



Tuition, Medical and Behaviour Support Service

Careers and Work Related Learning Policy

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Responsibility:	Lisa Garside

Contents	Page
Statutory Requirements	3
Main Principles	3
Staff Involved	4
Outcomes for students	4
How we seek to achieve this	5
Careers, Information, education, advice and guidance	5
Work Related Learning	6
Work with Parent(s) and Carers	8
Tracking Destinations	8
Related Policies and Documents	9

Statutory Requirements

This policy is based on the Department for Education's (DfE's) statutory [Careers guidance and access for education and training providers](#).

This guidance refers to:

- The Education Act 1997
- The Education and Skills Act 2008
- The School Information (*England) Regulations 2008
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This policy is also in line with the more recent [Skills and Post-16 Act 2022](#), which came into force on **1 January 2023**. It explains that our school must provide a minimum of **4 encounters** with technical education or training providers to all students in years 8 to 11. For more detail on these encounters, see our provider access policy.

This policy is also in line with the Education (Careers Guidance in Schools) Act 2022.

This came into force on 1 September 2022, and amended the existing duty in The Education Act 1997, so that:

- Our service must now secure independent careers guidance from year 7 (instead of from year 8, previously)
- We also act in line with our statutory duty under the 'Provider Access Legislation', to be impartial and not show bias towards any route, be that academic or technical. This policy should be read in conjunction with our provider access policy statement, which sets out how our service meets this duty.

Main Principles

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

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 students, and is underpinned by the overall aims of the service:

- To provide a high-quality learning experience appropriate to the needs of the students.
- To make professional assessments of the primary need of the students to inform their future placement.
- To support reintegration back into full-time education at the earliest opportunity.
- To ensure students have the opportunity to achieve outcomes suitable for them post 16.
- Provide experience and a clear understanding of the working world
- Develop student awareness of the variety of education, training and careers opportunities available to them
- Promote a culture of high aspirations and equality of opportunity

This policy explains how TMBSS fulfils its' statutory duty to provide independent career guidance from year 7 to 11.

Staff involved:

TMBSS has a governor responsible for careers guidance and work-related learning. The governing body provides clear advice and guidance on which ensures a strategic careers plan is in place, which meets statutory guidance outlined above.

TMBSS employs a Careers Leader and a Careers Advisor.

The TMBSS Careers Advisor will support students to access an impartial careers meeting. The TMBSS Careers Advisor will complete action plans after each careers meeting with a student. The careers action plan will be sent to the student and their parent(s)/carer. The Careers Advisor works closely with students 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 students with SEN and completes moving on plans.

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

Outcomes for Students

TMBSS is committed to securing positive destinations for all students leaving the service. For some students, this will be a reintegration into another school setting to continue their education. For some students, this will be at the end of year 11 into a range of post-16 opportunities. All students leaving the service at the end of year 11 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, students with an Education Health and Care Plan (EHCP) should:

- Have had an annual 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 students from year 8 upwards on joining the service
- Ensure all year 10 students have the opportunity to have at least one session of careers support with the careers advisor and follow up with students, parents and staff any actions identified
- Ensure all year 11 students have the opportunity to have at least one face to face meeting with the careers advisor and follow up with students, parents and staff any actions identified
- Provide opportunities for providers of technical education and apprenticeships to talk to all year 8 to 11 students
- Work in conjunction with Centre Managers on progress reviews for year 11 students
- Work with year 11 students to produce careers action plans
- Provide more intensive mentoring and support to the most vulnerable students according to need across year groups.
- Work closely with Shropshire Youth Information and Guidance Advisers with SEN students, 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 student, due to make the transition into post-16 learning.
- Contribute to the career's element of the PSHE programme as appropriate, by providing resources.

- Produce an annual careers plan for the service.

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

- Accompany students 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
- The Marches careers hub – a member of the network which provides opportunities for shared good practice and resources
- 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
- Government apprenticeship website

TMBSS also retains strong links with the local authority provider of IAG – Shropshire Youth. TMBSS also retains strong links with Shropshire employability service – Enable (Ignite project). There are clear arrangements in place for facilitating introductions to appropriate workers, who can continue to work with students 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 at TMBSS includes:

- Work experience
- Employer/workplace visits
- Vocational learning opportunities at off-site alternative providers
- Vocationally focused workshops delivered within centres
- Alternative curriculum activities
- Visits from inspiring employers/employees to talk about work
- Visits from ex-students to talk about work
- Higher Education visits

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

Students in key stage 4 are encouraged to take up the option of activities which take place outside of their education centre, including work experience/workplace visits 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 students. 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 work experience placements:

- TMBSS have created a work experience flow chart to determine the suitability of different work experience placements. Lone working placements will not be appropriate for students and some placements will require employers to have a DBS in place. Please see the work experience flow chart for more information.
- A copy of the work placements employer liability insurance (checked by the EBL)
- Health & safety checks completed by Education Business Links (EBL). Work experience can only take place, if the EBL approve the placement.
- Employers will be given a copy of the TMBSS safeguarding information
- Students are given achievable targets to help them progress. The Career Advisor will complete termly visits to the work experience placements. The purpose of these visits is to speak with the student and employer separately. The Career Advisor will check the following:

With the employer:

- Discuss the students targets and if they are being met
- Find out if the employer has any safeguarding concerns, general concerns or any questions

With the student:

- Discuss what the student has learnt from the placement
- Find out the student favourite part of the experience
- Find out if the student has any safeguarding concerns, general concerns or any questions

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

- 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
- A copy of their health & safety policy
- A copy of their employees first aid training certificates
- A copy of their employee's safeguard training certificates
- A copy of their lone working policy
- Information about their fire procedure/copy of their fire policy
- Provisions will be given a copy of the TMBSS safeguarding information
- Provisions will be given a copy of the TMBSS behaviour expectation document

Monitoring attendance - For Alternative Providers and Work Experience; Centre administrators phone the off-site Alternative Provision or work experience placements, 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. Refer to the TMBSS Use of Off-site Alternative Provision policy for more information.

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

Work with Parent(s) and Carers

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

- Home visits by the Careers Advisor and other members of staff for the most vulnerable students/families
- Support with transport and bursary applications
- Regular phone or face to face contact with members of staff as needed
- Where appropriate, parents can be invited to attend year 11 careers guidance meetings

Tracking Destinations

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

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

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

Post-16 Transition Support

Students are able to access careers advice and transition support via telephone, email and through face-to-face meeting on GCSE results day.

Related Policies and Documents

- SEND policy
- Provider Access Policy
- Annual Careers Plan
- Student progress reviews
- Use of Off-site Alternative Provision Policy
- Work Experience Flow Chart