



HEYFORD PARK
FREE SCHOOL

BONUM COMMUNE COMMUNITATIS

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CAREERS EDUCATION INFORMATION, ADVICE AND GUIDANCE





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Mission Statement

All students should receive the appropriate level of Information, Advice and Guidance to enable them to make well informed and realistic decisions about their future in terms of education and careers.

Vision

Heyford Park Free School believes that students should be appropriately prepared for the choices they make during their education and the choices they make in the future. Students should have an understanding of how their education will prepare them for the world of work. The students should feel confident in making key decisions about educational and career choices and have a clear understanding of the routes to achieve their goal. This preparation should be achieved through a variety of means such as impartial and independent one to ones with a qualified Careers Advisor, careers resources purchased by Heyford Park Free School and Taster Sessions at local colleges and Universities.

Aims

- To raise students' aspirations and expectations.
- To enable students to set personal objectives and goals in relation to their future choices.
- To help students develop employability and key skills.
- To promote equal opportunities and tackle gender stereotyping within career choices.
- To promote lifelong learning and education to students.
- To prepare students to independently access Information, Advice and Guidance.
- To enable students to have access to an impartial adviser for further support and guidance.

Objectives

- Students should be able to plan their future choices and understand how to access further support and IAG.
- Students should be aware of how current labour market information may affect future choices.
- Students should understand how educational achievements are linked to maximising their potential future choices.
- Students should be able to identify a range of key and employability skills they have gained to help them succeed in the world of work.
- Students should understand gender stereotyping within the workforce and understand how to overcome it.

Student entitlement

Students 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 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 Mr J Hobbs, Director of Learning for Behaviour and Attendance

Telephone: 01869 232203 Ext 318 ; Email: jhobbs@heyfordparkfreeschool.org

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:

	Autumn Term	Spring Term	Summer Term
Year 7			Life skills – assembly and tutor group opportunities Enterprise Day – Careers focus
Year 8		KS4 options event Life skills – assembly and tutor group opportunities	Life skills – assembly and tutor group opportunities Enterprise Day – Careers focus
Year 9	Enterprise Day – Careers focus	‘Careers Fest’ - Oxfordshire Local Enterprise Partnership (OxLEP) PSHCE Day – Careers focus	Life skills – assembly and tutor group opportunities Enterprise Day – Careers focus
Year 10	Life Skills – work experience preparation sessions – (OxLEB) Enterprise Day – Careers focus	‘Careers Fest’ - Oxfordshire Local Enterprise Partnership (OxLEP) Life Skills – work experience preparation sessions – (OxLEB) PSHCE Day – Careers focus	Work Experience – 1 week Life skills – assembly and tutor group opportunities Enterprise Day – Careers focus
Year 11	Life Skills – assembly on opportunities at 16. Post 16 taster sessions Individual careers advice interviews – ‘Adviza’ Enterprise Day – Careers focus	Post 16 evening Inter Schools Careers/ Apprenticeship festival. Individual careers advice interviews – ‘Adviza’ PSHCE Day – Careers focus	

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

The school policy on safeguarding sets out the school’s approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

Heyford Park Free School will make the Ballroom hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. Heyford Park Free 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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Library, which is managed by the English Department. The Library is available to all students most lunch and break times.

Approval and review

Approved *[date]* by Governors

Next review: *[date]*

Signed: *[name]* Chair of Governors

[name] Head teacher