



# Careers Education and Guidance Policy Inc. Provider Access

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# **Careers Education and Guidance Policy**

## **Vision and purpose**

Promoting a career development culture is an essential part of the mission and ethos of our school. We aim to support the aspirations of all our learners and to ensure that they gain the understanding, skills and experience they need to make progress and succeed in learning and work. We believe that effective careers education and guidance not only contributes to the well-being of individuals but also to the wellbeing of their families, the communities to which they belong, wider society, businesses and the economy.

## **National and local expectations**

We are committed to meeting national and local expectations in relation to careers by:

- Securing independent and impartial careers guidance for all students as required by the 2011 Education Act and the revised Education (Careers Guidance in Schools) Act 2022. In implementing this duty we will pay particular regard to the DfE's principles of good practice and Ofsted's inspection criteria for evaluating careers provision in schools.
- Fulfilling our duties under the Equality Act 2010 to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics.
- Paying particular regard to the DfE's 'Careers strategy: making the most of everyone's skills and talents' (published December 2017) and the 'Careers guidance and access for education and training providers' (published July 2021 and replaced in September 2022) and implementing revised policies by the deadlines contained within this guidance.
- Fulfilling our duties under the DfE's 'Education (Careers Guidance in Schools) Act 2022 and implementing revised policies contained within this guidance.
- Meeting the requirements of the Provider Access Legislation 2023.
- The school will be guided by the GATSBY Career benchmarks.

## **Current priorities**

Our careers strategy is informed by these current priorities:

- Supporting individual aspirations, improving attainment and ensuring positive destinations.
- Meeting the needs of specific groups including looked after children, young carers, children from economically-deprived backgrounds and children with special educational needs and disabilities.
- Developing learners' career management skills, especially those associated with career adaptability, resilience, enterprise and employability.
- Improving young people's working lives by helping them to identify the values that are important to them such as contributing to the wellbeing of others through their paid and voluntary work and working in greener ways.
- Developing the use of digital technologies to meet young people's career development needs in conjunction with face-to-face support.
- Working with parents/carers, alumni and education, community and business partners to meet students' career development needs.

## **Strategy**

To achieve the objectives of this policy, we will:

- Ensure that the governing board is actively involved in shaping careers policy and strategy through its Academic Achievement Committee. Our Careers Link Trustee is Mrs Gill Bruce.
- Ensure a senior member of staff advises the senior leadership team and Trustees on curriculum, staffing and resource requirements; and to lead the development, implementation and evaluation of the school's careers provision with the support of other key post holders (e.g. Careers & College Coordinator, SENDCO, Personal Development Curriculum Lead) and specialist careers staff.
- Ensure that a middle leader manages the day-to-day running of the work related element of the careers programme.
- Work to meet the GATSBY benchmarks, developing and implementing a CEIAG development plan.
- Work towards meeting the standards set out in the Quality in Careers Standard.
- Maintain a costed annual careers plan for achieving current priorities including the running of an annual careers fair to incorporate advice on apprenticeships, colleges, employment (national and local, public and private sector) and other forms of training.
- Continue to commission independent careers guidance services from individuals/organisations that meet the standards set by the Quality in Careers Standard for students in Yrs 7-11.

- Further develop our working relationship with local businesses through the National Careers Service and the National Enterprise Advisor programme (provided through the Careers and Enterprise company, including the Preston and Lancashire Hubs) as well as other organisations.
- Support work related learning through a variety of activities such as 'Take your child to work days', employer visits and employer encounters.
- Set out clearly the contribution expected of all staff including subject teachers and tutors for students' career learning and planning and provide appropriate training. • Engage parents in supporting their child's career aspirations through accurate and succinct guidance and in collaboration with parents.
- Actively involve learners themselves in the planning, delivery and evaluation of the careers programme.

## **Policy statement on provider access**

### **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997, amended in September 2022 and in law from January 2023.

### **Student entitlement**

Students in years 8-13 are entitled on at least two occasions during KS3 and KS4:

- To find out about approved 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 approved technical education and apprenticeships – through pathways events, personal development lessons, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and approved technical qualifications and apprenticeships.

### **Management of provider access requests**

#### *Procedure*

A provider wishing to request access should contact Mrs Nicola Tucker, Senior Assistant Vice Principal.

Telephone: 01772 336293 Email: [n.tucker@lostockhallacademy.org](mailto:n.tucker@lostockhallacademy.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 students and/or their parents:

	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
<b>Year 8</b>	Assembly and tutor availability	Assembly and tutor availability Parents' Evening availability	Assembly and tutor availability
<b>Year 9</b>	Personal Development lessons on careers and pathways	KS4 pathways event Parents' Evening availability	Assembly and tutor availability
	<b>Autumn Term</b>	<b>Spring Term</b>	<b>Summer Term</b>
	Assembly and tutor availability	Assembly and tutor availability	
<b>Year 10</b>	Assembly and tutor availability Parents' Evening availability	Personal Development lessons – work related learning preparation sessions (e.g. CV, letter writing, shortlisting, interview skills etc.)	Personal Development lessons – work related learning preparation sessions (e.g. CV, letter writing, shortlisting, interview skills etc.) Assembly and tutor availability
<b>Year 11</b>	Parents' Evening availability Assembly and tutor availability Personal Development lessons – work related learning preparation sessions including Post 16 application writing sessions.	Assembly and tutor availability	

Please speak to our named Careers Leader, Mrs Tucker, or Personal Development Curriculum Lead, Mr Doyle, 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**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The 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 at the Careers Resource Centre, which is managed by the Careers & College Coordinator. The Careers Resource Centre is available to all students at lunch times daily.

**Review**

This policy will be reviewed by SLT every two years unless otherwise needed earlier.