

Southwark Inclusive Learning Services Career Strategy 2023-24



Southwark Inclusive Learning Services (SILS) is committed to providing high quality independent and impartial careers education, information, advice and guidance (CEIAG) which is tailor made to our students needs at different stages of their education.

Our education mission is to positively transform our young people and our community. We enable our students to achieve their full potential by providing personalised educational pathways, including vocational provision placements at key stage 4, so they can leave their secondary education with qualifications and skills required to transition successfully into further training and employment.

Our core values (*GREAR- Growth, Resilience, Excellence, Ambition and Respect*) underpin the major principles for future training and employment; and these are attributes that we want all our young people to acquire, develop and excel in.

Equally, we develop our young people's insights through the SILS Promise, which provides enriching educational experiences to equip them with the knowledge and cultural capital needed for fulfilling adult lives.

Our curriculum provides practical examples of how subjects link to the world of work. Our young people have access to the Unifrog Platform, which provides impartial information on post -16 options and access to live career and labour market.

At SILS, we work closely with many organisations and post 16 educational providers (such as Reed in Partnership, Central London Career's Hub, Future Leaders Foundation, Young Vic, Rio Ferdinand and Paul Canoville Foundation Partnership, St Guy and Thomas' Hospital) to provide insights into diverse range of career pathways, and apprenticeship routes into employment.

The partnerships we forge with the local community, colleges and employers supports our young people in decision making on career pathways appropriate to their abilities and aspirations.

Our partnerships and curriculum raise our young people's awareness of routes to higher skills and information on technical / apprenticeships options, in line with Government guidance (*The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023*).

Reference: Provider Access Policy Statement – appendix 1.

Some of our partners:

Reed in Partnership: works with SILS to help young people improve their skills, confidence, resilience and knowledge, to identify and achieve their goals. The support focuses on improving engagement with education, accessing high quality careers advice and developing social consciousness and community awareness.

In partnership with Central London Career Hub, they provide a range of experiences, which includes organising visits to local businesses and inviting guest speakers to the school. Additional guidance and support is provided on implementation of the Gatsby Benchmarks across the school, with a volunteer enterprise advisor allocated to work with SILS.

Central London Career's Hub: provides a world-of-work related experiences to our young people, with hands-on entrepreneur workshops and visits to work or educational places (examples: David Game Higher Education Centre, The Gentlemen Baristas, Mott Macdonald, London Marriott Hotels, Morgan Sindall, The Record Shop, London Interdisciplinary School, The British Army). Career talks and mock interviews also provided with range of organsiations, E.g. Higgins Partnership, Mott Macdonald, Woods Bagot, Mayamada, Inspire Law Global – Egbe Manton, Homerton University Hospital NHS Foundation Trust, Met Police.

Future Leaders Foundation – Think Forward Project: supports black boys in year 11 to develop their world of work skills, build professional and social networks and raise their aspirations. They match young people with experienced black Future Leaders Coach who engage the young people, talk through problems they may be experiencing, with solution focussed approaches. This partnership exposes our young boys to work-related experiences/organisations which include, UK Black Business TECH Careers Fair, Sky Studios, Multiplex Construction, etc.

The allocated Future Leaders partner / coach continues to support young people throughout their post-16 journey and apprenticeship placement.

Young Vic: works with teachers and young people to develop speaking skills needed for successful job placement interviews. They also provide career insight days and work experience placements.

Rio Ferdinand Foundation: aims to address issues of racism and inequalities that may be experienced by young people from working class communities. They provide opportunities and career pathways to deliver social mobility. In partnership with community and business groups, they provide a range of work-related opportunities in the field of sports, music, media and advertising.

They also explore apprenticeship routes with guaranteed job interviews, and work insight days, short courses, workshops and visits. Examples include exposure to businesses such as *Canoville Foundation, Kiss FM, Bauer media*

Guys' & St Thomas' Foundation Trust's: Aspire 350 project provides young people in Year 10 and 11 who may have not yet decided on a career pathway with knowledge and insights on the variety of roles in health and related fields.

MACE – Construction: provides opportunities for young people to develop employability skills and apprenticeship routes into various branches of construction industries.

Five Year Career Plan:

START HERE

Year 7

- Interests profile to identify & understand key interests
- Start to record Activities
- Careers library introduces employability skills and sectors

Year 8

- Careers library and Competencies tool link skills used in school with careers
- · Activities to further develop skills
- Careers library builds LMI awareness

Year 10

- Understand Personality profile and preferred Work environments
- CV and Writing tools draft application materials
- Placements tool to complete and reflect on WEX

Year 9

- Revisit Interests and discover how passions link to pathways
- Subjects and Careers libraries for informed GCSE choices
- Competencies for skillset self-awareness and to prepare for mock interviews

Year 12

- Development goals with Subjects and Careers libraries
- Super-curricular reading and activities via the Read, Watch, Listen and MOOC tools
- UK uni and Apprenticeships tools for post-18 options

Year 11

- Research post-16 options on College & Sixth Form and Apprenticeships tools
- Learn to manage workload and wellbeing with Webinars
- Prepare for revision and leaving school with the Know-how library

Next Step

Student successfully applies to and reaches the best next step for them!

Year 13

- Finalise post-18 applications via Personal Statement and CV tools
- Learn to manage workload and wellbeing with Webinars and the Knowhow library

Unifrog Learning Journey

Staff Engagement

- Annual staff training, strategy call and review meeting
- Attend regional CPD events and webinars
- · Record interactions
- Create scheme of work

TOP TIP

Download the Careers Year Plan from the Unifrog Resources library to follow the Unifrog journey with plug-andplay lessons and deliver outstanding CEIAG.

Year 7					
Term	Autumn	Autumn	Spring	Summer	Summer
Link to session	Careers library treasure hunt - 1	What are skills?	Recording activities	Interests profile	What's your dream job?
Description	What is Unifrog? Introduce the platform to students, get all students logged on, and complete the Careers library treasure hunt	Introduce students to skills and why they Students find out how to identify their matter. They can then use this activities and record them for future knowledge to identify their own skills! use.	Students find out how to identify their activities and record them for future use.	Students complete the Interests quiz on Unifrog and find out which jobs might be of interest to them.	Students explore dream jobs on the Careers library and how to choose them.
Objectives	To define what a 'career' is. To identify what skills an competencies are. To navigate the Careers library Confidently to explore the To compare examples of variety of different careers there. write about competencies. To use the Unifrog Comp tool to add an example of competency to the platfor	To identify what skills and orompetencies are. To compare examples of how to orompare different way write about competencies writing about activities. To use the Unifrog Competencies or Summarise an activity tool to add an example of a effectively.	To identify activities that they do. To compare different ways of writing about activities. To summarise an activity effectively.	 To identify their interests. To reflect on their interest profile quiz results. To discuss careers related to their interests. 	To understand the factors that influence deciding a 'dream job.' To illustrate what their dream job might look like in the future.
Tasks for students	Discuss the definition of a career and the things that are important when choosing a career Login and complete a treasure hunt on the Unifrog Careers library Use students' understanding of the different search functions in the library to research their top three careers	- Match skills and definitions Play two truths and lie to practice listening skills Read three examples of how to write about your competencies and explain which one is best Write their competency examples on the Unifrog Competencies tool using the CAR method.	- Discuss what activities are and why they're essential Review examples of how to write about activities and decide which is the about activity mind maps Create activity mind maps Choose an activity and write about it using the Unifrog Activities tool.	- Read the Holland Code Know-how library guide Take the Unifrog Interests profile quiz Search the Careers library based on their results.	- Discuss the factors that people consider when thinking about a dream job Complete a min Careers library treasure hunt Create a job advert for their dream job! - Find careers in the Careers library and note the skills, qualifications and
Gatsby Benchmarks	2. Learning from carears info +LMI 3. Addressing needs of each pupil 4. Linking curriculum learning to careers	3. Addressing needs of each pupil 4. Linking curriculum + careers	3. Addressing needs of each pupil	2. Learning from Career and labour market information. 3. Addressing needs of each pupil	2. Learning from Career and labour market information. 3. Addressing needs of each pupil
CDI Framework	Explore possibilities Manage career See the big picture	Growth throughout life Manage career Create opportunities	Growth throughout life	Explore possibilities Manage career	Explore possibilities Manage career
Competencies	Digital literacy Open-mindedness Reflectiveness Teamwork	Listening Reading Writing	Independence Reading Reflectiveness Writing	Digital literacy Independence Reflectivness	Creativity / innovation Planning / aiming high Reflectiveness
PSHE Association	Work and career Choices and pathways	Learning skills Self concept Work and career	Learning skills	Self-concept Choices and pathways	Work and career Choices and pathways

Year 8						
Term	Autumn	Autumn	Spring	Spring	Summer	Summer
Link to session	Careers library treasure hunt 2	Career terminology	What does success mean to you?	Your superhero CV	What makes a great communicator?	Activities and competencies bingo
Description	Take your class on a treasure hunt around the Careers library!	Students get to grips with words from the world of work they might not know	Success means something different to everyone. Students will find out what it means to them in this session!	Practice writing a CV by creating one for your favourite superhero!	Communication is an important. Use a game of bingo to explore skill. Explore what makes a great competencies and practise communicator and think about identifying them! how you can use these skills!	Use a game of bingo to explore competencies and practise identifying them!
Objectives	To define what a 'Career' is. To understand a variety career terminology. To navigate the Careers library confidently to explore • To explain why learning the variety of different about career terminology careers there.	of is	To define what success means to them. To identify what motivates them. To understand how to search for career areas that match their motivators and definitions of success on the Careers library.	• To understand and recall • To understand what what goes in each section of makes someone a good a CV. • To create a CV for a • To identify examples communicator. • Communicator.	ood ood	To describe activities they take part in. To distinguish what competencies and skills these activities require. To evidence a competency on the Unifrog competencies tool.
Tasks for students	- Discuss the definition of a career, - Match careers terminology with and the things that are important their definitions. - Create a careers terminology - Complete a treasure hunt on the mind map. - Unifrog Careers library - Use the Careers library to the Know-how library.	a.	- Discuss what makes them successful Complete an auction of success Use the Careers library to search for Careers that relate to their motivators and definitions of success.	- Complete a word scramble to discover each section of the CV Work in groups to create a CV for a superhero of their choice Provide feedback on their peers' CVs.	- Brainstorm the qualities of great communicators Record an example of when they/ve been a good communicator using the Unifrog Competency tool.	- Discuss what are skills, and match skills with their definitions Play activities and competencies bingo Think about their day-to-day activities and what competencies these relate to Add a competency to their
Gatsby Benchmarks	Leaming from careers info + LMI Addressing needs of each pupil Linking curriculum learning to careers	2. Leaming from career + LMI	2. Learning from career + LMI 3. Addressing needs of each pupil	Addressing needs of each pupil Addressing needs of each pupil pupil	3. Addressing needs of each pupil	3. Addressing needs of each pupil 4. Linking curriculum learning to careers
CDI Framework	Explore possibilities Manage career	Manage career	Explore possibilities Manage career Balance life and work	Grow throughout life Manage career	Grow throughout life	Grow throughout life Manage career
Competencies	Digital literacy Open-mindedness Reflectiveness Teamwork	Learning	Critical thinking Digital literacy Open mindedness Reflectiveness	Attention to detail / obeservation Creativity Teamwork Writing	Communication Reflectiveness Speaking Writing	Teamwork Problem solving Reading Writing
PSHE Association	Explore possibilities Manage career	Work and career	Self-concept	Learning skills Work and career	Learning skills	Problem solving Reflectiveness Teamwork

Year 9						
Term	Autumn	Autumn	Spring	Spring	Summer	Summer
Link to session	Identifying interests	GCSE - Choices, Choices	Careers library treasure hunt 3	What makes a great leader?	Your skills, your team, your future	Talking about your activities
Description	Students discover the interests Help students make informed and skills that make them GCSE decisions, whether they unique, and link them to know what they want to do in potential careers!	Help students make informed GCSE decisions, whether they know what they want to do in future or not!	The third in a series of four, students use the Caraers library to find the answer to more complex caraers-based questions.	Lead the way to identifying what makes a great leader and how students can be great leaders too!	Students work together to create super teams that can tackle any scenario with their set of competencies!	Students learn to talk about the activities they have taken part in and the all-important competencies they've learned along the way.
Objectives	To understand how To make exploring and identifying on their Go students' areas of interest taking into can help with their career of factors. To understant to become comfortable can help the with using the Careers choices at library.	To understand how To make informed choices exploring and identifying on their GCSE subjects, students' areas of interest taking into account a variety can help with their career of factors. To understand how Unifrog To become comfortable can help them make good with using the Careers choices at GCSE level.	To define what a 'career' is. To navigate the Careers library confidently to explore the variety of different careers there.	 To explore what makes a good leader. To identify their own leadership experiences. To understand how to record competencies on the Unifrog platform. 	To explore teamwork and To reflect on what makes collaborating in a activities is im team work well. To familiarise students with the Careers library and To record act recording competencies on the Activities tool Unifrog platform.	To reflect on why recording activities is important, and how their activities are linked to their skills. To record activities in the Activities tool
Tasks for students	- identify students' personal interests - Become familiar with the Careers library and the importance of LMI - Link students' interests to potential careers by searching the Careers library.	- Answer true or false questions to introduce students to what GCS Es are. - Review various factors to consider when making their choices and rate their importance. - Use Unifrog's Careers library and Interests profile tools to explore their options.	- Discuss the definition of a career and the things that are important when choosing a career - Log in and complete a treasure hunt on the Unifrog Careers library - Use students' understanding of the different search functions in the library to	- Explore the definition of a leader and the skills involved in being a leader - Identify when they have been leaders - Work independently to write a record of this in the Unifrog Competencies tool.	- Explore what is needed for good teamwork - Identify students' own competencies, get into teams, and work out how their team would work best at solving a problem scenario - Use the Careers library to search for careers that meet students' competencies	- Students are reminded of what activities and competencies mean They practise describing their activities to their classmates, reflecting on what makes a good description Students are introduced to the Activities tool on Unifrog and will input activities of their own.
Gatsby Benchmark:	Gatsby Benchmarks 2. Learning from career + LMI 3. Addressing needs of each pupil 4. Linking curriculum learning to careers	3. Addressing needs of each pupil 7. Encounters with vocational and HE	Loarning from careers info + LMI Addressing needs of each pupil Linking curriculum learning	3. Addressing needs of each pupil	3. Addressing needs of each pupil 3. Addressing needs of each pupil	3. Addressing needs of each pupil
CDI Framework	Explore possibilities Manage career See the big picture	Explore possibilities Manage career	Explore possibilities	Grow throughout life	Grow throughout life Create opportunities	Grow throughout life
Com petencies	Attention to detail / observation Digital literacy Speaking Reflectiveness	Independence Planning / Aiming high Reflectivness	Digital literacy Open-mindedness Reflectiveness Teamwork	Leadership Reflectiveness	Problem solving Reflectiveness Speaking	Reflectivness Speaking Writing
PSHE Association	Self-concept Choices and pathways	Choices and pathways	Choices and pathways Work and career	Learning skills	Learning skills	Learning skills

Year 10							
Term	Autumn	Autumn	Autumn	Spring	Spring	Spring	Summer
Link to session	Work experience: How to research possible placements	Work experience: C\ Work experience: H	Work experience: H	Careers library treasure hunt - 4	Personality profile	What makes a great team player?	Unifrog escape room
Description	Students leam how to find work experience that fits their interests!	What's the difference between a CV and a cover letter? And how do you write them? Find out in this lesson!	Contacting employers can be nerve-racking! But this lesson will give students the confidence to do just that.	The last in a series of four, students use the Carears library to explore skills, salaries, and entry requirements.	Students use the Unifrog Personality quiz to discover their personality type.	We know teamwork makes the dream work, but are students, great team players?	Save Sally from a life of boredom! Students participate in a fun escape room activity that will test their teamwork and communication skills.
Objectives	• To reflect on things they • To recall what a CV want to consider when and cover letter are, choosing work experience their structures, and and why work experience why each document is is important. • To use Unifrog to search • To locate and use the for suitable businesses to CV / Resume tool. approach for work experience.	or To recall what a CV and cover letter are, their structures, and why each document is important. To locate and use the CV / Resume tool.	• To email an employer with confidence. • To contact an employer over the phone confidently.	To navigate the Unifrog Careers library. To understand why research is important for students' future choices.	To understand more To understand wore To understand why To explore the careers To understand why To explore the careers To list the skills an commonly associated competencies stude for students' future with their closest themselves and how personality types. personality types. Proceed student competencies using themselves are them good teal players.	To explain the qualities of · To explore di a good team player. To list the skills and practise their competencies students have competencies. themselves and how these make them good team players. To record students' own competencies using the Unifrog Competencies tool.	To explore different areas of the Unifrog platform whilst students practise their teamwork competencies.
Tasks for students	- Students will discuss why work experience is important and what they need to consider when looking for it. - They will be introduced to the Apprenticeships tool and will use it to search for possible work experience opportunities.	- Students discuss the contents discuss the goo contents of CVs and cover and bad aspects of letters and why each type of example emails to document is important. - They compare different own practice email. cover letters to identify the - Students learn how to strengths and weaknesses of contact an employer over each. - Students are introduced to a conversation to learn to the Unifrog CV/Resume tool. tips on approaching this.	- Students discuss the good - Students identify the and bad aspects of different things one mi example emails to consider when decidin employers and write their a career own practice email. - Students learn how to the Careers library as p contact an employer over of a treasure hunt task the phone and unscramble a conversation to learn top tips on approaching this.	- Students identify the different things one might consider when deciding on a career - They practise navigating the Careers library as part of a treasure hunt task	- Log into Unifrog and take the Personality quiz - Use the results to reflect on students' personalities and to start linking potential careers paths to their personality categories.	-Students explore what makes a good team player. - They identify their own competencies and how these would be useful in a teamwork situation. - Students use the Competencies tool to record an example of when they have worked in a team.	- Get logged onto Unifrog - Work in teams to solve the puzzles navigating their way around the Careers library
Gatsby Benchmarks	Learning from career and LMI Addressing needs of each pupil Experiences of workplaces	5. Encounters with employers and employees	5. Encounters with employees and employees	2. Learning from career and LMI	2. Leaming from career and 3. Addressing needs of each pupil	3. Addressing needs of each pupil LMI 4. Linking curriculum leaming to careers 7. Encounters with vocational and HE	2. Learning from career and LMI 4. Linking curriculum learning to careers 7. Encounters with vocational and HE
CDI Framework	Explore possibilities Manage career	Manage career Create opportunities	Create opportunities	Explore possibilities	Grow throughout life Explore possibilities	Grow throughout life Create opportunities	Grow throughout life
Competencies	Independence Networking Planning / aiming high	Attention to detail / observation Learning Reading	Attention to detail / observation Networking Reading Writing	Digital literacy Open-mindedness Reflectiveness Teamwork	Digital literacy Independence Reflectiveness	Teamwork Speaking	Attention to detail / observation Problem solving Teamwork
PSHE Association	Work and career	Work and career	Work and career	Work and career Choices and pathways	Self-concept Choices and pathways	Forming and maintaining respectful relationships	Learning skills

Year 11								
Term	Autumn	Autumn	Autumn	Spring	Spring	Spring	Spring	Summer
Link to session	Post 16 - Choices, choices,	Busting BTEC my A level	A level choices	Subjects library treasure hunt	Revision_techniques - Good vs bad	Introduction to apprenticeships in England and Wales Introduction to apprenticeships in Scotland	Coping with changes: Leaving secondary school	Green jobs
Description	Students learn about the opportunities available to them post-16. This is a great time to ask students to record their intentions for the end of this academic year!	How much do your students know about BTECs? They might be surprised by our pop quiz!	Students use the Unifrog platform to research potential careers, degree subjects, and interests that will help them to identify A level options.	Take your class on a treasure hunt around the Subjects library!	Students review their current revision techniques and choose two new revision techniques to try out!	Students have so many options when it comes to choosing an apprenticeship! This lesson will help them research and make choices that suit them.	Students gain an awareness of the changes ahead of them and develop coping strategies in preparation for this change!	A lesson on exploring existing green jobs and potential jobs of the future!
Objectives	To explore and research post-16 choices available to students. To use the Unifrog Know-how library to support this research.	what BTEC subjects are and the difference between BTECs and A-levels. To use the College/ Sixth Form tool to create a shortlist of options.	To provide students with confidence in their A level choices. To understand how Unifrog can help students to make good choices at A level.	To become familiar with the Unifrog Subjects library. To learn about and explore subject profiles suited to students' needs.	To identify 'good' and 'bad' revision techniques. To make their own revision processes easier and more effective. To access the Know-how library to learn more about revision techniques.	and 'bad' revision apprenticeships are and changes that will techniques. how they work. take place when they work. take place when they work. take place when they work. To make their own · To consider the broad secondary school easier and more standards and which ones might be suitable ways they can to students. To access the to learn more about Unifrog Apprenticeships · To navigate the to learn more about Unifrog Apprenticeships · To navigate the revision tool. College/Sixth For techniques.	changes that will take place when they move to secondary school. To use a toolkit of ways they can manage these changes. To navigate the Apprenticeships and College/Sixth Form tools to plan their	To describe what it means for a job to be 'green'. To explore the Unifrog platform to find subjects, careers, and extra information relating to 'green' careers.
Gatsby Benchmarks	s 3. Addressing the needs of each pupil 7. Encounters with vocational and HE	3. Addressing the needs of each pupil 7. Encounters with vocational and HE	3. Addressing the needs of each pupil of each pupil 7. Encounters with vocational and HE learning to careers 7. Encounters with vocational and HE vocational and HE	3. Addressing needs of each pupil 4. Linking curriculum learning to careers 7. Encounters with vocational and HE	3. Addressing the needs of each pupil	2. Learning from career and LMI 3. Addressing needs of each pupil 7. Encounters with vocational and HE	3. Addressing the needs of each pupil	2. Leaming from career and LMI 4. Linking curriculum learning to careers
CDI Framework	Explore possibilities	Explore possibilities	Explore possibilities Manage career Grow throughout life	Explore possibilities Manage career Create opportunities	Grow throughout life	Explore possibilities Man age career	Grow throughout life Explore possibilities	Explore possibilities
Competencies	Independence Planning /aiming high Reflectiveness	Attention to detail / Independence observation Planning / aiming high high Reflectiveness Reading	Independence Planning / aiming high Reflectiveness	Digital literacy Reflectiveness Teamwork	Independence Learning Organising / time management Reflectiveness	Digital literacy Reading Reflectiveness	Caring Reflectiveness Resilisence / staying positive	Inquisitiveness Learning Teamwork
PSHE Association	Choices and pathways Work and careers	Choices and pathways Work and careers	Choices and pathways Work and careers	Choices and pathways	Learning skills	Choices and pathways Work and careers	Mental health and emotional wellbeing Ourselves, growing and changing	Work and careers Choices and pathways

Appendix: Provider Access Legislation Statement

The rationale: High quality careers education and guidance in school is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

Commitment: SILS is committed to ensuring that our students have access to a wide range of education and training providers, in order that they can be informed about approved technical education qualifications and apprenticeships. SILS is fully aware of the responsibilities to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

SILS endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (*The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023*).

Aims: the school statement for access to other education and training providers has the following aims:

- For students to develop the knowledge and awareness of all career pathways available to them, including technical qualifications and apprenticeships.
- To support all our young people to learn more about opportunities for education and training outside of school before making crucial choices about their future options.
- To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

Student Entitlement: SILS fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies in National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at school.

Development: this statement has been developed in consultation and will be reviewed annually by the SILS Management Committee, Senior Leadership Team and Careers Leader based on current good practice guidelines by the Department for Education.

Links with other policies: It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

Equality and Diversity: Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. SILS is committed to encouraging all students to make decisions about their future based on impartial information.

Requests for access: Requests for access should be directed to the school's Careers Leader who can be contacted via the school office Tel **0207 525 0370**.

Grounds for granting requests for access: access will be given for providers to attend during school assemblies, timetabled Careers or Life lessons, and Careers or Raising Aspirations events. Students may travel to visit other providers as part of the wider school career trip.

Details of premises or facilities to be provided to a person who is given access: SILS will provide an appropriate room for events. All rooms have computers, projectors and screens provided. Computer rooms can also be arranged. The Careers Leader will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

Live/Virtual encounters: SILS will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

Parents and Carers: parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

Management: The Careers Leader coordinates all provider requests and is responsible to his/her senior management line manager.

Complaints Procedure: Any complaints about this statement / policy should be directed to the Careers leader, via the school office 02075250370. *The Careers leader* will discuss the complaint with the Headteacher, in line with the SILS Complaints Policy.

Monitoring review and evaluation: the statement / policy will be monitored annually, alongside the Careers Statement by the Senior Leadership Team and School's Management Committee.

Policy Coordinator: Azemina Miftaroska, Careers Leader / AHT

Policy Reviewed: 15 December 2023

Date Presented to Management Committee: 8 January 2024