

Careers Guidance Policy Statement



2020/21



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Statutory/Non-Statutory:	Statutory
Approval Level:	Whole Governing Body
Governing Body Ratified:	24 th February 2021
Reviewer:	Andrew Paterson, Faculty Leader for IAG, Work Related learning and Alternative Provision

Review Date: January 2021
Next Review Date: January 2022

*Cantell – An exceptional school experience:
Academic excellence / Exciting teaching & learning
Life-changing opportunities / A richly diverse community*

Careers Guidance Policy Statement

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students 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.

Student entitlement

All students in years 7-11 are provided with the opportunity 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;
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships through options and careers events, assemblies, group discussions and taster events;
- understand how to make applications for the full range of academic and technical courses, employment with training and apprenticeships.

Management of provider access requests

Procedure

A provider wishing to request access should contact our Careers Leader:

Mr Andrew Paterson, Faculty Leader for IAG, Work Related Learning and Alternative Provision

Telephone: 02380323111

Email: andrew.paterson@cantell.co.uk

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 students and/or their parents/carers:

This is integrated into a wider careers plan for the school.

Year	Autumn Term	Spring Term	Summer Term
7	Horizons Fair Inspirational speakers Colleges	Solent University Step into Success Programme Introduction to University National Apprenticeship Week Lesson A apprenticeship activities Apprenticeship assemblies CPSD apprenticeship lessons National Careers Week Careers assemblies with employers and colleges Careers lessons with support from external providers Careers starters in subject lessons Lesson A careers activities	Careers Advice Opportunity to book one to one meetings with Careers Adviser Careers Lessons Timetabled careers lessons through CPSD Cantell Careers Fair Colleges Universities Armed Services Careers Adviser Apprenticeship Providers Employers
8	Careers Advice Opportunity to book one to one meetings with Careers Adviser Horizons Fair Inspirational speakers Colleges	Careers Advice Opportunity to book one to one meetings with Careers Adviser Solent University Step into Success Programme Careers Workshops	Careers Advice Opportunity to book one to one meetings with Careers Adviser Careers Lessons Timetabled careers lessons through CPSD

		<p>National Apprenticeship Week Lesson A apprenticeship activities Apprenticeship assemblies CPSD apprenticeship lessons</p> <p>National Careers Week Careers assemblies with employers and colleges Careers lessons with support from external providers Careers starters in subject lessons Lesson A careers activities</p>	<p>Cantell Careers Fair Colleges Universities Armed Services Careers Adviser Apprenticeship Providers Employers</p>
9	<p>Careers Advice Opportunity to book one to one meetings with Careers Adviser</p> <p>Horizons Fair Inspirational speakers Colleges</p> <p>Get Inspired Careers Fair Whole year group visit to Careers Fair</p>	<p>Careers Advice Opportunity to book one to one meetings with Careers Adviser</p> <p>Futures Day Apprenticeships Careers Employability Skills Options Building a profile Educational opportunities</p> <p>Future Focus Evening Colleges Universities Armed Services Careers Adviser Apprenticeship Providers Employers Apprenticeships Information Presentation</p>	<p>Careers Advice Opportunity to book one to one meetings with Careers Adviser</p> <p>Careers Lessons Timetabled careers lessons through CPSD</p> <p>Cantell Careers Fair Colleges Universities Armed Services Careers Adviser Apprenticeship Providers Employers</p>

		<p>Options Evening Information about KS4 courses</p> <p>Options Taster Lessons Students have the opportunity to experience taster lessons for options subjects</p> <p>National Apprenticeship Week Lesson A apprenticeship activities Apprenticeship assemblies CPSD apprenticeship lessons</p> <p>National Careers Week Careers assemblies with employers and colleges Careers lessons with support from external providers Careers starters in subject lessons Lesson A careers activities</p>	
10	<p>Careers Advice Opportunity to book one to one meetings with Careers Adviser</p> <p>Horizons Fair Inspirational speakers Colleges</p> <p>Enrichment Days Work Experience Enterprise</p>	<p>Careers Advice Opportunity to book one to one meetings with Careers Adviser</p> <p>Future Focus Evening Colleges Universities Armed Services Careers Adviser Apprenticeship Providers</p>	<p>Careers Advice One to one meetings with Careers Adviser</p> <p>College Assemblies Colleges present to students outlining what they have to offer and why students should consider applying</p>

	<p>Social Enterprise Careers</p>	<p>Employers Apprenticeships Information Presentation</p> <p>Enrichment Days Post 16 Opportunities Employability Skills Work Experience Personal Statements Curriculum Vitae Apprenticeships</p> <p>Solent University Step into Success Programme Student Finance Workplace Leadership</p> <p>National Apprenticeship Week Lesson A apprenticeship activities Apprenticeship assemblies CPSD apprenticeship lessons</p> <p>National Careers Week Careers assemblies with employers and colleges Careers lessons with support from external providers Careers starters in subject lessons Lesson A careers activities</p> <p>College Assemblies Colleges present to students outlining what they have to</p>	<p>Cantell Careers Fair Colleges Universities Armed Services Careers Adviser Apprenticeship Providers Employers</p> <p>College Taster Days Students visit colleges and follow a programme of lessons for the day</p> <p>College Open Evenings Students encouraged to attend</p> <p>Work Experience Students undertake a one week work experience placement</p>
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		offer and why students should consider applying. College Open Evenings Students encouraged to attend	
11	<p>Careers Advice One to one meetings with Careers Adviser</p> <p>College Assemblies Colleges present to students outlining what they have to offer and why students should consider applying.</p> <p>College Open Evenings Students encouraged to attend.</p> <p>Enrichment Days Making the Right College Course Choices University Life and Opportunities Apprenticeships Employment with Training Personal Statements Interview Preparation Finance Resilience</p> <p>College Application Day Students complete online applications with support from</p>	<p>Careers Advice One to one meetings with Careers Adviser</p> <p>College Open Evenings Students encouraged to attend.</p> <p>National Apprenticeship Week Lesson A apprenticeship activities Apprenticeship assemblies</p> <p>National Careers Week Careers assemblies with employers and colleges Lesson A careers activities</p>	<p>Careers Advice One to one meetings with Careers Adviser</p> <p>Meeting with College representatives Representatives from colleges meet with students as part of the transition process</p>

	college representatives.		
	<p>Mock Interview Day</p> <p>Students receive a mock college/job interview which lesson A teachers help them prepare for.</p>		

- Careers advice for parents and students at Parent Evenings.
- Careers advice meetings for students throughout the academic year.
- Lesson A sessions and assemblies.
- Careers talks delivered by employers during options lessons.
- STEM trips and competitions.
- Visits to the workplace, colleges and universities including Oxbridge.

For more detailed information on the events listed in our Careers Programme, please refer to the Careers Information and Guidance section of the Cantell School website under Parents or Students, or the Careers Information Employers and Trainers section under School Development.

Careers Education, Information, Advice and Guidance (CEIAG) is supported by an independent and impartial Careers Adviser Ms Theresa Petzold. The Careers Adviser is available to meet with students in the Employability Hub every Friday and fortnightly on a Wednesday. Appointments are scheduled for all KS4 students and can also be booked by students in Y7-11 through Student Services.

We work closely with The Careers and Enterprise Company, Solent Local Enterprise Partnership, EBP South, Southern Universities Network, University of Southampton and Solent University and have an Enterprise Adviser to support with CEIAG provision.

The following websites are used to support CEIAG with information on further and higher education, apprenticeships, careers, curriculum vitae, application letters, interviews and employment vacancies.

Further Education

<https://www.barton-peveril.ac.uk/>
<https://www.brock.ac.uk/>
<https://www.eastleigh.ac.uk/>
<https://www.fareham.ac.uk/>
<http://www.itchen.ac.uk/>
<https://psc.ac.uk/courses/>
<https://www.southampton-city.ac.uk/>
<https://www.sparsholt.ac.uk/>
<https://www.richardtaunton.ac.uk/>

Higher Education

<https://www.bournemouth.ac.uk/>
<https://www.cam.ac.uk/>
<https://www.chi.ac.uk/>
<http://www.ox.ac.uk/>
<https://www.solent.ac.uk/>
<https://www.southampton.ac.uk/>
<https://winchester.ac.uk/>

Apprenticeships

<http://access-southampton.co.uk/apprenticeships/>
<https://www.apprenticeships.gov.uk/?gclid=COrgu4S23-ACFRGgGwodrgEPaA>
<https://amazingapprenticeships.com/>
<https://www.brock.ac.uk/apprenticeships/>
<https://www.eastleigh.ac.uk/school-leavers/qualifications-explained/apprenticeships/>
<https://www.fareham.ac.uk/apprenticeship-vacancies/>
<https://www.southampton-city.ac.uk/apprenticeships/>
<https://www.sparsholt.ac.uk/apprenticeships/>
<https://www.totton.ac.uk/apprenticeships/>

Careers and Employment Vacancies

<https://careerpilot.org.uk/>
www.access-southampton.co.uk
<https://nationalcareers.service.gov.uk/>
<https://login.u-explore.com/Login.aspx>

Curriculum Vitae, Applications and Interviews

<https://nationalcareers.service.gov.uk/get-a-job/cv-sections>
<https://nationalcareers.service.gov.uk/get-a-job/cv-tips>
<https://nationalcareers.service.gov.uk/get-a-job/covering-letter>
<https://nationalcareers.service.gov.uk/get-a-job/application-forms>
<https://nationalcareers.service.gov.uk/get-a-job/interview-advice>
<https://nationalcareers.service.gov.uk/get-a-job/top-10-interview-questions>

If you are interested in contributing to our careers programme, please speak to our Careers Leader Mr Andrew Paterson to identify the most suitable opportunity for you.

Telephone: 02380323111

Email: andrew.paterson@cantell.co.uk

Premises and facilities

The school will make the main hall, classrooms, or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the Faculty Leader for IAG, Work Related Learning and Alternative Provision, a member of the CEIAG team, or member of staff organising the activity.

CEIAG Team

Mr David Gill, Assistant Headteacher

Mr Andrew Paterson (Careers Leader), Faculty Leader for IAG, Work Related Learning and Alternative Provision

Ms Runyararo Mudzamiri, Employability Skills Lead

Ms Kirsty Demuth, Head of Academic Enrichment

Providers are welcome to leave a copy of their prospectus or other relevant literature for the careers and post 16 education area in the Learning Resource Centre. This area is managed by the Careers Adviser. The Learning Resource Centre is available to all students at lunch and break times where they have the opportunity to access further and higher education prospectuses and careers and apprenticeships literature.