



BIRCHFIELD INDEPENDENT GIRLS SCHOOL

Career Guidance Access Statement

Author's name	Miss M. Adam
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Signatures

Head teacher	R. Mogra
Chair of Governors	

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.

Student entitlement

All pupil in years 8-11 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 evenings, 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:

Maria Adam, Careers Leader

Birchfield Independent Girls School

30 Beacon Hill

Birmingham

B6 6JU

Telephone: 0121 327 7707

Email: maria.adam@big.s.bham.sch.uk

Opportunities of access

A variety of events, combined into the school careers programme for year 7-11 students, will offer providers an opportunity to come into the school to speak to the pupils and/ or their parents/ carers.

The events mentioned below have been linked to the Gatsby Good Career Guidance Benchmark Toolkit¹. (The Gatsby Benchmark Toolkit has been produced and adapted into schools to promote good careers practice in all schools). The benchmarks have been summarised below for guidance purpose only.

Gatsby Benchmark 1-8

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

Provisions of Careers Activities

	Autumn Term	Spring Term	Summer Term
Year 7	Life Skills lessons (form time) Assembly programme Charity week	Life Skills lessons (form time) Assembly programme Big Bang Fair	Life Skills lessons (form time) Assembly programme
Year 8	Life Skills lessons (form time) Assembly	Life Skills lessons (form time)	Life Skills lessons (form time) Assembly

¹ www.gatsby.org.uk/education/focus-areas/good-career-guidance

	programme Charity week Masterclass (UoB)	Assembly programme Big Bang Fair	programme
Year 9	Life Skills lessons (form time) Assembly programme Charity week Masterclass (UoB)	Life Skills lessons (form time) Assembly programme Big Bang Fair Guidance Interviews	Life Skills lessons (form time) Assembly programme Visit Sixth form/ College Guidance Interviews
Year 10	Life Skills lessons (form time) Assembly programme Charity week Masterclass (UoB) Guidance Interviews	Life Skills lessons (form time) Assembly programme Big Bang Fair Guidance Interviews	Life Skills lessons (form time) Assembly programme Work Experience Visit Sixth form/ College Guidance Interviews Post-16 presentation
Year 11	Life Skills lessons (form time) Assembly programme Charity week Masterclass (UoB) FE talk Guidance Interviews	Life Skills lessons (form time) FE talk Guidance Interviews	Study break

Please speak with Miss Adam to identify the most suitable opportunity for you. The school's policy on safeguarding (please visit our website) sets out the school's approach to allowing providers into the school as visitors.

Premises and facilities

The school will make the assembly hall or the classrooms available for discussion between the provider and the students, as appropriate for the activity. The school will also make available specialist equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the Careers Leader (Miss Adam).

Providers are welcome to leave a copy of their prospectus or other relevant course literature for the careers section in the library with admin or with the Career's leaders. The careers section in the library is available to students at *lunch time*.

Review of policy and Program

The policy document and program for careers provision will be reviewed annually – next review is due September 2020. The review process will involve – Careers Leader, SLT Link, the Enterprise Adviser and CEC representative.

The review will also include key measurement of the impact and effectiveness of the school careers programme:

- (i) Review of Gatsby benchmarks
- (ii) Statement review
- (iii) Participation rates across year groups 7-11
- (iv) Destination of pupils post KS4