



## Information, Advice and Guidance Policy

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## Rationale

- 1 Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned programme of activities supports them in choosing 14 – 19 pathways that suit their interests and skills and inspire them to consider a range of career pathways to help ensure sustained employability throughout their working lives. Careers information, advice and guidance is a central part of our whole school ethos and Sixth Form motto of *Fulfilling Potential: Inspiring Minds*, in which we support all students to achieve their life goals.

## Commitment

- 2 Alderbrook School and Sixth Form is committed to providing our students with a programme of careers information, advice and guidance (IAG) for all students in Years 7-13. We do this directly through our Life Ready Programme (*Appendix 1*) and Careers Week and indirectly, through all our work with young people. The Life Ready Programme (Solihull) is based on evidence from the Gatsby Foundation and the Confederation of British Industry. The shared vision of the Life Ready Programme is that ‘students leaving Alderbrook will have the skills, knowledge and dynamism to reach their full career potential, to meet the needs of employers and to contribute to the economic growth of the borough’.
- 3 We commission independent, impartial advice and guidance for students in Years 8–13. The primary focus is on Years 11-13, but students in Years 8-10 will benefit from this service in assemblies, Life Ready Days, GCSE option evenings and Parent Consultation Evenings. Students in KS4/5 who are disadvantaged (in receipt of 16-19 Bursary/Pupil Premium/CLA) or those who have an EHC plan or statement are given priority when scheduling the one to one appointments.
- 4 The school also targets those on any alternative provision, intervention programmes or who are referred by Pastoral or the Senior Leadership Team.. As part of the DfE Post 16 Programme of Study, Alderbrook grants one week of work experience in Year 12 (*Appendix 2*).

## Aims

- 5 This careers Information, Advice and Guidance Policy has the following aims:
  - to contribute to strategies for raising achievement, especially by increasing motivation and aspiration
  - to support inclusion, challenge stereotyping and promote equality of opportunity
  - to encourage participation in continued learning including Further Education and Higher Education
  - to develop enterprise, employment and citizenship skills
  - to reduce drop out from and course switching in education and training
  - to contribute to the economic prosperity of individuals and communities
  - to meet the needs of all our students through appropriate guidance
  - to focus students on their future aspirations.

## Roles / Responsibilities and Accountability

- 6 All staff contribute to careers information, advice and guidance through their roles as tutors or subject teachers. Specialist sessions are delivered by trained staff or outside agencies. The Headteacher has an overall responsibility for the provision of careers education, with the day to day running of provision managed by the Assistant Headteacher: Director of Sixth Form & IAG with significant input from the Deputy Headteacher: Wider Curriculum.

## Student Entitlement

- 7 By the end of KS5 students will:
- have produced at least one personal careers action plan
  - have completed a CV by Year 11 and have a Life Ready Portfolio (*phased in 2016, Year 7*)
  - be able to effectively apply for the next stage of their education/employment
  - be able to access a variety of sources of information about careers
  - have applied for and completed Work Experience or other work related activities
  - be able to outline their rights and responsibilities at work including Health and Safety and Equality
  - have gained interview skills and practice. This will include in Year 10 with volunteers from the local business community as part of 'Thinking Futures', and during Year 11 with an independent careers adviser and/or senior member staff for Post-16 courses. In Year 13 all students are given the opportunity to practice their interview skills with Newman University, and Oxbridge candidates get additional support through practice with the Deputy Headteacher: Curriculum, Academic Achievement & Progress or the Assistant Headteacher: Director of Sixth Form & IAG.
  - be able to explain the options open to them Post-18, decide upon a course of action and justify their choices rationally.

## Resources and Further Detail

- 8 Careers information, advice and guidance is delivered most explicitly in the curriculum through three 'Life Ready' Days, lessons and visitors during the 'Become Someone' Careers Week, specific Year group assemblies and through an impartial careers advisor commissioned by the school specialising in Post 16 and Post 18.
- 9 This is complemented by a range of organised IAG in-house events. Every autumn the school hosts a Careers Convention – attracting mainly students in Years 10-12 but open to all. GCSE Options Evening, Sixth Form Open Evening and Year 12 Destinations Evening and the Year 13 Student Finance Tour all provide further opportunity for students to learn about their future possibilities and routes open to them and how to access them successfully.
- 10 We have an established careers office and students are encouraged to research the type of careers they aspire to and the qualifications needed using this and online resources such as U-Explore, Plotr and at KS5 Unifrog. Students are welcome to 'drop-in' over lunch and have informal conversations with our careers advisor.
- 11 Within the main school building there is a Post 16 careers notice board which is updated regularly and in Sixth Form areas there are apprenticeships and UCAS/University notice boards

with reference and takeaway resources. Separate Post 16 and Post 18 Careers Newsletters are also sent electronically to all KS4 or KS5 parents once a month with the latest information, important dates for events locally and spotlighting different career pathways.

- 12 Year 11 and 12 students are encouraged to participate in the National Citizens Service (NCS) to enable them to develop their employability skills, self-confidence and social enterprise skills. We host assemblies to introduce students to this service and are recognised as an NCS 'Champion' school
- 13 Many individual department subject areas organise trips / workshops for students in Years 7-13 that provide insight into careers within that subject and allow students to work with professionals. In Years 10-12 these trips also target specific careers events eg: Solihull Apprenticeship Show and HE Exhibition.

### Links with other Policies

- 14 This policy supports and is underpinned by key school policies including those for PSHCE, Teaching and Learning, Assessment and SMSC. Through our school ethos and learning both within and beyond the classroom, we provide opportunities for students to develop the skills, knowledge, understanding, characteristics and attitudes they need to be active and employable citizens.

### Equality and Diversity

- 15 Careers information, advice and guidance is provided to all students and provision is made to allow all students to access the programme on offer. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

## Appendix 1: The Life Ready Framework

### Gatsby Benchmarks: Alderbrook School

<b>Benchmark 1: a stable careers programme</b> <b>Alderbrook's Programme of Career Education and Guidance.</b> <i>The following document provides a framework for annual planning.</i> <i>Refer also to 'Careers and Skills for Success Events' documentation which records annual careers event opportunities and their impact. From Sept '19 'Tracker'.</i>							
Yr	Benchmark 2: learning from career and labour market information	Benchmark 3: addressing the needs of each pupil	Benchmark 4: linking curriculum learning to careers	Benchmark 5: encounters with employers and employees	Benchmark 6: experience of work place	Benchmark 7: encounters with further and higher education	Benchmark 8: personal guidance
7	Life Ready Passport Passport.  Form Time Summer Term 'Careers' Activities focusing on development of CBI/Skills for Success reflection.  Updated 'LMI Board' in main school corridor	Form Time mentoring.	Solutions for the Planet – project.  Fortnightly Aspire lessons focusing on employability skills.  'Skills for Success' subject related posters in classrooms.  Summer Term Careers Week – linking subjects to the world of work and job roles.	Assembly during career's week – employers.  Life Ready Day – 'Operation Moonbase' – an employer led project.		Assembly.	Lunchtime 'drop in' sessions with independent careers advisor in fully resourced Careers Room.
8	Form Time Summer Term 'Careers' Activities focusing on development of CBI/Skills for Success reflection.	Form Time mentoring.  Life Ready Day: Away to Go – pathways.	Solutions for the Planet – project.  'Skills for Success' subject related posters in classrooms.	Assembly during career's week – employers.  Employer led assembly focus on 'Skills for Success'.		Life Ready Day – HE provider presentation.	Lunchtime 'drop in' sessions with independent careers advisor in fully resourced Careers Room.

## Appendix 2: Work Experience

### Rationale

- 17 Alderbrook School and Sixth Form recognises the importance of creating opportunities for students to learn about, through and for the world of work. Work experience placements, in particular, have great value in providing a student with the opportunity to gain insights into the world of work and to develop the skills which university selectors and employers look for and want to be evidenced.
- 18 Although work placement is the generally used term, it is important to recognise that it is not the same as a temporary job, as by definition it is a period of *unpaid* work. It is an arranged opportunity for a student to gain an insight into the variety of work carried out in any given enterprise, to see the way the enterprise is managed and ideally to participate in some aspects of the work. The work experience scheme should seek ways to improve and develop quality links with local industry and commerce and to be able to share ideas on the changing nature of work and how it affects the local economy and labour market.
- 19 In line with DfE guidance for Post 16 Programmes of Study, every Year 12 student will have the opportunity to participate in one week of work experience in July, which has been organised to coincide with the lower school Careers Week. The Director of Sixth Form and a member of the Administration Team will oversee the arrangement of placements, but students are expected to source their own placements, in conjunction with these staff and the guidance offered.

### Aims

- Work experience should be an integral part of a young person's development and should prepare them for the transition from life at school to work and adult life.
- It will enable students to experience the demands and expectations of the adult world of work and provide the opportunity to put into practice and see the relevance of skills learned at school.
- It will promote the development of the 'whole person' by providing an insight into the nature and discipline associated with the work environment, which revolves around the product or service offered and not the individual.
- It will stimulate a more mature and positive attitude to learning and education and enhance academic achievement.
- It will build confidence by enabling students to experience success in an environment other than that at school.
- It will enable the students to make more realistic and enlightened job choices by allowing them to try out a vocational preference before committing themselves to it.

### Year 12 students will:

- complete the Barclays *Skills for Life* Work Experience Log which includes a final evaluation meeting with the employer
- make realistic, informed choices about future qualifications and possible career pathways based on the skills, knowledge and experience gained at the placement

- build confidence in mock interviews, pre-placement interview, letters of application, writing a CV, communication skills, dealing with adults, debriefing sessions with the Employer and Tutor.

## Legal requirements and recommended best practice

20 There are certain legal requirements and recommended best practices that are in place to ensure the safety of all parties involved in a work placement. The main areas to be aware of are:

### “Health and Safety at Work”

21 The Health and Safety (Training and Employment) Regulations 1990 state that all those receiving training or work experience from an employer in the workplace are deemed to be ‘employees’ for the purposes of Health and Safety legislation. This legislation imposes responsibilities on the employer but also on the student as an ‘employee’:

- to take responsibility for their own health and safety and that of others who may be affected by what they do or do not do.
- to co-operate with the employer and to follow instructions on Health and Safety.
- not to interfere with or misuse anything provided for their health, safety or welfare.

22 The employer should be asked to confirm that they have a current Health and Safety Policy and that they will go through the relevant sections with the student at the start of the placement. It is important that this is confirmed.

### Working Time Regulations

23 Under the Working Time Regulations 1998 there are stringent daily and weekly working time limits for young workers (those that are over compulsory school age but under 18). Young workers may not work for more than 8 hours in any one day and 40 hours in any one week. Young workers are also entitled to a daily rest of 12 consecutive hours, a weekly rest of 48 hours and a rest break of 30 minutes where daily work time is more than 4½ hours. The employer should comply with the Working Time Regulations and should not require the student to work in excess of the limits set out above.

### Risk Assessment

24 The employer should be asked to confirm that a risk assessment will be completed for the duties being undertaken by the student, taking into account the age and limited experience of the young person and that the key findings will be communicated to the student before the commencement of the placement. The employer should be informed of any medical conditions the student has, which could result in an increased risk to the student or an employee’s health and safety during the placement. The employer will then be able to identify any significant risk and the necessary control measures put in place to ensure the safety of the student.

### Disclosure and Barring Service (DBS)

25 For Post-16 work experience DBS checks are not required. Paragraph 99 of the DfE's statutory safeguarding guidance states: Schools and colleges are not able to request an enhanced DBS check with barred list information for staff supervising children aged 16 to 17 on work experience. This is reiterated in a DfE advice document about post-16 work experience,



published in March 2015. It explains, on page 13, that as of July 2012, work experience providers are no longer required to carry out enhanced DBS checks on staff supervising young people aged 16 to 17. However, we would advise a student against a placement where they will have substantial unsupervised contact with an employee or supervisor on a 1:1 basis, particularly if located in an isolated environment or whilst travelling. Also where the placement has a residential element, unless in an educational setting where staff will have DBS status eg: University department.

#### Employer's and Public Liability Insurance

- 26 Employer's Liability Insurance covers the firm's legal ability for injuries sustained by employees (including students on work experience) whilst at work. Confirmation should be requested and received that the prospective 'employer' does have both Employer's and Public Liability Insurance in force and that the latter does not exclude abuse. The employer must notify their insurers that they participate in work experience placements. If the employer does not confirm that these Insurances are in place, students should not attend such establishments. It should be noted that Sole Traders have no requirement for Employers' Liability Insurance and a student would not have the protection available under such insurance. Placements with Sole Traders should therefore be avoided unless such insurance was confirmed as being in place.

#### Motor Vehicle Insurance

- 27 If the student will travel with an employee or their supervisor during the placement, it is essential that the vehicle is insured appropriately to cover the work experience student for business travel.

#### Child Protection:

- 28 The employer is responsible for the welfare of the student during a work placement and is aware of child protection issues, particularly responsibility under the Criminal Justice and Court Service Act 2000 to disclose the names of individuals who are disqualified from working with children, where known to them.

#### Please Note:

- 29 As placements are organised by the student and parents, parents need to be aware of these matters and should satisfy themselves that they are happy with the employers' arrangements for the work experience.

## Appendix 3: Work Experience Template Letter to Employers

30

DATE

Dear

### **Year 12 Work Experience Placement**

Thank you for offering a work experience placement to *(name of student)* from *(Monday ?? to Friday ?? July 20??)*. Work experience is an invaluable opportunity to extend students learning and we are very grateful to you for making this commitment and giving your time.

Our main aim for students is to give them an insight into working life and to give them the opportunity to work alongside adults, undertaking new tasks and developing their self-confidence in an area that is relevant to their future career aspirations. In addition, students have been given a list of employability skills on which to focus. Along with other things, these include:

- personal presentation
- enthusiasm and commitment
- communication and literacy, and
- time management and organisation.

Whilst on their placement students will record their learning in a work experience log and we would appreciate your support in helping them to complete this. Towards the end of the log is an 'Employer Assessment' form and it would be very helpful to the student and us if you could complete this with them at the end of the placement.

Staff from school may telephone during the placement to ensure that everything is going well. We would also value any feedback about the administrative arrangements which would help us in future planning.

Please can I ask that you now complete the attached 'Placement Request Form' and either email the return to (\_\_\_\_?\_\_\_\_) or post addressed to (\_\_\_\_?\_\_\_\_) at the school address above.

Thank you again for your help and support with helping our student.

Yours sincerely,

Mrs Anna CJ Allen  
**Assistant Headteacher:**  
**Director of Sixth Form & IAG**

<b>STUDENT INFORMATION</b>			
STUDENT NAME:	TUTOR GROUP:	AGE:	
<b>EMPLOYER INFORMATION</b>			
EMPLOYER NAME:			
EMPLOYER ADDRESS:			
POSTCODE:			
TELEPHONE:			
EMAIL:			
<i>Is employer address where the work experience will take place? If no, please give details.</i>			
WORK EXPERIENCE JOB TITLE:			
WORK EXPERIENCE ACTIVITIES:			
CONTACT NAME AGREEING TO PLACEMENT:			
POSITION:			
EMAIL:			
PERSON TO CONTACT (IF DIFFERENT):			
POSITION:			
MOBILE NUMBER:			
EMAIL:			
WORKING HOURS:	am to	pm	
DAYS OF WORK:	MON / TUES / WEDS / THURS / FRI / SAT		
DRESS CODE:	SMART / SMART CASUAL / OTHER:		
LUNCH ARRANGEMENTS / BREAKS:			
TRAVEL ARRANGEMENTS:	STUDENT RESPONSIBILITY: YES/NO		
PRE PLACEMENT INTERVIEW REQUIRED? YES/NO			
<b>INSURANCE DETAILS – Employers’ Liability Insurance is a legal requirement for work experience. HSE guidance for employers is available</b>			
<b>at: <a href="http://www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm">www.hse.gov.uk/youngpeople/workexperience/placeprovide.htm</a></b>			
Name of your EMPLOYERS’ LIABILITY insurance provider:			
Cover Amount: £	Policy no:	Expiry date:	
Do you have valid PUBLIC LIABILITY insurance cover?		YES	NO
		Cover amount £	
Do you have 5 or more employees (inc. Work Experience student)?		YES	NO
<b>If YES (a):</b> Do you have a written Health & Safety Policy and arrangements?		YES	NO
(b): Do you have written Risk Assessments?		YES	NO
(c): Do you have a Young Persons’ Risk Assessment?		YES	NO
Are you a “One-person business”?		YES	NO
Will the student be a vehicle passenger?		YES	NO
<b>If YES,</b> do you have valid business vehicle insurance cover?		YES	NO
<b>I CONFIRM THE WORK EXPERIENCE PLACEMENT OFFER FOR THE ABOVE DATES:</b>			
<i>(This section must be completed / authorised by a company manager or supervisor)</i>			
<b>AUTHORISED BY:</b>	<b>POSITION:</b>	<b>DATE:</b>	
<b>PRINT NAME:</b>			