



# Working Arrangement

**1 September 2021 to 31 August 2022**

**Between**

**Sandwell Metropolitan Borough Council/  
Connexions Sandwell**

**and**

**Ormiston Forge Academy**



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**A WORKING ARRANGEMENT** made on 12.7.21

**BETWEEN:**

Connexions Sandwell, whose administrative offices are at Sandwell Metropolitan Borough Council, P.O. Box 16230, Sandwell Council House, Freeth Street, Oldbury, West Midlands B69 9EX (known as Connexions Sandwell).

**AND:**

Ormiston Forge Academy (known as 'the Institution'), Wrights Lane, Cradley Heath, West Midlands B64 6QU

**WHEREBY IT IS AGREED** as follows:

**1. Basis of the Working Arrangement**

- 1.1. The Working Arrangement will commence on **1 September 2021** and will expire on **31 August 2022** unless terminated earlier in accordance with the details specified in this Agreement.
- 1.2. The Working Arrangement specifies Connexions contribution towards provision of a targeted careers guidance service to help the Institution meet its statutory requirements of providing independent careers guidance for pupils. The Targeted Service is defined further below.
- 1.3. For the purposes of this Agreement, the lead contact at Connexions Sandwell will be **Debbie Farthing, Connexions Team Manager** for your Institution.
- 1.4. For the purposes of this Agreement, the named contact at the Institution will be **Rachel McCarthy, Careers Leader**.
- 1.5. This Working Arrangement is a document that defines in practical terms the responsibilities of both the Institution and Connexions Sandwell.

**2. Accountability**

- 2.1 Each party shall take all reasonable steps to prevent the use or disclosure by their representatives, officers or employees of the confidential information.
- 2.2 Throughout the term of this Agreement, Connexions Sandwell and the Institution will monitor and review the Service on a termly basis and make reasonable adjustments if required, with targets and timescales.

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- 2.3 The targeted careers guidance service will be delivered by Connexions Sandwell to identified students who are in one of the vulnerable groups and those at risk of not participating in Education, Employment or Training (NEET) Post 16.
- 2.4 Each party is committed to working together during **2021-22** to ensure that Young people in the targeted group receive the support needed to enable them to achieve their desired goals through participation in learning Post 16, providing the foundations for further learning and employment Post 18.
- 2.5 **Connexions Sandwell will:**
- provide an outline of service;
  - obtain formal agreement from a senior officer at the Institution for services which are due to be provided;
  - provide details of the full cost of provision prior to commencement;
  - provide a high-quality service which is market leading;
  - quality assure all services which it provides;
  - use best endeavours to ensure that the services are maintained at all times;
  - provide experienced careers advisers trained to at least Level 6 in guidance;
  - maintain the Matrix Standard;
  - ensure that all Advisers have Disclosure and Barring Service (DBS) that are regularly updated.
- 2.6 **The Institution will:**
- agree the service provision requirements;
  - nominate a suitable senior officer to approve all costs related to providing the service;
  - upon receipt of an invoice, make payment to Connexions Sandwell for any additional services which have been requested as part of this agreement.
  - provide a suitable working environment for Connexions Sandwell Personal Advisers;
  - provide the statutory data required under Section 72 of the Education and Skills Act 2008 which enables Local Authorities to meet its responsibilities under Section 68(4) of the same act. (see data arrangements below).

### **3. Targeted Service**

- 3.1 Connexions Sandwell will provide the Institution a Targeted support for those in their leaving year who are at risk of not participating in learning to a maximum of 10% of the Year 11 cohort as follows:
- Pupils for the targeted group will be identified using a Risk of NEET Indicator (RONI), from information such as the SEN Register, LA Data,

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and in liaison with the LAC Co-ordinator, Heads of Houses/Year and Pastoral Staff as appropriate and agreed with Connexions.

- Personal Advisers will support young people who have a Statement or Education Health and Care Plan (EHCP) by providing one to one independent careers guidance to identify short, medium and long-term career goals and appropriate routes and provision. Each young person will receive a Careers and Aspirations plan. The information contained within this plan will contribute to the young person's EHCP.
- Students with additional needs who do not have a Statement/EHCP and have been identified as being at greatest risk of becoming NEET and agreed to be in the target group, will receive one to one independent careers guidance as described above, along with an action plan.
- Once students have been interviewed, Personal Advisers may contact parents where appropriate and meet/maintain contact where this is needed in order to help ensure the young person's positive Post 16 progression.
- Personal Advisers may liaise with the Institution to arrange for training providers to visit and provide information to targeted pupils, if appropriate and within the allocated resource.
- Personal Advisers may use a variety of software packages such as Kudos or E-clips to support targeted students' career aspirations.

3.2 Students that are Looked After or Leaving Care will be offered a careers interview and action plan in Year 8 or 9 (depending on the year they choose their options) and in Years 10 and above until their leaving year. The Connexions Sandwell PA will try to attend, if invited, the final year Personal Education Plan (PEP) or Pathway Planning meeting.

## **4. Data collection**

4.1 Sandwell Metropolitan Borough Council has a legal responsibility under the Education & Skills Act 2008 to encourage, enable or assist the effective participation of young people into education or training. To achieve this Connexions Sandwell will collect information about the young people to ensure that they receive the support they need in order to make the best choice for their future and to provide management information to DfE on behalf of Sandwell Council.

4.2 Young people seen by Connexions Sandwell, will have their future plans recorded on a local database complying with the legal obligation to hold personal data. This will enable Connexions Sandwell to put in place the appropriate support so that the young people will engage in education,

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employment and training and ensure that those who are at risk of not participating in learning, get continued support to progress.

## 5. Performance Monitoring and Review

5.1 The monitoring and review process will be a joint activity between Connexions and the Institution with the aim of ensuring:

- 5.1.1 the best service possible to young people;
- 5.1.2 the most effective use possible of the resources available;
- 5.1.3 that any issues relating to the delivery of the Service are resolved;

5.2 Connexions Sandwell will provide access to monitoring and performance information and will review performance annually or more regularly as appropriate.

## 6. Details of service

Details of Service		No.of Days
1.	Targeted service to Year 11.	28
2.	Targeted service Looked After or Leaving Care Year 8 or 9 (depending on the year they choose their options) and in Years 10 and above.	1
3.	Talk to Governors to improve their understanding and develop their role in advising head teacher on the strategy for careers guidance in their schools.	
4.	Access to Career software packages through Connexions Personal Advisers (Kudos & EClips).	
5.	During 2021/22 mentoring support for ex students who are NEET aged 16-18.	
6.	Referral of those targeted students who require intensive support in a post 16 setting to appropriate training providers.	
7.	Help students complete their Year 10 looking ahead questionnaire.	1
8.	Help students complete their electronic finishing Year 11 forms.	1
9.	Access to Council work experience placements.	
10.	Levy mentoring of apprentices.	
11.	Apprenticeship levy recruitment and general recruitment.	
12.	Access to SMBC external employer vacancies / apprenticeships.	
13.	Referral to Supported Employment Team for school leavers with SEND who are leaving education.	

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## **7. Variations and termination**

- 7.1 Connexions Sandwell will use its best endeavours to comply with the UK Government guidance, requirements/restrictions relating to Coronavirus where their resulting actions or non-actions prevent Connexions completing the terms of the Working Arrangement;

Both parties will explore reasonable alternative means of delivering against the Working Arrangement; if this is not possible

Then the Completion Date provided for in the Original Agreement shall be deferred to a date fixed by agreement between Connexions Sandwell and the institution (both acting reasonably in all circumstances).

- 7.2 Either party may give a minimum of one month's written notice of any proposal to vary this agreement but both parties need to agree the variation in writing.

## **8. Default and penalties**

- 8.1 Any dispute, difference or question between the parties to this agreement, which cannot be resolved mutually by negotiation, and except in so far as may be otherwise provided in this agreement, shall be referred for arbitration by any party to a meeting with the Institution and the Service Manager for Learning Services or their representative.

## **9. Health and Safety**

- 9.1 All premises work will be carried out in accordance with the requirements of the Health and Safety at Work Act of 1974, and any other statutory regulations relating to safety, health and welfare.
- 9.2 Connexions Sandwell will work with the institution regarding Government / Public Health England (PHE) advice around Coronavirus to ensure the health and safety of all parties in relation to Connexions Sandwell work / activities with students and staff. In addition to statutory health and safety responsibilities legislation and Health and Safety Executive working regulations, both parties will ensure that the Services are delivered in safe, healthy and supportive environments.

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## 10. Authorised Signatures

**Signed on behalf of the Local Authority:**

**Date:**

**Print name:**

**Signed on behalf of the Institution:**

**Date:**

**Print name:**

**Purchase Order number: (if appropriate)**

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