The Dales School

North Yorkshire

Careers and Enterprise Information and Guidance Policy & Provider Access Policy

Person responsible:	Headteacher
Reviewed and approved by the Full Governing Body:	March 2025
Next Review Date:	March 2026

Signed……... **Date**: ……..

The Dales School – Careers and Enterprise Information and Guidance (CAEIAG) Policy

This policy includes policy practice on how The Dales School manages:

1. Commitment
2. Curriculum Delivery
3. Resources
4. Events
5. Partnership work
6. Assessment
7. Monitoring and Evaluation

Careers and Enterprise Information and Guidance (CAEIAG) Policy

General statement

The Dales School careers leader is Lucy Hobson supported by whole curriculum lead Sharon Kettleborough.

The Dales School recognises that it has a statutory duty to access independent careers guidance for all pupils from Year 8 to Year 14 as outlined in The Education Act 2011 / Career guidance and access for education and training providers October 2018.

Careers education is a vital part of the curriculum. It includes mini-enterprise projects and opportunities across all phases of school and a sixth form vocational programme. There are links with local industry/businesses, community organisations and training providers. Further details can be obtained from school and available to view on the school website.

1. Commitment

The Dales School holds the Quality in Careers Standard awarded by Investor in Careers.

The Dales School is committed to providing a planned Careers programme, this will be differentiated to suit the needs of each individual learner. Learners will leave The Dales School with the skills and knowledge required to support their entry to further education, training or employment.

The Dales School is committed to following the 8 Gatsby Benchmarks;

1. A Stable Careers Programme
2. Learning from Career and Labour Market
3. Addressing the Needs of Each Pupil
4. Linking Curriculum Learning to Careers
5. Encounters with Employers and Employees
6. Experiences of Workplaces
7. Encounters with Further and Higher Education (including appropriate Post 19 settings education, health, or social care.)
8. Personal Guidance

The school has a duty, in accordance with Section 42A of the Education Act 1997, to provide independent careers guidance for all students, this is achieved through an Independent Careers Advisor – our specialist adviser is Andy Veale from Northern Careers Consultancy

2. Curriculum Delivery

The aim of our Careers Programme is to raise the aspirations of our learners and to support them in making realistic decisions for their future after they leave The Dales School. The school works collaboratively with internal and external stakeholders e.g., NYBEP Enterprise Coordinators, to build a cohesive programme of careers education to ensure that every pupil reaches their full potential. This

complies with the school's legal obligations under section 42B of the Education Act 1997. A detailed outline of our Careers/Vocational Programme and how it sits within the wider curriculum offer can be found on the careers section on the school website. School has a long-term planning document for Careers that details our vision, intent and implementation of careers and how this is planned and delivered as an annual rolling programme from EYFS to 6th form encompassing all phases.

The Governing Body holds the overall responsibility for ensuring that the CEIAG provision in place in school is fit for purpose and meets statutory requirements. Please see the Statutory Duties in 'Careers guidance and access for education and training providers', as outlined by the DfE for further information regarding Governing Body duties.

All staff have responsibility to contribute to the overall CEIAG curriculum delivery within the school.

Key Stage 3

The Key Stage 3 curriculum offer includes a range of enterprise activities, designed to engage and spark interest and curiosity for all pupils in the context of vocational opportunities. This includes ADSAN My Independence programme supporting development of the preparation for adulthood pathways, specifically employment. Andy Veale, our specialist careers adviser begins to get to know our pupils from Year 9 to enable him to best support and inform all our young people and their families.

Key Stage 4

Careers guidance for pupils in key stage 4 is differentiated to meet their individual needs. ADSAN My Independence programme continues across KS4 supporting transition to 6th form. Please see the curriculum overview on the school website for further information about the curriculum offer and how pupils have access to highly bespoke learning opportunities.

Andy Veale, our specialist careers adviser works closely with young people and their families to ensure that they are aware of the appropriate opportunities available to them in Key Stage 5 and beyond. He plays an increasingly important role in supporting with careers actions plans and contributing to EHCP reviews and discussions.

Key Stage 5

Careers guidance sits within the key stage 5 curriculum routes, to ensure that this is tailored to meet individual and cohort needs. Please see the curriculum overview information on the school website.

3. Resources

The Careers library is incorporated in the whole school library. Increasingly reference materials, prospectus information, local provider information is accessed through the internet and students can use electronic devices safely with support to search and explore the internet.

The school uses a range of resources to support the delivery of CEIAG, tailored to meet the needs of all learners. For example, this includes access to JED – the Job Explorer Database, personalised resources, appropriate and relevant units of accreditation.

4. Events

The school organises and hosts an annual Route 16+ Preparation for Adulthood, CEIAG event in partnership with our specialist careers adviser, to enable effective information sharing, transition planning and to access pathways to employment and supported/independent living. The school also promotes the Dales School Post 16 provision at other Local Authority led careers events.

5. Partnership Work

A Specialist Careers Adviser supports the 14-19 Careers Curriculum and attends the Annual Person Centred Reviews for pupils from Year 9. The careers adviser also contributes to the curriculum delivery of the Careers Programme, which includes Labour Market Information workshops, liaison with local employers and visits to local providers. The Careers Service makes an invaluable contribution to the transition

planning process from Key Stage 4. There is also close liaison with the Health and Adults Services and further education providers, for example through regular transition external agency meetings.

6. Assessment

Pupil progress is assessed in Key Stage 4 via MAPP personal learning intentions, using the Continuum of Skill Development (CSD), Cherry Garden framework and ASDAN My Independence.

Assessment in 6th form is based upon MAPP personal learning intentions and formal accreditation. The students in 6th form follow ASDAN units of accreditation in Personal Progress [PP] or Personal and Social Development [PSD]. Units are planned termly over a three year cycle and will accumulate credits towards a Certificate. Students also follow the ASDAN Life Skills programme and/or NCFE English/Maths functional skills programme to support PfA and employability.

7. Monitoring and Evaluation

The Careers Leads continue to monitor and evaluate the effectiveness of the CEIAG programme as an integral part of the quality assurance programme for the quality of education. School uses termly Compass [The careers and enterprise company] self evaluation tool to monitor quality and consistency of whole school provision.

In addition, progress towards identified outcomes in Preparation for Adulthood is reviewed and evaluated as a fundamental aspect of the EHCP Annual Review process.

The Dales School Provider Access Policy Statement

Introduction

The 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 - Jan 2018 and the Provider Access Legislation, January 2023.

Pupil entitlement:

All pupils in year 8 – 14 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 option 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.

Requirements of the provider access legislation states that school must provide at least six encounters for all their students during years 8-13:

- Two encounters for pupils during the 'first key phase' [Yr.8 or 9] that are mandatory for all pupils to attend.
- Two encounters for pupils during the 'second key phase' [Yr.10 or 11] that are mandatory for all pupils to attend.
- Two encounters for pupils during the 'third key phase' [Yr. 12 or 13] that are mandatory for the school to put on but optional for pupils to attend.

Within our school setting and phases to ensure meaningful opportunities that support our pupils' complex needs this offer presents as:

- Secondary phase [Yr.7-11]- ASDAN My Independence Programme preparation for adulthood pathway study unit 'Employment'. Access to annual careers fair for Post 16 specialist providers for education, housing, supported employment. Access to school website virtual careers fair information. Support from the specialist careers advisor and careers action plan, bespoke package to meet needs of family/young person and aligned with EHCP outcomes.
- 6th Form phase [Yr.12-14]- Virtual employer presentations, supported visits to specialist Post 19 providers e.g. PLC, Askham Bryan. Supported weekly work placements and work opportunities. Access to annual careers fair for Post 16 specialist providers for education, housing, supported employment. Access to school website virtual careers fair information. Support from the specialist careers advisor and careers action plan, bespoke package to meet needs of family/young person and aligned with EHCP outcomes.

Management of provider access requests

Procedure: A provider wishing to request access should contact:

Ann-Marie Ellis
Headteacher
Telephone: 01609772932
Email: office@thedalesschool.org

Opportunities for access

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. Please contact our Careers Lead/s to identify the most suitable event / opportunity for you as a provider.

Premises and facilities:

The school will make the hall, classrooms or private meeting room available for discussions between providers and pupils, as appropriate to the activity. The school will also make available specialist equipment if available, to support provider presentations / workshops. This will be discussed and agreed by the school's Leadership and Management Team in advance of the visit.

Providers are welcome to provide the school with a copy of their prospectus through an electronic link or other relevant information, to be made available to pupils on the school website careers fair page

Careers Long Term Plan

Autumn	Spring	Summer
EYFS-Primary • Careers Day- Labour Market Information, Visitors/Off Site Visits [Thematic and Cross Curricular Links]. • Continuous Play Provision Opportunities [Role play and Small World Play]. • Parliament Week Activities. • Mini Enterprise Project- Christmas Fair.	EYFS-Primary • Careers Day- Labour Market Information, Visitors/Off Site Visits [Thematic and Cross Curricular Links]. • Continuous Play Provision Opportunities [Role Play and Small World Play].	EYFS-Primary • Careers Day- Labour Market Information, Visitors/Off Site Visits [Thematic and Cross Curricular links]. • Continuous Play Provision Opportunities [Role Play and Small World Play].
Secondary • Careers Day- Labour Market Information, Visitors/Off Site Visits [Thematic and cross curricular links]. • ASDAN My Independence PfA Pathways. • Parliament Week Activities. • Mini Enterprise Project- Christmas Fair.	Secondary • Careers Day- Labour Market Information, Visitors/Off Site Visits [Thematic and cross curricular links]. • ASDAN My Independence PfA Pathways. • Careers Fair- Route 16+. Careers Advisor Interviews.	Secondary • Careers Day- Labour Market Information, Visitors/Off Site Visits [Thematic and cross curricular links]. • ASDAN My Independence PfA Pathways.
6th Form • Vocational Programme-Work Related Learning [Refer to Rolling Programme]. • ASDAN PP/PSD Units [Refer to 3 Yr. Programme]. • JED/Careers Advisor Sessions. • Careers Day- Labour Market Information, Visitors/Off Site Visits. • Parliament Week Activities. • Mini Enterprise Project- Harvest Produce & Christmas Fair.	6th Form • Vocational Programme-Work Related Learning [Refer to Rolling Programme]. • ASDAN PP/PSD Units [Refer to 3 Yr. Programme]. • Careers Day- Labour Market Information, Visitors/Off Site Visits. • Careers Fair- Route 16+. Careers Advisor Interviews.	6th Form • Vocational Programme-Work Related Learning [Refer to Rolling Programme]. • ASDAN PP/PSD Units [Refer to 3 Yr. Programme]. • Careers Day- Labour Market Information, Visitors/Off Site Visits. • Careers Advisor Visits to Post 19 Specialist Providers. Post 19 Destination Transition Visits. • Mini Enterprise- Dragons Den Project, Panel, Team Presentations, Interviews