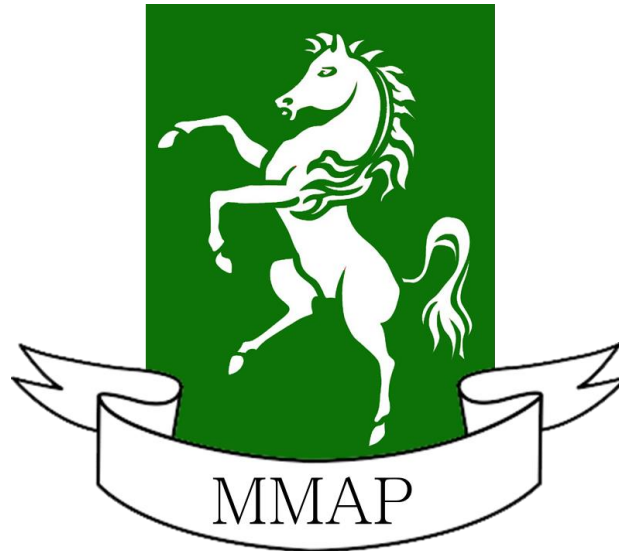


Maidstone and Malling Alternative Provision




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INSPIRING ACHIEVEMENT THROUGH INCLUSION AND SUPPORT

Careers and Provider Access Policy

2023 - 2024

	Careers and Provider Access Policy	
	Last Review: 21/03/23	Next Review:

1. Mission Statement

1.1 Purpose of CEIAG

Maidstone and Malling Alternative Provision is committed to providing high quality Career Education, Information, Advice and Guidance (CEIAG) to all students. This provision reflects statutory and non-statutory careers guidance outlined by the Department for Education.

CEIAG is important because it:

- Empowers and prepares young people to gain and sustain enriching employment.
- Raises student aspirations to reach for their full potential which in turn improves school attainment.
- Supports young people in developing the necessary confidence, knowledge and skills to plan for and manage their own future.
- Promotes diversity, social mobility and challenges stereotypes.

1.2 Aims

Maidstone and Malling Alternative Provision is proud to partner with colleges, HE providers, businesses, parents/carers and other external agencies in order to offer broad and effective support to our students. Our CEIAG provision aims to:

- Give students relevant careers information and guidance through curriculum learning, one-to-one advice and a range of activities, events and trips.
- Display the full range of routes available to young people post-16 and post-18 and to provide personal guidance regarding which to explore further.
- Impartially support students on an individual basis to choose the pathway that is right for them.
- Expose students to the world of work through year 7, 8, 9 and 10 work shadowing placements as well as curriculum related workplace visits.
- Enable students to consider their own strengths, skills and motivations and to evaluate how these impact future career decisions.

2. Leadership

The school's CEIAG is planned and organised by the designated Careers Leader in partnership with school staff, students, parents as well as local businesses and agencies.

Role	Name
Careers Advisor	Marie Albrow
Senior Leadership Team Link	Laura Stoll
Link Governor	Tanya Kelvie

3. Provider Access

There are a number of ways in which local providers can partner with the school to provide opportunities for our students. We welcome assembly presentations, career insight talks, student mentoring and exhibiting at our annual careers fair. Further details of the career's year plan can be found on the website. Any provider wishing to request access should contact the Career's Advisor, Marie Albrow at malbrow@mmap.kent.sch.uk or phone: 01622 753772. Should a provider be granted access to visit the students; they will be provided with a range of options of rooms and media in order to best meet their requirements. They will also be expected to familiarise themselves with the school safeguarding policy.

4. Provision

4.1 Student Entitlement

All students at Maidstone and Malling Alternative Provision have access to a range of opportunities to support their development and progression over the course of their time at the school. This general entitlement includes:

- Access to a career's advisor for group work or individual guidance meetings
- Assemblies featuring a range of education providers to help students make informed decisions for their futures
- Careers information and computer-based careers programmes and tools
- Information and resources on the school website and in the career's classroom.

4.2 Key Stages

The CEIAG provision is designed to support students through the different stages of their journey through school. Relevant and targeted guidance is given at each key transition stage to ensure students develop the necessary understanding and skills.

Key Stage 3 Provision

Currently in KS3 (Years 7-9) we do not focus on careers. This is because we work with their home schools on this. They do have opportunities to engage with work experience within our KS3 nurturing programme.

Key Stage 4 Provision

In years 10 and 11 the focus is on building aspirations and exploring career opportunities in more detail. In year 10 the focus is on developing self-presentation skills and understanding what employers want. In year 11 the focus is on making plans and applications for post-16 learning. This includes:

- Individual careers guidance interviews for all year 11 students
- Work Experience
- Information assemblies about Post 16 options Inc. Sixth Form, College and Apprenticeships
- Assistance with Post 16 applications

- Presentations about taking opportunities, the importance of work experience and aiming higher

4.3 Careers Advisor Network

Maidstone and Malling Alternative Provision is a member of the Careers Advisor Network established by the Careers and Enterprise Company. Our Enterprise Coordinator provides expert advice on improving our CEIAG provision and our Employer Advisor provides experienced industry advice as well as a valuable network of contacts. These connections are vital as they allow us to offer industry guidance delivered by industry experts.

4.4 Parents/Carers

The school seeks to partner with parents/carers in the provision of CEIAG. A database is kept of parents/carers who have made themselves available to support in ways such as providing work shadowing placements, giving career insight talks or exhibiting at a careers fair. Please contact the school Careers Leader for further information.

4.5 Alumni

Our past students are encouraged to keep in touch with the Maidstone and Malling Alternative Provision Alumni. Our Career's Advisor, Marie Albrow, regularly contacts our alumni. This allows us to effectively network with those students and the companies that they work for. This in turn creates opportunities for work experience placements and alumni career mentoring for current students.

4.6 Tracking

Maidstone and Malling Alternative Provision works closely with Kent County Council to ensure that intended destination data and September Guarantee Information is used to enable the school and local authority to support all students into positive outcomes. Individual support is provided to students at risk of becoming NEET (Not in Education, Employment or Training). Careers tracking processes are also used internally to ensure students are supported effectively as they progress through the school.

5. Work Experience

For many of our students, their time undertaking work experience will be their first experience of the world of work. It will provide them with an opportunity to understand not only a business and the roles staff play, but to also consider their own plans for the future. All health and guidelines are followed and checks are made to ensure the students are safe.

6. Evaluation of Provision

The school Careers Leader and the SLT link are responsible for monitoring the CEIAG provision as well as conducting an annual review. The evaluation process takes into consideration student

survey feedback on careers events and trips, parental feedback and Local Authority destination data. The Gatsby benchmarks are used to provide a basis for evaluating the CEIAG provision.

7. Staff Development

The CPD needs of the Careers Leader are identified through regular meetings with the SLT link as well as an annual appraisal. Funding for CPD can be accessed through the Careers and PSHE budget. The Careers Leader is able to attend regular local careers advisor meetings in order to remain current with developments in both the careers advice sector and local industry.

8. Resources

Funding for the school CEIAG provision is allocated within the annual budget in the context of whole school priorities. Resources are updated regularly. A number of online resources are available on the Careers section of the school website. Students have the opportunity for work experience. For this all health and safety checks are completed and logged with Kent County Council.