



Dame Alice Owen's School
The Dame Alice Owen Foundation - 1613

CAREERS AND WORK-RELATED EDUCATION (CWRE) and INFORMATION, ADVICE AND GUIDANCE (IAG) POLICIES (including the Provider Access Statement) (Statutory Policy)

Policy agreed by the Governing Body

Curriculum Committee

To be reviewed

(To be reviewed every 2 years)

May 2023

Summer 2025

To be monitored by the Governing Body Curriculum Committee

Introduction

This policy statement sets out the school's arrangements for delivering Careers Education, Information, Advice and Guidance (CEIAG). This complies with the school's legal obligations under the Education Act 2011, and meets statutory guidelines as published in the DfE document "Careers guidance and access for education and training providers" dated October 2018. This policy is also in line with the more recent Skills and Post-16 Act 2022, which came into force on 1 January 2023. It explains that our school must provide a minimum of 6 encounters with technical education or training providers to all students in years 8 to 13. For more detail on these encounters, see our provider access policy statement, which you can find below.

Objectives:

The objectives of the Careers Education, Information, Advice and Guidance policy are as follows:

1. To ensure that all students at the school receive a stable careers programme
2. To enable all students to learn from information provided by the career and labour market
3. To make it clear that the CEIAG programme should be individual and address the needs of each student
4. To link the curriculum learning to careers learning
5. To provide students with a series of encounters with employers and employees
6. To provide students with experiences of workplace(s)
7. To ensure that students have a series of encounters with further and higher education
8. To provide each student with the opportunity to receive personal guidance

Providing access to employers and providers of a wide variety of opportunities

At Dame Alice Owens we seek to give students a Window to the World, it is part of the Owens Way. We go beyond the statutory requirement to give students a window to the world of work, and to the variety of opportunities that they have beyond the academic offer made at our school.

Schools are required to give students the opportunity to find out more about the wide range of technical, vocational, training and employment opportunities. We are also asked to give all students personal experience of workplaces. In both cases we go beyond the statutory requirements.

Encounters with a variety of providers

At Owens' we appreciate that students may seek, at the end of any key stage, to take a different path. Our curriculum is ambitious and academic, and we are extremely proud of our offer. However, there are opportunities at 14, 16 and 18 which may be enticing to students, and it is important that they know about them. Sharing these opportunities is part of our careers and work-related learning guidance.

The statutory expectation is that students will have six opportunities to find out about the variety of paths available to them. These opportunities should be during the school day, and should be substantial; students should have the opportunity to ask questions and check whether the offer is suitable to them. Experiences should be meaningful, and we use the 'making it meaningful' [resources](#) to quality assure this. Opportunities should be spread out throughout the student's time in the school, two per key stage.

We seek to go beyond the statutory expectations here too, and so beyond these opportunities students are invited each year to attend the Careers week lunchtime lectures, where 12 or more speakers, from a variety of careers, speak with students about the route they took. These are not compulsory, so we don't count them towards the encounters here. However, all students from Year 9 are taken each spring term to our careers fair where they have the opportunity to speak at length with a variety of providers, and to assess their suitability and make early connections with employers. Further to these opportunities within school, outside of the school day, students and families are invited to our apprenticeship evening where they can hear from alumni who have had positive experiences of the route, and obtain support in applications. We also share information with parents and students of external careers fairs and events.

Policy states that at Key Stage 5, opportunities should be attended on a voluntary basis, as students may have already secured their path which, in most cases at Owens', will be the university route. However, we have decided to go beyond the statutory expectation and make the opportunities compulsory. Students may choose a higher apprenticeship after their degree, or they may decide that their degree is not a good fit for them and so may wish to seek alternatives. Having had a recent experience of a path that they may have previously discounted may prove vital in finding their next steps, even after they have left our school.

Providers

Providers who have recently visited the school to speak to year cohorts include EY, Barnet College, Elstree Screen Arts, and Harrow College.

We welcome approaches from new providers who should contact our careers lead, Abigail Stein, via steina@damealiceowens.herts.sch.uk or on 01707 622867 for more information about getting involved with our school.

Destinations

We are proud to share the recent destinations of students who have gone on to secure paths with a variety of providers, including in recent years

At 16+ - Oaklands College, Barnet College, Herts Regional College, Elstree Screen Academy UTC

At 18+ - PWC, Civil Service apprenticeship at HM Treasury, EY

2023 Offer

Year	Statutory Offer	Additional Opportunities
8	Visit from SKY Studies Elstree in May	Learning for life covering early career planning
9	Visit from Barnett Southgate College in January	Careers week - lunchtime lectures Careers Fair - compulsory attendance
10	Visit from a Barnett Southgate College in January	Window to the world of work, shadow day, summer term Careers week - lunchtime lectures Careers Fair - compulsory attendance
11	Visit from Harrow College in October 2022	Work experience week Careers week - lunchtime lectures Careers Fair - compulsory attendance
12	Degree Apprenticeship visit from EY in February, to all	Apprenticeship evening, summer term Window to the world of work, work shadowing 2-day experience, summer term Careers week - lunchtime lectures Careers Fair - advised attendance
13	Higher apprenticeships visit in October, for all	Careers week - lunchtime lectures Careers Fair - advised attendance

Experience of workplaces

Students are entitled to spend time, both before they turn 16 and before they turn 18, getting first-hand experience of the workplace. We have introduced a third opportunity to allow students to take a longer immersion into the world of work before embarking on their A levels or other post 16 study.

Our experience of the workplace offer is:

1. Year 10 Window to the world of work day

Students are all expected to spend a day in a place of work. In most cases, this will be a work shadowing experience. Students are encouraged to observe interactions and organisation within the workplace, as well as getting a sense of the way employees organise their time and other resources during the working day.

2. Year 11 work experience week

All students are encouraged to secure work experience in the week after the GCSE contingency date has passed. Students at this stage may have a clearer picture of their own career hopes, and in many cases students secure work experience related to their intended field of study beyond school

3. Year 12 Window to the world of work - 2 day work shadowing experience

At the end of Year 12, most students have a clearer plan for their future, and are starting to bring together their academic learning with that which is done outside of the classroom. Two days of immersion into the world of work, wherever possible in a field related to their next steps, allows students to secure their decisions and demonstrate their commitment to the field. All students undertake a two-day work placement experience in June of Year 12

Complaints:

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

DAME ALICE OWEN'S SCHOOL



PROVIDER ACCESS STATEMENT

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. This complies with the school's legal obligations under Section 42B of the Education Act 1997. This policy is also in line with the more recent Skills and Post-16 Act 2022, which came into force on 1 January 2023. It explains that our school must provide a minimum of 6 encounters with technical education or training providers to all students in years 8 to 13.

Aims

Our school aims to ensure that all students in years 8-13 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 a variety of events including the Careers Fair;
- to understand how to make applications for the full range of academic and technical courses.

For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase' (Year 8 to 9) and two encounters for students during the 'second key phase' (Year 10 to 11). For students in the 'third key phase' (Year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for students to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers;
- explain what career routes those options could lead to;
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and students from the provider);
- answer questions from students.

Meaningful provider encounters

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students. Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our students.

Management of provider access requests

Procedure

A provider wishing to request access should contact Ms A Stein, Head of Careers
Telephone: 01707 622867; Email: steina@damealiceowens.herts.sch.uk

Granting and refusing access

We will always try to provide access wherever possible.

Access to students may be granted / refused based on the following criteria:

- the needs of the students
- the needs of the curriculum
- Timing of request (eg. not during busing exam / assessment periods)
- Timing of the school day
- Nature of request from the provider
- Number of requests received from providers
- Number of requests received for a particular cohort of students
- Quality of previous interactions with our students

This list is not exhaustive and each access request will be considered on a case by case basis.

Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy. Please ensure that this policy is accessed and read before requesting access. This policy can be found on the school's website.

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 for support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Library which is accessible during break or lunchtime or the main library which is managed by the school librarian. Online resources or links are welcome for the school's Careers Google site.

Opportunities for access

The school offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to students or their parents or carers. These events will vary slightly each year depending on provider availabilities.

	Ongoing	Autumn	Spring	Summer
Year 8	<p>For years 7-11, there is a timetabled carousel of Personal, Social, Health & Relationship Education (PSHRE) activities delivered on a weekly basis.</p> <p>The Careers curriculum is embedded in the 'Wider World' strand.</p>	Assembly opportunities: Women in STEM	Assembly opportunities	<p>Presentation from Sky Studios</p> <p>PSHRE carousel: Starting your career journey</p>
Year 9		Assembly opportunities and lunchtime lectures	<p>Presentation from ESA (formerly Elstree UTC)</p> <p>KS4 Options evening</p> <p>Careers Talks Week</p> <p>Careers Fair</p> <p>PSHRE carousel: Exploring jobs and opportunities; Entrepreneurialism and self-employment</p>	Assembly opportunities and lunchtime lectures
Year 10		<p>Promotion of Tasters, enrichment and extra-curricular opportunities run by external training providers and employers</p> <p>Assembly opportunities and lunchtime lectures</p>	<p>Presentation from Barnett Southgate College</p> <p>Careers Talks Week</p> <p>Careers Fair</p> <p>PSHRE carousel: What career for me?</p>	<p>Unifrog launch</p> <p>Morrisby Test and individual debrief session</p> <p>Personal guidance interviews[1]</p> <p>Work Shadowing day</p> <p>Assembly opportunities and lunchtime lectures</p>

Year 11		PSHRE carousel: Choices after GCSE; Work experience. KS5 options Personal guidance interviews Assembly opportunities and lunchtime lectures	Presentation from ASK Apprenticeships Careers Fair Careers Talks Week Promotion of Tasters, enrichment and extra- curricular opportunities run by external training providers and employers	Support to undertake work experience after GCSE exams Results day support
Year 12	Futures Sessions For 6th form students there are timetable sessions to discuss their next steps, an introduction to University and alternative pathways	Assembly opportunities Introduction of Careers resources available. Study skills	Assembly opportunities Preparation for HE Careers Fair Careers Talks Week Presentation from ESA regarding HE provision	Assembly opportunities Registration for UCAS Promotion of Tasters, enrichment and extra-curricular opportunities to encourage exploration of future options. Presentation by Lancaster University
Year 13		Application to University/Art Foundations/Music Conservatoire. Apprenticeship presentation from EY	Careers Fair Careers Talks Week	

NB: For years 7-11, there is a timetabled carousel of Personal, Social, Health & Relationship Education (PSHRE) activities delivered on a weekly basis. The Careers curriculum is embedded in the 'Wider World' strand.