



Careers Advice Policy

(Baker Clause)

Date reviewed:	February 2021
Date approved by Governors:	March 2021
Date For Review:	February 2022

1. Introduction

1.1 As part of Southall School’s commitment to informing our pupils of the full range of learning and training routes on offer to them, Southall is happy to consider requests from training providers, Vocational education and apprenticeship providers to speak to students and will also approach these partners ourselves when planning organising key Careers events throughout the school year.

2. Pupil entitlement

- To find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through option events, assemblies, group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

3. Management of provider access requests

3.1 **Procedure** - A provider wishing to request access should contact Adam Spellman or Emma Simkins, Careers Leader. Telephone 01952 387600 adam.spellman1@taw.org.uk, emma.simkins@southallschool.com

4. Opportunities for access

Year Group	Autumn 2020	Spring 2020/1	Summer 2021
Year 7 & 8	<p>Weekly careers lessons, Assemblies with visiting speakers any providers are welcome to contact us to see if we can accommodate an assembly for you</p> <p>Any on school site or off site visits or workshops from employers, providers, colleges, Universities can be looked at to consider fitting into our timetable or during lunchtime drop ins.</p> <p>Enterprise Days</p>	<p>Weekly careers lessons, Assemblies with visiting speakers any providers are welcome to contact us to see if we can accommodate an assembly for you</p> <p>Any on school site or off site visits or workshops from employers, providers, colleges, Universities can be looked at to consider fitting into our timetable or during lunchtime drop ins.</p> <p>Enterprise Days</p>	<p>Weekly careers lessons, Assemblies with visiting speakers any providers are welcome to contact us to see if we can accommodate an assembly for you</p> <p>Any on school site or off site visits or workshops from employers, providers, colleges, Universities can be looked at to consider fitting into our timetable or during lunchtime drop ins.</p> <p>Enterprise Days</p>

Year 9	<p>Southall and Future Focus Transition evening Any providers are welcome to exhibit and run any have a go workshops</p> <p>Weekly careers lessons, Assemblies with visiting speakers any providers are welcome to contact us to see if we can accommodate an assembly for you</p> <p>Any on school site or off site visits or workshops from employers, providers, colleges, Universities can be looked at to consider fitting into our timetable or during lunchtime drop ins.</p> <p>Enterprise Days</p>	<p>Southall and Future Focus Transition evening Any providers are welcome to exhibit and run any have a go workshops</p> <p>Weekly careers lessons, Assemblies with visiting speakers any providers are welcome to contact us to see if we can accommodate an assembly for you</p> <p>Any on school site or off site visits or workshops from employers, providers, colleges, Universities can be looked at to consider fitting into our timetable or during lunchtime drop ins.</p> <p>Enterprise Days</p>	<p>Southall and Future Focus Transition evening Any providers are welcome to exhibit and run any have a go workshops</p> <p>Weekly careers lessons, Assemblies with visiting speakers any providers are welcome to contact us to see if we can accommodate an assembly for you</p> <p>Any on school site or off site visits or workshops from employers, providers, colleges, Universities can be looked at to consider fitting into our timetable or during lunchtime drop ins.</p> <p>Enterprise Days</p>
Year 10	<p>Weekly careers lessons, Assemblies with visiting speakers any providers are welcome to contact us to see if we can accommodate an assembly for you to discuss post 16 options.</p> <p>Enterprise Days</p> <p>Southall Internship</p> <p>Apprenticeship Show Southall and Future Focus Transition Evening Any providers are welcome to exhibit and run any have a go</p>	<p>Weekly careers lessons, Assemblies with visiting speakers any providers are welcome to contact us to see if we can accommodate an assembly for you to discuss post 16 options.</p> <p>Enterprise Days</p> <p>Southall Internship</p> <p>Apprenticeship Show Southall and Future Focus Transition Evening Any providers are welcome to exhibit and run any have a go</p>	<p>Weekly careers lessons, Assemblies with visiting speakers any providers are welcome to contact us to see if we can accommodate an assembly for you to discuss post 16 options.</p> <p>Enterprise Days</p> <p>Southall Internship</p> <p>Apprenticeship Show Southall and Future Focus Transition Evening Any providers are welcome to exhibit and run any have a go</p>

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Year 11	<p>Work Experience Enterprise Activity Southall Internship programme with Premier Inn</p> <p>Southall and Future Focus Transition Evening</p> <p>Any providers are welcome to exhibit and run any have a go workshops</p> <p>Weekly careers lessons as part of college links programme, Assemblies with visiting speakers any providers are welcome to contact us to see if we can accommodate an assembly for you to discuss post 16 options</p> <p>Any on school site or off site visits or workshops from employers, providers, colleges, Universities can be looked at to consider fitting into our timetable or during lunchtime drop ins.</p> <p>Enterprise Days</p>	<p>Work Experience Enterprise Activity Southall Internship programme with Premier Inn</p> <p>Southall and Future Focus Transition Evening</p> <p>Any providers are welcome to exhibit and run any have a go workshops</p> <p>Weekly careers lessons as part of college links programme, Assemblies with visiting speakers any providers are welcome to contact us to see if we can accommodate an assembly for you to discuss Post 16 options</p> <p>Any on school site or off site visits or workshops from employers, providers, colleges, Universities can be looked at to consider fitting into our timetable or during lunchtime drop ins.</p> <p>Enterprise Days</p>	<p>Work Experience Enterprise Activity Southall Internship programme with Premier Inn</p> <p>Southall and Future Focus Transition Evening</p> <p>Any providers are welcome to exhibit and run any have a go workshops</p> <p>Weekly careers lessons as part of college links programme, Assemblies with visiting speakers any providers are welcome to contact us to see if we can accommodate an assembly for you to discuss post 16 options</p> <p>Any on school site or off site visits or workshops from employers, providers, colleges, Universities can be looked at to consider fitting into our timetable or during lunchtime drop ins.</p> <p>Enterprise Days</p>

- 4.1 We have a number of assembly slots which offer providers a short opportunity to quickly spread the word about their offer. These are 15 minutes slots to a whole key stage of students in our main assembly hall which has a whiteboard projector and speakers for sound. Currently, due to Covid restrictions, these assemblies are being presented through Microsoft Teams.
- 4.2 If a provider is unable to attend these events or feels that their presentation needs require different circumstances or that they are hosting an event they wish to promote, in the first instance they should contact the Careers lead at Southall and complete a CEIAG visitor booking form.
- 4.3 The CEIAG visitor booking form asks for the role of the training, vocational or apprenticeship provider you represent, the aim of the presentation, if the request is for an assembly slot, the number of students the presentation or session is designed for, the length of the talk or presentation, the target year group for the session or presentation, what display or other facilities the session would require, how many provider staff (and names of staff) that will be visiting and what support from school staff you would require on the day. If the email is notification of an event at an offsite venue, please include timings of the day, a list of other invited schools and providers, any accessible funding streams for transport costs and a visit risk assessment of the venue.
- 4.4 All requests should be emailed at least 6 weeks (a school half term) in advance of the expected date for the planned session. All requests will be given due consideration by Southall school's Careers lead and Senior Leadership Team and requests will be refused if:
- they impinge on students preparation for public or internal exams
 - they clash with other school events such as visits, other speakers, well-being days, school photographs, sports days, public or internal exams, parents communication events etc.
 - the school is unable to provide staff to support the presentation or talk due to previous commitments
 - rooming for the talk or event is unable to be found due to timetabling clashes
- 4.4 For requests that are approved, we will provide clear instructions before the event on visitor parking, visitor registration, a contact member of staff and their contact details, the teaching room or school hall to be used at the session and the presentation facilities this space

5. Review of Practice

- 5.1 Southall School constantly measures and assesses the impact of the careers programme. Each lesson is normally graded under our school traffic light/assessment system.
- 5.2 Southall School offers work experience and requests feedback from parents/carers, students and providers at the end of it.
- 5.3 The College link course enables students to choose and access their post 16 provision. This programme is assessed against NEETs data. Currently, Southall School has not had a NEET for the past two years.

5.4 Southall School analyses the Careers provision against the Gatsby Benchmarks using the Compass Online Tool. This information is forwarded to our Careers and Enterprise Link from the authority.