



Tuition, Medical and Behaviour Support Service

Careers and Work Related Learning Policy

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Responsibility:	Alison Harper

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This policy should be read in conjunction with:

-The DfE Statutory guidance for governing bodies, school leaders and school staff entitled "Careers guidance and access for education and training providers" October 2018

Main Principles

The Tuition, Medical and Behaviour Support Service exists to meet the needs of pupils aged between 5 and 16 across Shropshire, who are not able to access full time mainstream education. This policy applies to secondary age pupils.

This policy is based on TMBSS' school ethos of "making a difference", and is intended to set out the basis for a co-ordinated programme of high quality careers and work related learning which contributes to positive outcomes for pupils, and is underpinned by the overall aims of the service:

- To provide a high quality learning experience appropriate to the needs of the pupils.
- To make professional assessments of the primary need of the pupils to inform their future placement.
- To support reintegration back into full-time education at the earliest opportunity.
- To ensure pupils have the opportunity to achieve outcomes suitable for them post 16.

This policy explains how TMBSS fulfils its' statutory duty to provide independent career guidance from year 8 to 11.

Staff involved:

Please note: for 2021-22 we will be using the services of an independent careers advisor to ensure TMBSS meets the statutory guidance for careers advice. Students will be supported by staff in centres to achieve outcomes identified in their meetings with the careers advisor.

TMBSS has a governor responsible for careers guidance and work-related learning.

TMBSS employs a Careers Leader and a Careers Advisor.

The Careers Advisor works closely with pupils and centre managers to follow through actions identified by the careers advisor and contributes to review processes sharing information.

The Careers Advisor offers advice and support to all staff to embed careers and work related learning into all areas of the curriculum

The Careers Advisor works closely with the SENCO in relation to pupils with SEN and completes moving on plans.

A vocational working group meets termly, which is chaired by the Assistant Head who is also Careers Leader.

Shropshire Youth IAG link advisers who work with the service to support students with SEN.

Outcomes for Pupils

TMBSS is committed to securing positive destinations for all pupils leaving the service. For some pupils this will be a reintegration into another school setting to continue their education. For some pupils this will be at the end of year 11 into a range of post-16 opportunities. On leaving the service at the end of year 11 all pupils should:

- be more resilient to take up learning opportunities as a result of the input of the service
- have an understanding of their own strengths, abilities and learning styles and how this may fit with different types of post-16 learning.
- have an understanding of different types of work, including information about the local labour market and know how to research different careers and courses
- have an understanding of different routes and pathways through education, training and employment.
- have had the opportunity to take part in work experience
- have had a meaningful encounter with people in work e.g. talk/workplace visit every year including STEM
- had meaningful encounters with a range of suitable local post-16 providers
- be fully aware of the duty to participate in education or training until their 18th birthday.
- be fully aware of the expectation to continue studying Maths/English beyond school until they achieve level 2.
- have applied for suitable opportunities and are holding at least one offer of a place
- have some understanding of job-seeking skills and techniques
- know where to go for further help both online and in person, and have a named link at Shropshire Youth, the local IAG service.
- have had a suitable level of support in transition and are confident about arrangements to take up their offer of a place in September.
- have applied for transport and financial support as appropriate

In addition to this pupils with SEN – a statement or an EHCP should:

- have had a transfer review, completed by the Centre Manager with input from the Careers Advisor.
- have had up to date information about the ongoing support available from Shropshire Youth and the SEN team.
- have a Moving on plan and/or a 'Preparation for Adulthood' plan as appropriate
- have received an enhanced level of support and input relating to transition, and negotiation to secure the most appropriate post-16 placements, and additional support.

(also see SEND policy)

How we seek to achieve this:

1. Careers information, education, advice and guidance

The Careers Advisor aims to:

- have at least one short introductory meeting with all pupils from year 8 upwards on joining the service *
- Ensure all year 10 pupils have at least one face to face meeting with the careers advisor and follow up with pupils, parents and staff any actions identified.
- Ensure all year 11 pupils have the opportunity to have at least one face to face meeting each term with the careers advisor and follow up with pupils, parents and staff any actions identified
- work in conjunction with centre managers on progress reviews for year 11 pupils
- work with year 11 pupils to produce careers action plans
- provide more intensive mentoring and support to the most vulnerable pupils according to need across year groups.
- work closely with Shropshire Youth Information and Guidance Advisers with SEN pupils, and those at risk of becoming NEET.
- work closely with the SEN team at the local authority where additional funding will be needed to support an appropriate post-16 plan for a year 11 pupil due to make the transition into post-16 learning.
- contribute to the careers element of the PSHE programme as appropriate, by providing resources.
- produce an annual careers plan for the service.

*One to one meetings during Covid-19

In order to comply with government guidance of working safely during Covid-19 TMBSS will:

- *Encourage students to wear a facemask during the meetings if they wish to.*
- *Ensure that hand sanitiser and antibacterial wipes are available in the meeting room.*
- *Ensure that any laptops/phones and surfaces that are used during meetings are wiped between students.*
- *Ensure that there is sufficient space for 2m social distancing or where close working is necessary eg. Using a laptop, the Careers Adviser and student will work side by side as opposed to opposite.*

TMBSS also uses learning mentors extensively to support year 11 pupils. The learning mentors will:

- accompany pupils on work experience, college or training provider visits and other work related learning activities
- work intensively on barriers to engagement such as confidence, independence skills, communication skills, behaviour expectations
- undertake specific pieces of work at the request of the Centre Manager and Careers Advisor

In addition, TMBSS uses a number of external sources of advice and guidance including:

- National Careers Service website and helpline
- local colleges – through visits, open evenings and events
- local training providers – through talks, open evenings and events
- local employer networks
- a variety of web-based resources e.g. KUDOS, icould, plotr.
- Government apprenticeship website

TMBSS also retains strong links with the local authority provider of IAG – Shropshire Youth, and has clear arrangements in place for facilitating introductions to appropriate workers who can continue to work with pupils who are leaving year 11.

All staff embed occupational and careers information into the curriculum wherever possible.

2. Work Related Learning (including work experience)

Work-related learning in TMBSS includes

- work experience
- employer/workplace visits
- vocational learning opportunities at alternative providers
- vocationally focussed workshops delivered within centres
- alternative curriculum activities.
- visits from inspiring adults to talk about work
- visits from ex-pupils to talk about work
- university visits for selected pupils

All pupils in Key stage 3 and 4 have access to a wide variety of opportunities tailored to their individual needs and aspirations.

All pupils in key stage 4 are encouraged to take up the option of activities which take place outside of their education centre including work experience and vocational learning opportunities where appropriate.

TMBSS aims to develop a bank of suitable work experience placements with employers that have an interest in supporting vulnerable pupils. Voluntary organisations as well as local employers are involved. All placements are approved via Education Business Links.

Managing safeguarding - The following information is gathered and checked from our Alternative Providers with regards to safeguarding. This is stored centrally and checked annually:

- Evidence of their public liability insurance
- DBS checks for the staff that work there (also stored on SCR)
- Risk assessments
- A copy of their safeguarding policy.

Monitoring attendance

- For Alternative Providers; Centre administrators phone the AP at the start of the timetabled session to check that they have arrived. If a student has not arrived, we then follow our usual attendance procedure. Staff accompany students on initial visits to these providers and we then make termly monitoring visits which are recorded.

TMBSS will consider all year 10, and 11 pupils for work experience. All work experience providers are subject to EBL checks. Centre managers will make decisions where a pupil is not yet considered safe to participate in work experience. In this situation other work-related experiences will be offered.

Work with Parents

TMBSS recognises the vital role that parents play in pupils planning and progress. Parents are involved through:

- individual Progress reviews for year 11 pupils and their parents in the Spring term
- home visits by the Careers Advisor and other members of staff for the most vulnerable pupils/families
- support with transport and bursary applications
- regular phone or face to contact with members of staff as needed
- the Y11 Record of Achievement presentation

Tracking Destinations

TMBSS collects destination information directly from pupils and families on leaving the service.

TMBSS also receives destination information from Shropshire Youth IAG team which is collated in November of the leaving pupils' year 12.

TMBSS seeks to keep in touch with past pupils, and encourages past pupils to visit and share their success with current pupils.

Post-16 Transition Support

As part of the Covid-19 provision for post-16 transitions, TMBSS provided opportunity for the students to access extra support from the Careers Adviser over the summer holiday period. Students were able to access careers advice and transition support via telephone, email and through face-to-face meetings.

Following the success of the summer post-16 transition support, TMBSS will endeavour to offer similar support during summer 2022

Related Policies and Documents

- SEND policy
- Annual Careers Plan
- Pupils' Records of Achievement
- Pupil progress reviews