

# **Careers Programme ( 2023 / 24)** **& Provider Access Statement**

## **Careers Programme at Maple Medical PRU**

The careers programme at Maple Medical PRU is delivered mostly in careers lessons, which form part of the wider PSHE curriculum. Pupils will meet with post 16 education and training providers and employers within the planned curriculum each year.

### **Key Stage 3**

Careers lessons occur each week on the timetable for one term. The topics explain careers to the pupils and focus on the foundations of all of the sources of information, which pupils should use to make informed choices and introduce the concept of being able to manage their own career in the future.

The topics:

- Introduction to careers
- What work & employability means
- Soft skills analysis
- Personal preferences
- Assessing your IT ability
- Growth areas of employment in and around Doncaster
- The main employers within Doncaster
- Making realistic career choices
- The ever-changing world of work
- The causes of career changes
- Transferable skills
- Providing good examples of your personal skills
- The top soft skills that employers want
- What is LMI and how to use it
- Stereotyping and discrimination
- Employer talks
- The use of Social media
- Resilience & Wellbeing

### **Year 10**

The careers lesson for Year 10 pupils builds upon the learning that they experienced in Key Stage 3 and raise the pupils awareness of all of the options available to them once they leave school.

The topics:

- CV Creation
- Employee Rights & Responsibilities
- How to sell yourself on an application
- The wide range of providers post 16
- FE / Training provider talks
- Employer talks
- Creating your career pathway, with aspirations
- Where and how to find vacancies
- Job & Person Specifications
- Doncaster Careers Fair visit
- Recruitment methods

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### **Year 11**

The careers lesson for Year 11 pupils builds upon the learning that they experienced in Key Stage 3 and Year 10, with all aspects of their own decisions becoming confirmed. Applications that pupils make to their Post-16 destination are supported.

The topics:

- Producing your CV
- FE / Training provider tour x 2
- Employer tour x 2
- Application do's and don't (JC+)
- Personal Guidance session (x 2)
- Careers Interview\*
- Personal Presentation and first impressions
- Application support
- Online application practice
- Going to University
- How to prepare for an interview
- Interview practice (supported by external organisation)
- New online interviews (non-attended)
- Creating a LinkedIn account (age permitting)

\* All pupils will receive a careers interview with a level 6 qualified careers advisor, who is external to our school. We do not have a 6th form provision and we have an impartial approach to each individuals progression and work with local providers to make sure that the information is correct and up-to-date.

Employers and external training providers and Further Education Providers do participate in the careers curriculum for year 10 and 11 groups, so that pupils are made aware of the variety of opportunities available and how their current studies facilitate this progression.

Furthermore, where natural opportunities arise within the curriculum to have contextualised resources or awareness raising resources, then pupils will access these resources. Currently this is provided within:

Year KS3	Science
Year 10	iMedia, Health & Social Care
Year 11	iMedia, Health & Social Care

Guest speakers are invited to talk to pupils about their experiences of working within a variety of industries, to both raise pupils awareness of potential careers and further details about working within an industry that appeals to the pupils.

Topics can and will be discussed through Year Group Meetings, these are usually determined closer to the meetings, as they are to be informative and topical, so this could be as a result of a new employer expanding in Doncaster or a large employer moving to Doncaster (Such as Amazon over the past few years within Doncaster).

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English lessons will help support the development of wider skills that may support the pupils in pursuit of their ideal career, which includes; structure of an email, letter formatting, making constructive contributions within discussions and creating presentations.

Within science there is the opportunity for pupils to investigate further potential careers and potential links to occupations from within the science curriculum. This is provided through a portal provided via Career Webquests / Kerboodle.

Careers is a standard agenda item on the Student Council meetings.

Work experience will be encouraged, providing that the students are able to undertake it successfully. This may be due to the locality of the work place, how easy it is to travel there and back, if the type of work suits the individual (or even if it is practically possible). We are seeking Virtual Work experience, which we are looking to match up the offer with suitable pupils, which the same or similar career aspirations.

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## **Provider Access Statement**

### **Provider Access Policy 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 8-13 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 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 the careers leader, as detailed on the school website. Currently this is either Josie Blacklock or Mark Powell.

Telephone number: 01302 572796

E-mail: [careers@maplemedicalpru.co.uk](mailto:careers@maplemedicalpru.co.uk)

### **Opportunities for access**

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

Year 8 Year 9 Year 10

#### **Autumn Term**

Whole school careers event, with employers, training providers and colleges in attendance.

Visit to an independent training provider.

Careers Lessons – in year groups.

#### **Spring Term**

Careers Lessons – in year groups.

#### **Summer Term**

Careers Lessons – Key Stage 3 and Year 10 groups.

opportunities available, each week, across all groups

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Please speak to one of our Careers Leaders to identify the most suitable date and time for you to be granted access to our students.

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**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 audio, video, interactive whiteboard and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with either Careers Leaders.

Providers are welcome to provide copies of their prospectus or other relevant course literature for use with our students. All of the literature will be managed by one of the careers team, ensuring that the most current, valid information is made available to all students.

This information will be accessible to students, in the main hall, over break times and lunch.

**Approval and review**

TBR November 2023

Next review: January 2025

Signed:

Head teacher.....

Chair of Management Committee.....