



The **GALLERY TRUST**

A community of special schools

# Work Related Learning and Provider Access Policy

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As of January 2023, legislation around Provider Access has changed (<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>).

We currently offer a wide careers/employability skills curriculum which teach pupils key skills they'll need to contribute to their local communities as adults.

In line with the additional requirements to provide students with at least 2 encounters with technical education providers in years 8-9, 10-11 and 12-13 we are currently updating our PSHE curriculum to ensure these are integrated into our educational offer.

This policy will be further added to once the curriculum updates are complete.

## Provider Access Policy Statement and Work Related Learning Policy Statement

### Introduction

This policy sets out the school's arrangements for managing access to information, providers, training providers, education and employment information. This complies with the school's legal obligation under section 42B of the Education Act 1997. It also outlines our school policy on preparing students for their life beyond Bardwell e.g. how we prepare them to access the world of work, further education and apprenticeships.

### Aims

The aims of Springfield's Work Related Learning Policy are:

- To provide a relevant and engaging **Work Related Learning** curriculum that meets the differing needs of our pupils.
- To ensure that all students gain the confidence, skills, knowledge and experience required to manage their own career progression.
- To ensure pupils know where to look for opportunities and who to ask for assistance if required.
- To give students an insight into the labour market and develop the key skills they need to access it
- To provide impartial information on post-16 options
- To ensure all pupils have access to a careers education that includes employability skills, self-awareness of their skills and interests, exploring options and an understanding of education, training and employment routes. This includes developing transferrable skills that are desired by employers such as teamwork, resilience, problem solving and CV writing skills
- To enable pupils to make plans for the future, manage their transition and develop coping strategies to deal with the changes

### Context and pupils' entitlement

At Springfield, we recognise that our pupils will all have different pathways once leaving and we provide opportunities for pupils to explore these options.

Common pathways for our pupils include:

- Further education – college and residential colleges
- Supported living – residential care settings, semi-independent living
- Independent living
- Employment – supported employment, voluntary employment, paid employment, supported internships, apprenticeships, supported apprenticeships
- Use of care services – such as day care settings

The provision at Springfield is bespoke to individual students needs with their next destination in mind. Consideration of the amount of support a student requires and the appropriate time for this support to be implemented is a shared decision between the careers lead, teachers, the student and their family.

In line with The Department for Education Act 1997, sections 42A and 45A, all students at Springfield from year 8 to year 11, are entitled to the following:

- Impartial and independent careers advice that signposts a range of pathways. This will be adapted to the individual pupils needs.
- At each transition point, information on further education, qualifications and apprenticeships available. This includes access to local providers to ensure they know what each of these offers. This will be adapted to the individual pupils needs.

- Support which enables them to make applications to a range of courses. This will be adapted to the individual pupils needs.
- Encounters with employers (at least once a year from year 7-11).
- A Careers lead at the school responsible for delivering the careers programme.
- An EHCP outcome linked to transition from year 9 onwards.
- Their careers and enterprise journey recorded in a format that is accessible to them.

### **Roles and responsibilities**

At Springfield, we have an identified careers lead who is responsible for overseeing our careers offering. The careers lead is responsible for ensuring that all pupils receive their entitlement (see above), overseeing transition for pupils and managing the whole school approach to careers and transition information. The career lead is responsible for overseeing the careers programme but they work closely alongside class teachers, external providers and a careers adviser to deliver this to pupils.

### **Provider Access Requests**

Any providers wishing to request access to the school should contact the school office on: [office.7012@springfield.oxon.sch.uk](mailto:office.7012@springfield.oxon.sch.uk) or call the school on: 01993.862.976. The information will be passed to the current careers lead who will then decide what is best to do with this e.g. sharing any literature with teachers and pupils, inviting them in to do talks, etc. The careers lead will ensure appropriate materials reach individuals and their families.



## APPENDIX 1 - Career programme at Bardwell School - Students guide

In the future you will be leaving Bardwell, to ensure you're ready for being an adult, we teach you a number of skills to help you in the future.

When you leave, there are lots of options open to you. This includes the following:

- Further education such as going to a college. You will have choices about the type of course you want to do. You can choose what interests you/what you'd like to learn about. Some colleges do day courses whilst others, called residential colleges let you move in. This means you will live there during term time, eating all your meals there and sleeping there too.
- You might move into a house where people help you look after yourself, these are often called residential care settings.
- You might move into semi-independent living. This means you will have your own space to live and you will look after yourself but someone will be available to help you if you get stuck or need a little bit of help each day.
- You might live on your own. This is called independent living.
- You may stay living in your family home.
- You might go on to get a job. There are lots of different types of employment you might go into, for example, you could get a paid job, you might do a voluntary job (this means you do not get paid). You may also get a job that involves working whilst you learn how to do this job, examples of this include: supported internships, apprenticeships and supported apprenticeships.
- You might access a range a care service. An example of this is a day care center where you'll go each day. Often these centers organise activities in the day to keep you busy.

To make sure you're ready for this, we do the following:

Early Years, Key Stage 1 and Key Stage 2	Our curriculum supports you to develop a range of key skills you'll need in later life. This includes fundamental skills, maths and communication skills and life skills. There is also a focus in PSHE on developing your life skills so you're best prepared for life outside of Bardwell.
Key Stage 3	<p>The work started in the early years is continued in KS3. In addition to this, the following opportunities are also offered:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> You will focus more on your employability and independence skills.</li> <li><input type="checkbox"/> You will get individualised targets based on what you need to learn and what you want to do as an adult</li> <li><input type="checkbox"/> You will be given personal careers advice/guidance</li> <li><input type="checkbox"/> At your EHCP meeting, you and your family will be asked to think about the future and discuss options</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> You will be given an EHCP target linked to transition</li> <li><input type="checkbox"/> You will have the opportunity to gain experience in work, these opportunities will be both onsite and offsite</li> <li><input type="checkbox"/> You will take part in enterprise lessons</li> <li><input type="checkbox"/> You will have contact with employers, colleges and HE settings</li> <li><input type="checkbox"/> You will be encouraged to review what skills you have and where appropriate, do some work on CV's and interview skills</li> <li><input type="checkbox"/> There will be more off-site learning experiences, which will increase your knowledge of the world</li> </ul>
Key Stage 4	<ul style="list-style-type: none"> <li><input type="checkbox"/> You will focus on your employability and independence skills</li> <li><input type="checkbox"/> You will get individualised targets based on what you need to learn and what you want to do as an adult</li> <li><input type="checkbox"/> You will be given personal careers advice/guidance</li> <li><input type="checkbox"/> During your 'pathways' lesson, you will be encouraged to research, explore and visit a range of next destinations</li> <li><input type="checkbox"/> At your EHCP meeting, you and your family will be asked to think about the future and discuss options</li> <li><input type="checkbox"/> You will be given an EHCP target linked to transition</li> <li><input type="checkbox"/> You will have the opportunity to gain experience in work, these opportunities will be both onsite and offsite</li> <li><input type="checkbox"/> You will take part in enterprise lessons</li> <li><input type="checkbox"/> You will have contact with employers, colleges and HE settings</li> <li><input type="checkbox"/> You will be encouraged to review what skills you have and where appropriate, do some work on CV's and interview skills</li> <li><input type="checkbox"/> There will be more off-site learning experiences, which will increase your knowledge of the world</li> </ul>

Everything we teach you will be based around you. We will make targets that suit you and focus on getting you ready for life outside of Bardwell.

If you'd like more in depth information about careers at Bardwell, please see Bardwell's Career Policy Statement Including provider access statement. You can also find more information about what we teach at Bardwell in our curriculum documents.

A member of the teaching team will be happy to explain any of this information to you if you'd like help understanding it further.