

Careers Policy

Policy Reviewed:	Autumn 2024
Next Review:	Autumn 2025

1. Career Responsibility

Brook Sixth Form and Academy is a UTC (University Technical College), our aim is to prepare our students for a STEM career through attaining an Apprenticeships or a place at university. Brook Sixth Form and Academy work with a wide range of providers to ensure our students receive many opportunities to engage with employers and understand the importance of their studies and the relevance of their practical learning by understanding the application in the world of work. We are focused at Brook Sixth Form and Academy to facilitate and promote our Careers Programme, including using independent Careers Advisors (who visit the school at set times) and SLT who are responsible for overseeing the Careers Provision within the school. Every member of staff is aware of the responsibility they play towards building a comprehensive and coherent programme and understands the value of making the careers education explicit, relevant, and dynamic.

2. Purpose and Aims of Careers, Information, Advice and Guidance

At Brook Sixth Form and Academy, we aim to provide an inclusive and effective careers programme for all our students, from year 10 through to year 13. The programme aims to raise student aspirations, broaden horizons, and promote equal opportunities. We work to develop a programme that is an integral part of the academic and wider curriculum to ensure students have a wide range of opportunities to gain appropriate information and guidance, especially at transition points. Students will develop the skills they need to take responsibility for their personal and career development. Our programme is tailored to support all student groups to ensure they enter further or higher education, training, or employment.

3. Delivery and Guidance

Using the [Gatsby Benchmarks](#) of good career guidance, we have designed a detailed (and ever evolving) strategy that ensures all students take part in activities that help inspire and educate them, opening their eyes to the boundless career opportunities that exist in today's ever-changing landscape, and allow them to make informed career choices and decisions.

At all stages students can expect to:

- Access a planned programme relevant to their year group
- Have access to a qualified, impartial, and independent Careers Advisor for personalised advice and guidance
- Recognise their likes, dislikes, influences, strength, and preferences in relation to career decisions
- Have information about the world of work and the changing labour market
- Be given information about further and higher education, training and apprenticeships and employment routes
- Take part in activities which challenge stereotypes and raise aspirations
- Develop skills and qualities to improve their employability
- Develop their enterprise skills
- Develop financial capability skills
- Not have limitations imposed on their aspirations based upon their social, economic, or ethnic background

All students will:

By the end of Key Stage 4:

- Begin to develop an awareness of their individual skills, strengths, and preferred learning styles in relation to Post 16 pathways and future career goals
- Receive Careers information and on-going support from staff
- Experience careers education, focus on their development, labour market awareness, educational pathways, and employability skills, as part of a spiritual, moral, social, and cultural education RHSE programme
- Be offered at least one individual appointment with a qualified, independent, and impartial careers advisor
- Devise an action plan towards their career goals
- Have taken part in employer engagement activities
- Have listened to talks on different careers
- Have been given the opportunity to speak to representatives from various sectors of the world of work
- Have developed financial capability skills
- Have produced and reviewed a CV
- Have written a formal covering letter
- Be offered the opportunity to take part in taster days/sessions
- Have visited or spoken to representatives of further or higher education institutions, such as universities or colleges
- Be given the opportunity to take part in work experience

By the end of Key Stage 5:

- All students receive individual support for destination choices for University and Apprenticeship choices and applications. Students unclear will be offered at least one individual appointment with a qualified, independent, and impartial careers advisor
- Participate in an enrichment programme focussed on personal development
- Develop independent research skills
- Meet university representatives
- Have the opportunity to meet apprenticeship providers
- Be given the opportunity to visit universities
- Have the opportunity to take part in an employer-led project.

- Receive information on higher education taster days, technical and apprenticeship routes
- Understand the UCAS application process and be able to research different universities and courses using online resources
- Receive information and support with planning for university, work, and training
- Write a personal statement for UCAS, apprenticeship or job applications

Students will also be offered bespoke opportunities throughout the school year, which may include; school trips, careers fairs, workshops, carefully selected inspirational speakers and lifelong learning, all of which are aimed at enabling a full rounded education and experience of potential future careers.

4. Monitor, Review and Evaluation

All our year 13 students achieve an appropriate destination through the continuous support and monitoring through KS5. Our evaluation of the success of our programme can be seen through the destinations of our students. Students are supported during results week and individually mentored to enable them to make any necessary changes to their choices if necessary. Students are supported and Brook Sixth Form and Academy stay in contact with all students until their destination place has been secured. The impact of Brook Sixth Form and Academy's career programme on the students is that excellent, suitable, and appropriate destinations are gained at the end of their courses. We constantly update and evaluate our programme which enables us to make sure that we provide the most relevant, up-to-date, and inclusive programme for all our students.

Provider Access Policy

In accordance with the requirements of the statutory guidance, 'Careers Guidance and Access for Education and Training Providers' (October 2018) and the obligations placed upon schools by section 42B of the Education Act 1997, this policy sets out Brook Sixth Form and Academy Sixth Form and Academy's arrangements for managing the access of education and training providers to students at the school.

Management of Provider Access Requests

Access procedure

A provider wishing to request access should contact Claire Bannister, CEIAG Coordinator

Phone: 0203 773 4670 or email: c.bannister@brooksixthform.com

Opportunities for Access

- We continually seek to build partnerships with outside agencies, to broaden our students' horizons and to provide them with exposure to a range of educational and career pathways
- We would encourage providers to contact Claire Bannister to find a suitable event to access students.
- We run a wide range of careers and destination events throughout the year, and we have the capacity to offer ad-hoc events.
- We welcome interest from Businesses, Further Education and Higher Education providers who would like to participate in our Careers and Destination programme.

Facilities

- The school can offer a variety of spaces for use by providers
- Audio-visual equipment is available
- Providers are welcome to leave copies of prospectuses, or other relevant literature for distribution
- Presentation can be uploaded to internal student areas, following events

Curriculum Model

Careers education is delivered through subject areas, in the RSHE and Destination programmes, in form time activities, via assemblies, workshops, and whole school activities.

Partners

We work with a range of organisations from the further and higher education sectors, training providers and apprenticeship providers. We also have links with a wide and evolving range of businesses in varied sectors. We bring workplace representatives into school to provide workplace relevance to our careers activities and to support our vocational teaching. We have strong relationships with businesses, both local and national, and we actively seek working with more employers. We have developed strong links with organisations and work with them to promote social mobility and university access.

Resources

At Brook Sixth Form and Academy, we have a dedicated careers area on our school network for students, in their year groups, so we can target the correct information to the students at their relevant stage. Our bespoke Destination programme, for our Year 13 students supports their university choices and application process and support for selecting and applying for apprenticeships.

<https://compass.careersandenterprise.co.uk/survey/174318/print>

Technical Education and Apprentice Provider Access Policy

Baker Clause 2023

As a UTC, a University Technical College, Brook Sixth Form and Academy actively promotes access for all students to technical education and apprenticeship provider access. 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 and the Skills and Post-16 Education Act 2022.

Student entitlement All students in years 10-13 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 options 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.

Management of provider access requests.

A provider wishing to request access should contact the Assistant Principal via the following: Telephone: 020 3773 4670; Email: c.bannister@brooksixthform.com or office@brooksixthform.com

Opportunities for access

Events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak and work with the students.