

LAUNCHPAD



St Helens Alternative Provision Service
(Encompassing the 3 PRU Bases; PACE, Launchpad Tuition and
Launchpad Alternative Education)

**Careers Education, Information, Advice &
Guidance (CEIAG) Policy 2022 (including
Provider access statement)**

Vision

To provide a high quality, personalised educational experience that meets learners' needs and leads to success for all.

Mission

A positive and inclusive community where young people are encouraged to achieve high standards of progress and succeed in a supported, safe environment.

Our Values / Principles

Individuals Aspirations Raised
New Experiences
Safety and Support
Personalised Programmes
Individuals Feeling Valued
Respect
Excellence in Learning

Approved by: PRU Management Committee **Date:** 16th March 2022

Last reviewed on: 15/03/2021

Next review due by: March 2023

CAREERS EDUCATION, INFORMATION, ADVICE & GUIDANCE (CEIAG)

The Launchpad Alternative Provision Service encompassing KS3, KS4, Tuition and Alternative Education providers is passionate about providing a high quality and progressive CEIAG programme for all students referred from mainstream school in Years 7 to 11.

At Launchpad we believe a robust careers programme plays a major part in preparing students for a successful and rewarding future. It helps to avoid disengagement, puts school learning into a wider and more relevant context, and raises aspirations.

We are keen to work in accordance with the Government's recommendation that "*all schools should work towards a quality award for careers education, information, advice and guidance as an effective means of carrying out a self-review and evaluation of the school's programme.*"

We collaborate with **Career Connect to support Launchpad's CEIAG programme.**

Career Connect is a charity whose mission is to drive social mobility by enabling more people to access and succeed in education, training and employment. Career Connect hold the matrix standard for careers and are passionate about providing high quality independent careers advice, bridging the gap to learning and employment and better life chances for young people and adults.

Our qualified careers advisers Jo Patten and Leanne Morrey support, inform and inspire students so that they are able to make well informed and realistic decisions about their future. They work primarily with Year 11 with their final preparations towards Post 16 Education and we have designed a programme to ensure all students at each Key Stage have access to Career Connect support. Joanne is available to support parents with information about local career pathways and study options:



Joanne Patten
Careers Adviser
M: 07817 223 102
E: joanne.patten@careerconnect.org.uk
<https://connectedu.org.uk/>
www.careerconnect.org.uk

Our CEIAG programme is guided by the Gatsby benchmarks for ensuring best practice.

What are Gatsby Benchmarks?

The Gatsby Benchmarks were set up by the Gatsby Charitable Foundation and have brought together the best national and international research to ensure high quality CEIAG provision.

The eight benchmarks are a framework for good career guidance developed to support schools in providing students with the best possible careers education, information, advice, and guidance.

Outline of the Gatsby Benchmarks and how we implement them across the Launchpad Service

1. A stable careers programme

Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.

Tracey Harvey, Teacher in Charge at Launchpad KS4 is Launchpad's dedicated Careers Leader. Tracey has coordinated a careers programme together with Senior Management and staff across the service in partnership with Career Connect.

We continually evaluate our CEIAG programme through consultation with parents and students at review meetings, key worker sessions and following career related activities and group sessions.

Senior Management and all teaching staff have responsibility to contribute to CEIAG within their designated roles.

The following programme has been set up to show what students can expect from their CEIAG education in each year group:

Year 7/8/9	<ul style="list-style-type: none">• 4 x careers lessons programme over 4 weeks
Year 10	<ul style="list-style-type: none">• 4 x careers lessons programme over 4 weeks• Careers as focus within the wider curriculum particularly through PSHE• Provide good quality information on labour market opportunities and future study options
Year 11	<ul style="list-style-type: none">• At least one personal guidance session with the career's adviser each term• Personal Action Plan• Information on Open Days at colleges provided• Vocational experience may be offered• Careers as focus within the wider curriculum particularly through PSHE• Visiting speakers / enterprise visits• College/ University visits• Provide good quality information on labour market opportunities and future study options

2. Learning from career and labour market information

Every pupil, and their parents, should have access to good-quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.

The Tuition service organise a yearly marketplace event for parents to collect information from outside agencies, helping them support their children with career decision making.

We work with Career Connect to explore growth sectors in the region, St Helens specific LMI and to raise awareness of opportunities in the current labour market. We prepare student for these experiences via group sessions, key worker sessions and Career Connect group and personal guidance interviews.

3. Addressing the needs of each individual pupil

Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout.

The career's adviser provides person guidance to each pupil in Year 11 with a focus on ensuring an appropriate September Guarantee offer. The nature of the person-centred approach with individuals is crucial to challenging myths, stereotypes and raising individual aspirations. The careers adviser provides a personal action plan following each personal guidance session. Copies are kept at the relevant centre and are accessible to students.

Keyworkers may liaise with the careers adviser where Year 11 students require additional support on a referral basis.

The careers programme is designed to meet the individual needs of students. It is differentiated and personalised to ensure progression through activities that are appropriate to the students individual stage of career learning, planning and development.

We have high aspirations for our most disadvantaged students and ensure targeted support through multi-agency working.

The careers adviser liaises closely with the virtual school careers adviser, the NEET Prevention Officer from St Helens Local Authority and any other appropriate professionals to ensure work is not duplicated and support is targeted.

We work to ensure extra transition support is in place for our most disadvantaged students who are LAC, receiving social care intervention, children with SEND and students with complex mental health or health needs.

We collect and monitor destination data for past students to better understand the needs of current students, what works and where there are pathways with low take up and evaluate this to inform our CEIAG programme.

We work closely with Career Connect to monitor and support early identification of potential NEET young people who require continued support to ensure timely referrals to appropriate agencies.

4. Linking curriculum learning to careers

All teachers should link curriculum learning with careers. For example, STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.

All teaching staff link their subjects to real life examples and how it relates to different careers. Students are made aware of the importance of core subjects in particular to support a broad knowledge base and a sound basis for a wide variety of career pathways. This is further enforced through the Life Skills, Business and the PSHE curriculum.

Launchpad provides a range of opportunities which encompass vocational sectors including catering, construction, sport and horticulture, naturally linking education and industry.

5. Encounters with employers and employees

Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.

Through the Life Skills, PSHE, Business curriculum, vocational curriculum and Career Connect group sessions, pupils learn about what skills employers value in the workplace.

Students are also supported by targeted work within PSHE, where students have the opportunity to produce their own CV's, research and explore a range of careers as well as develop individual employability skills.

We are currently building relationships with different enterprises to support our students to have at least one meaningful encounter with an employer or employee in Year 10 and 11. We are exploring working with our Careers & Enterprise Company and to make links to an Enterprise Adviser to connect to the labour market. Job Centre Plus Support for schools programme is also being developed.

Students are supported to attend yearly careers and skills fairs run by the local St Helens Chamber of Commerce.

6. Experiences of workplaces

Every pupil should have the opportunity to have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks

Due to the complex needs of some Launchpad students, it is difficult to arrange work experience placements however, when possible, we can arrange a variety of direct experiences via employer visits or through the vocational alternative providers. Students can gain a realistic idea of workplaces through their vocational curriculum.

7. Encounters with further and higher education

All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.

We arrange a variety of visits to different colleges in the local area. These visits range from tours of the building to taster sessions where pupils can experience different subjects first-hand.

We have a well-established programme of College and University visits.

We use a range of trusted digital resources to signpost students to relevant information and to help them understand and make sense of the full range of options available.

The careers adviser provides an annual list of local college and Sixth Form open evenings which is displayed and promoted to all students and parents.

The careers adviser makes students aware of the full range of post 16 options in a way that is non-bias and with a focus on what is best for the individual student. This includes study programmes, traineeships, further education BTEC's, technical levels, apprenticeships, advanced technical training, sixth form and university.

Key workers and the careers adviser ensure students are made aware of the implications of their educational choices on potential future pathways.

We welcome post 16 and post 18 providers to promote their offer to our students. Please refer to our access statement below for further details.

8. Personal guidance

Every pupil should have opportunities for guidance interviews with a careers adviser.

All Year 11 students have regular contact with the qualified careers adviser. Students who need extra support will be allocated extra time with the careers adviser until they have decided on their next steps.

The careers adviser is committed to supporting students to evaluate their careers learning, assess own skills and abilities, explore the opportunities available and reach an informed decision. The careers adviser is passionate about empowering students to take an active role in their own career planning and helping them to navigate the necessary transitions effectively.

We ensure the careers adviser uses appropriate documents including EHCP's, Personal Education plans and Pathways Plans to inform guidance with students.

Launchpad School: Provider Access Policy Statement

Introduction

This 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.

Pupil entitlement

All pupils in Years 8 to 11 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

Procedure

A provider wishing to request access should contact Tracey Harvey, Teacher in Charge and Careers lead:

01744 673351 traceyharvey@sthelens.gov.uk

Opportunities for access

We are a flexible service who welcomes providers to come into our school to speak to pupil's, parents and carers. Please speak to Tracey Harvey to identify the most suitable opportunity for you.

Premises and facilities

Launchpad will make classrooms, communal areas 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 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 at the teaching bases so they are available and accessible to all students.