

# Cross Keys Learning

## Careers guidance Policy statement

Date written:	Sept. 2023
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Date of next full review	Sept. 2024

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

## Key Contacts

	Name	Contact information
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This policy will be reviewed **at least** annually. It will also be revised following any concerns and/or updates to national and local guidance or procedures.

## Contents

	Page
1. Provider Access Statement	3
2. Management of Provider Access requests	3
3. Premises and facilities	3
4. Opportunities for Access	3-4
5. Intended outcomes	4-5

## **1. Provider Access Statement**

This policy statement sets out Cross Keys Learning arrangements for managing the access of providers to students at the school for 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.

All Cross keys learning students are entitled:

- To find out about technical educational qualifications and opportunities such supported internships, traineeships, and apprenticeships, 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 supported internships, traineeships, 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 available.

## **2. Management of provider access requests**

### **The Procedure:**

A provider wishing to request access should contact the Headteacher,

Telephone: 01843 603952

Email: [enquiries@crosskeyslearning.com](mailto:enquiries@crosskeyslearning.com)

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

## **3. Premises and facilities**

Cross keys Learning will make classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity including one to one where necessary. The school will also make available any 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school for access by all students and use at student meetings.

## **4. Opportunities for access**

Providers are welcome to visit the school at any time, however, several events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. These are highlighted in green in the table below.

## **Careers Guidance offered to Cross Keys Learning Students**

Daily contact with form tutors.
Target setting lessons each year.
PSHE lessons
Individual careers interview at KMS with independent careers advisor
Supported transition and taster days at East Kent College and other learning providers.
Supported work experience placement.
Visits to local businesses within the community
Barclays visit for employability and life skills training.
Access to Charlton athletic 1:1 mentor
Entrepreneurial activities through life skills lessons.
College visits and support to apply.
Transition planning at EHCP reviews
College/provider representatives invited to EHCP reviews.

**5. Intended outcomes:**

1. All students will be aware of the full range of opportunities available to them when they leave school.
2. All students will be inspired and motivated to apply for appropriate post-16 further education or training opportunities.
3. All students will be supported to apply for a range of post-16 opportunities.
4. All students leaving Cross Keys Learning will know their post-16 destination before they leave the school at the end of year 11.

**These outcomes will be achieved by.**

1. Students being well informed about what choices are available for them.
2. Students having access to a range of activities including employer talks, workplace visits careers fairs and online resources.
3. All students will have access to appropriate work experience placements.
4. Students will have access to college experiences such as taster days to prepare them for transition.
5. Representatives from local colleges will be invited to EHCP reviews during year 11.

We will ensure that the independent careers guidance provided:

- Is presented in an impartial manner, showing no bias or favouritism towards an institution, education, or work option.
- Includes information on the range of education or training options, including apprenticeships and technical education routes.
- Is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.