

**Digitech Studio School:
Careers Education, Information, Advice & Guidance Policy
including Provider Access Policy Statement**

June 2018

Introduction

Digitech Studio School values the importance of teaching our students about career pathways as well as the importance of skills that are linked to employability and enterprise. These are developed throughout a student's time at the school and is supportive of their aspirations, strengths and skills.

Aims and purpose

- Prepare students for the transition to life beyond Year 11 and Year 13
- Support students to make well informed decisions which are suitable and aspirational for them
- Provide students with interaction with employers and examples of different work environments
- Empower students to seek out work related learning experiences (for example, employer led projects, job shadowing, volunteering, employer visits).
- Develop skills and personal qualities to enable students to progress into their chosen career and educational pathways
- Inspire and motivate students to develop their aspirations and to link these to their personal skills and preferences

Careers Provision at Digitech Studio School

All students have access to the following:

- The careers coach drop-in service (break times, lunchtimes and after school)
- 1-1 meetings with the careers coach
- Timetabled careers and employability lessons – Digitech Plus
- Small group careers coaching
- Whole school events such as Post 16 provider 'pop ups' and assemblies
- Visits to career fairs and university

Students with Special Educational Needs or Disabilities (SEND):

- All students with SEND have a 1-1 with the careers coach at least twice a year to assist with transition planning. All students receive a written summary of their appointment including action points and resources for further research.
- Our careers coach attends review meetings when possible.

Students in receipt of Pupil Premium funding:

- Students in receipt of pupil premium are a key focus group for the careers coach and personalised support will be given to these students. This is also the case for students who receive a bursary in Year 12 and 13. All students receive a written summary of their appointment including action points and resources for further research.

Careers Coach

At Digitech Studio School, we employ a Professionally Qualified Careers Advisor who holds a Post Graduate Diploma in Careers Guidance. All guidance offered is impartial.

Curriculum Based Guidance

Careers enrichment work takes place across year groups during tutor time and through timetabled Digitech Plus. All staff support Careers Education, Information, Advice and Guidance (CEIAG) by promoting their subject, engaging with employers in their specialist area, sharing different pathways to future careers and raising students' aspirations.

Equal opportunities

We are keen to promote equal opportunities as well as challenging stereotypes and raising aspirations. Lessons about stereotypes in employment are taught and we monitor careers resources regularly to ensure that they encourage both boys and girls and students from minority ethnic groups to enter different careers.

At careers events we aim to give parents and students a view of young, successful career women and men. The destinations of our leavers are closely monitored and visiting speakers reflect a diversity of backgrounds.

Key Stage 4

- All students have 1-1 sessions with the Careers Advisor in Year 11. Students are given a written record of their appointment, which includes signposting to resources and action points.
- All students in Year 10 and 11 have small group coaching centred on careers and employability skills.
- All students have Digitech Plus lessons centred on citizenship, careers and employability skills.
- Students experience a range of trips and visits to develop their understanding of a range of subjects and pathways.
- Students work on employer led projects both within and beyond the curriculum.
- All Year 10 students have at least one week of work experience, most have two.

Key Stage 5

- All students have 1-1 sessions with the Careers Advisor in Year 12 and 13. Students are given a written record of their appointment, which includes signposting to resources and action points.
- All students have Digitech Plus Days centred on citizenship, careers and employability skills.
- Students on Diploma pathways are encouraged to access weekly work experience placements or blocks of work experience.
- Students experience a range of trips and visits to develop their understanding of a range of subjects and pathways.

Monitoring and evaluation

- Year 11 progression data — Intended destination data is used to monitor the number of students who have applied for various post-16 opportunities. Follow-up information, which serves to monitor dropout rates from destinations, is also collated by post 16 providers and partner agencies. These factors are taken into consideration when reviewing the programme annually
- Year 13 progression data — Intended destination data is used to monitor the number of students who have applied for various post-18 opportunities.
- A range of evaluation strategies will be used including questionnaires, focus groups and observation with staff, academy councillors, parents/carers and students
- The policy for Careers Advice and Guidance is reviewed yearly.

PROVIDER ACCESS

This statement 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.

Students in all year groups are entitled:

- 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 available at each transition point
- To hear from a range of local Providers about the opportunities they offer, including technical education and apprenticeships
- To understand how to make applications for the full range of academic and technical courses

A Provider wishing to request access should contact the Careers Coach through the Main School Office or via the following email address catrina.holmes@digitechstudioschool.co.uk

A number of events, integrated into the school careers programme, will offer Providers an opportunity to come into school to speak with students and/or their parents.