



Birchwood PRU

Careers Education, Information, Advice & Guidance Policy

Context

Birchwood is a Pupil Referral Unit and placement facility for young people from Years 7 through to Year 11. Students study towards recognised qualifications and may re-join local schools or progress to appropriate post 16 provision (such as colleges, sixth form or training providers).

Introduction & Objectives

Schools have a statutory duty to provide pupils in years 8-13 with impartial careers guidance. Please refer to:

<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

It is our aim that whilst pupils are educated at Birchwood PRU, they continue to have access to CEIAG (as if they were accessing mainstream education). It is our belief that personalised and supportive guidance plays a key role in ensuring that pupils move on to suitable and sustainable post 16 options. Effective CEIAG raises aspirations, encourages participation in further education, supports pupil's academic progress and promotes equality of opportunity.

We intend to achieve this by:

- Providing all pupils, particularly those at key decision making points i.e Year 11, with access to individual and personalised information, advice and guidance.
- Ensuring that parents/carers are included in discussions regarding pupil's future options and are given opportunities to meet with relevant staff members and post 16 education providers, as appropriate.
- Ensuring that all pupils have access to CEIAG that is impartial, and are presented with the wide range of post 16 options.
- Supporting pupils to explore their future options, taking into full consideration their individual needs. This could be achieved through a number of one-to-one interactions, visits and meetings with post 16 education providers, liaison with the local authority and SEN department.
- Continuing to provide support to pupils upon completion of year 11, to ensure successful transition to a post 16 destination. Pupils can be supported for as long as required and staff will make necessary referrals for ongoing support where applicable and the pupils/parents/carers are in agreement i.e. Early Help Services.

Staffing

The Head Teacher has overall responsibility for careers education, information, advice and guidance.

The PRU provides all pupils with access to a Level 6 qualified Careers Guidance Adviser, pupils can access the Careers Adviser when required and there is no limit to the number of interactions.

Pupils are also supported, if appropriate, to attend meetings/visits with colleges and training providers by the PRU staff (Attendance & Welfare Officer, Careers Adviser, Teaching staff).

Interventions

- All KS4 pupils meet with the Careers Adviser and receive personalised guidance. There is no limit to the number of interactions pupils can have. Students are also supported with interview preparation, CV and cover letter writing and job/apprenticeship searching.
- KS4 pupils are given opportunities to meet with local training providers. This can be through talks at the PRU, or visits to the providers. Visits are usually arranged on an individual basis and, where possible, with the support of staff from the PRU.
- Enquiries have been made with a local work experience provider regarding the engagement of their services from September 2018 onwards for pupils in KS4.
- Open evenings. Providing parents with opportunities to discuss post 16 options with the Careers Adviser.
- All pupils engage with group sessions delivered by the Department for Work and Pensions. topics include Digital Footprint and Apprenticeships.
- Year 11 pupils have the opportunity to meet with the Apprenticeship Ambassador from KCC and are offered information and advice on how to seek an apprenticeship and what they entail.
- Relevant topics covered in PSHE i.e. interview skills. LMI, CV writing

Curriculum

Pupils access core curriculum subjects (English Language, Mathematics and NCFE qualifications such as Health & Fitness, Equality and Diversity, Food and Cookery and Finance,). At times Engagement Programmes offered by external providers may also be offered to develop practical skills and access other provision, these are available for identified pupils across all year groups.

Review

Issued: May 2020

Policy approved by: Management Committee:

Date to be reviewed: