 01525 374559

CAREERS EDUCATION ENTITLEMENT		
Careers In The Curriculum and Study Programmes	123458	Linking curriculum education with the world of work so that pupils can make better informed career related decisions.
ASPIRE Programme	134	A whole school approach that underpins pupils learning lifelong skills in resilience, social skills, problem solving, independence, respect and expression.
ASDAN Short Courses and Qualifications	123458	Learning employability and transferable life skills, understanding personal attributes to prepare pupils for independence and the world of work.
Careers & Work Experience ASDAN Award	123456	Pupils explore careers opportunities including Apprenticeships and T Levels, consider Post 16 pathways, and prepare for Transition to Further Education, Training or Employment.
Peer Tutoring ASDAN and AQA Awards	123456	Pupils learn peer mentoring and leadership skills.
Prince's Trust Qualification	1234	Pupils develop their work readiness skills and prepare for pathways to progression.
City & Guilds Employability Skills Qualification	1234567	Industry Standard work related qualifications preparing pupils for the world of work.
NCFE Employability Award Qualification	1234567	Pupils develop and enhance employability skills in readiness for the world of work.
Technical Award Qualifications	123456	Technical qualifications where pupils gain an understanding and knowledge of working within chosen industry sectors.

Access to independent careers platforms and Labour Market Information	1234	Pupils have access to Information on occupations and employment to make informed decisions about future study and career options.
National Careers Week Activities	1234567	Linking curriculum education with the world of work so that pupils can make better informed career related decisions.
National Apprenticeship Week Activities	1234567	Pupils gain an understanding of Apprenticeships and routes into training opportunities.
Dedicated Careers room and careers library	2,3,4	Pupils have access to information on occupations and further study to make informed decisions about their future.
CAREER GUIDANCE ENTITLEMENT		
One to One Careers Interviews with Personal Advisor	12348	Pupils receive independent impartial careers guidance through tailored discussions and interviews.
Action Plans	1238	Pupils are active in career planning and development, identifying and evaluating their career options.
Preparing For Adulthood Plans	1238	Pupils set goals and prepare for their future employment, education, independent living and wellbeing.
Career Conversations	1238	Pupils focus on career aspirations, learn about the world of work and evaluate different options at Post 16.
Annual Review of EHCP	138	Pupils, parents/carers and staff are aware of individual needs, interventions and next steps.
PEP and LAC Review & Target Setting	138	Target and outcome setting to support pupils with their transition into further education, employment or training.
Individual Support Plans for Post 16 Transition	13678	Pupils have an input into assessing their needs, planning supported and target setting for a successful transition into Further Education.
Careers Assemblies	1,2,4	Pupils prepare for their future success through aspirational assemblies linked to personal growth.
WORK READINESS AND EMPLOYER ENGAGEMENT ENTITLEMENT		
External Provision Work Readiness and Experience Programme	123456	Pupils learn about the world of work through employer engagement and experience real life work placements.

Employer Engagement Encounters	123456	Pupils gain an understanding of their local labour market and to develop soft skills such as communication and teamwork in preparation for work.
Bespoke Work Experience Programme	123456	Pupils experience different working environments, build their confidence and network for future opportunities.
Enterprise Programme	123456	Pupils learn skills to plan and run a profitable business.
Construction Skills Certification Scheme Card - CSCS	123456	Pupils receive the appropriate training and qualifications to prepare for employment and the world of work.
Health & Safety Industry Qualification	123456	Pupils are competent in Health and Safety requirements in the workplace.
Access to top local sports facilities and coaching	1356	Pupils are aware of career opportunities and experience encounters with workplaces and employers.
STEM trips, activities and STEM Ambassador	123456	Pupils learn about STEM careers and how they link to curriculum learning whilst developing social responsibility skills.
Life Skills and PSHE Programmes	1234	Pupils are prepared for independent living, improve their social skills, learn time and management and build self esteem.
Independent Travel Programme	13	Pupils have decreased reliance on supported transport.
National Apprenticeship Show	123456	Pupils learn about Apprenticeship routes from employers and colleges.
Armed Forces Visits and Careers Discussions	1234568	Opportunities to find out about the broad range of public services roles and engage in educational activities.
Transition Pathways ENTITLEMENT		
CV writing & Personal Statement sessions	138	Pupils learn how to write a CV, complete application forms and interview techniques.
Record of Achievement	8	Pupils can review and present their personal academic and extra curricular achievements.
Post 16/18 Transition Evening Events	1378	Pupils, parents, carers actively engaged in planning for next steps transition.

6th Form Transition Days	1347	Pupils are prepared for their next steps and take ownership of their study programme options.
Careers Events	12356	Pupils gain insight into work and further education opportunities, opportunities to meet employers.
Parents Consultation Events	138	Builds positive relationships with parents/carers through discussions on next steps transition.
College and University Visits	1378	Pupils experience college life and understand entry requirements for their next steps Post 16 transition.
College Applications	137	Pupils take responsibility for their future next steps and additional support needs.
DWP Employer Engagement Sessions	12348	Supportive sessions for pupils to identify skills and personal qualities needed for interviews and job applications.
Tutor and Key Worker time	13	A personalised approach to target setting, behaviour management, learning life skills and preparing for transition from school.
Visiting Alumni	157	Sessions with former pupils of Oak Bank. Offering knowledge of pathways and choices others have made beyond school.
Speakers for Schools Projects	567	Live project with employers and colleges/universities. Students experience production, directing, acting and editing a short film.