

### Introduction

From the outset of their education, every student at The Quest Academy is encouraged and supported to develop an interest, knowledge and understanding of how their education builds into a pathway for their future.

### Intent

The key aims of the Academy's careers policy are to:

- Develop students' aspirations
- Develop student knowledge of the different academic pathways open and how they lead towards future employment
- Develop students personal and employability skills
- Provide personalised guidance and support through a careers mentoring programme
- Provide opportunities to experience and engage with further and higher education institutions as well as employers and other workplace professionals

Policy effectiveness and extent to which aims are met shall be measured against the 8 Gatsby Benchmarks:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

### Implementation

The Academy commits itself to

having an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers and employers.

Every pupil, and their parents, having access to good-quality information about future study options and labour market opportunities.

Acknowledging pupils have different career guidance needs at different stages. Provide opportunities for advice and support tailored to the needs of each pupil. A school's careers programme that has embed within it equality and diversity considerations throughout.

That teachers 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.

Provide every pupil with multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This being delivered through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.

Provide every pupil with the opportunity to gain 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.

Ensuring 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.

Every pupil having opportunities for guidance interviews with a career's adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These will be available whenever significant study or career choices are being made. These will be for all pupils but will be timed to meet their individual needs.

### **The Designated Careers Coordinator (DCC)**

The Quest Academy has appointed a Designated Careers Coordinator (DCC) who leads both the inhouse careers programme as well as liaises with various external agencies and organisations including the local Croydon Careers Hub.

It is the responsibility of the DCC to develop and implement the Academy's careers programme to meet its aims for every student. The DCC shall be line managed by a member of the Senior Leadership Team who in turn is accountable to the Principal and Governing Body.

The DCC shall meet regularly with their line manager to ensure proper governance of the careers programme, report progress, and review all aspects of the programme making sure it has the flexibility to meet the changing needs of the students and the labour market.

The DCC will liaise with the Academy's Faculty Leaders to ensure that provision for careers education and information is woven into the curriculum and programmes of study in each of the key stages.

Students from year 9 who meet the necessary requirements for participation shall be provided with the opportunity to participate in the National Collaborative Outreach Programme (NCOP). The programme shall run for students in Years 9 to 13.

<https://www.officeforstudents.org.uk/advice-and-guidance/promoting-equalopportunities/national-collaborative-outreach-programme-ncop/>

The DDC shall lead and coordinate the work to support specific identified groups of students who may require specific intervention such as those identified to be at risk of NEET and those with a Special Educational Need or Disability.

Students in Year 11 shall be encouraged and supported to seek and engage in a work experience activity as they transition from key stage 4 to key stage 5. All students in Year 12 shall participate in a Work Experience placement during the Academy's Activities week in the summer term.

The DCL shall manage and coordinate the use of the Morrisby careers platform across the Academy. Linking with the Achievement Coordinators of each year group to ensure that all students access and participate twice a year in this careers guidance and advice service.

All students in transitional years shall be provided with personalised and independent careers advice before they select their GCSE options, make post sixteen applications, or consider applying to University through UCAS.

The DCC shall lead and manage on the partnerships and relationships the Academy has with other higher and further educational institutions, most specifically the programme offered by Sussex University.

The Academy shall engage in a minimum of two careers fair activities annually. Firstly, Quest Academy's own internal fair to which local business and employers shall be recruited and provided with the opportunity to meet and engage with all students across the Academy. Secondly, all students in Years 11 and 12 shall be provided with the opportunity to attend the annual Skills London Event currently held in November at the London ExCeL arena.

As part of a continuous reviewing and development process the careers programme shall be subject to the Collegiate Trust own internal review cycle and regularly review itself against the Gatsby Benchmarks using the Compass+

## The Quest Academy: Provider Access

### Policy Introduction

This policy statement sets out the school's arrangements for managing the access of providers to 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 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.

*For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils 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 pupils 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 pupils from the provider)
- answer questions from pupils.

#### *Meaningful provider encounters*

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the "Making it meaningful checklist".

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

### *Previous providers*

In previous terms/years we have invited and visited the following providers from the local area to speak and engage to our pupils:

- John Ruskin
- Croydon College
- Ask
- Skills London
- UK University and Apprenticeship Fair
- Climate Kick-Start Event – a London South Bank University (LSBU) and a Mayor of London event.
- “Big Bang Digital Workshop” a virtual STEM Careers Event hosted by Big Bang Education
- Inspire Engineering Careers Programme – with TFL
- Sculpt employer engagement workshop for potential NEETS students
- Cedar View Care Centre – insight into NHS social care
- Palace For Life Foundation: Official Crystal Palace FC Charity
- First Give
- Jack Petchey Foundation
- A number of university trips

### *Destinations of our pupils*

Last year our year 11 pupils moved to range of providers in the local area afterschool:

- The Quest 6 form – Quest 6
- Brit School
- Bromley - London South East Colleges
- Carshalton College
- Coulsdon College
- Croydon College
- Croydon High School
- East Surrey College
- Harris Academy South Norwood
- John Ruskin College
- Kinetic foundation Academy
- Kingston College
- Lambeth Academy
- Lambeth College
- Norbury Manor
- Oaklands School
- Reigate College
- Riddlesdown Collegiate
- Shirley High School

- South Norwood
- St Joseph's Academy
- Warlingham School

Last year our year 13 pupils moved to range of providers:

- Ark Blake
- Buckinghamshire UTC
- Canterbury Christ church university
- City & Islington College
- Croydon College
- Goldsmith University
- Leeds Beckett University
- London South Bank University
- Middlesex University
- Nottingham Trent University
- Nottingham University
- Queen Mary's university
- Roehampton university
- Royal Central
- Sheffield Hallam University
- St Mary's University
- The University of Birmingham School
- University of Kent
- University of Portsmouth
- University of East Anglia
- University of Buckingham
- University of Essex
- University of Greenwich
- University of Hull
- University of Leicester
- university of Reading
- University of Southampton
- University of Surrey
- York St John University

### *Management of provider access requests*

#### *Procedure*

A provider wishing to request access should contact Reshma Patel, Careers Leader. Contact details: email: [rpatel@thequestacademy.org.uk](mailto:rpatel@thequestacademy.org.uk) or Tel: 0208 657 8935

### 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 pupils or their parents or carers. Relevant resources will be accessible via school website.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

Technical/vocational tasters at local college/s, training providers

	Autumn Term	Spring Term	Summer Term
Year 8	Technical/ vocational tasters at local college/s, training providers via Morrisby Careers	Employer event for pupils, parents – market stall event giving overview of local, regional, and national opportunities and skills requirement  NCOP Event	<b>STEM Workshop and First Give</b>
Year 9	Meeting with careers adviser	<b>KS4 options event Further Education / apprenticeship provider attending to give presentations to pupils</b>	<i>No encounters – legislation requires encounters to take place by 28 February if in year 9</i>
Year 10	<b>Post 16 technical education options assembly with General Further Education College</b>	Technical/ vocational tasters at local college/s, training providers with Ask	Technical/ vocational tasters at local college/s, training providers WEX opportunities
Year 11	<b>Post 16 Further Education &amp; apprenticeships Assembly and Event -Skills London</b> Post 16 provider open evenings.	Meetings with careers adviser Post 16 Applications & interviews	<i>No encounters – legislation requires encounters to take place by 28 February if in year 11</i> Confirmation of post-16 education and training destinations for all pupils. WEX opportunities

Year 12	<b>Higher Education fair for a variety of HE providers including local Further Education colleges</b>	Small group sessions: future education, training, and employment options - Meetings with careers adviser. NCOP Event	Technical/ vocational tasters at local college/s, training providers WEX opportunities
Year 13	<b>Post 18 assembly – with higher and degree apprenticeship providers</b>  Workshops – HE and higher apprenticeship applications	Life Skills – University/ Further Education preparation sessions WEX opportunities	<i>No encounters – legislation requires encounters to take place by 28 February if in year 13</i> Confirmation of post-18 education and training destinations for all pupils

#### *Premises and facilities*

The school will make the main hall, classrooms, or private meeting rooms available for discussions between the provider and pupils, 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.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Providers are welcome to provide relevant brochures and other printed material specifically related to technical courses and apprenticeships; these will be made available to students at the Careers Hub within the school Library and/or via School website.

#### *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](mailto:provideraccess@careersandenterprise.co.uk)

#### *Approval and review*

<i>By Governors at Quest Secondary LQC mtg</i>	<i>17 May 2023</i>
Next review:	May 2024