



**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 Y8-13 as required by the 2011 Education Act. In implementing this duty we will pay particular regard to the DfE's principles of good practice (Section 10 of the statutory guidance, March 2015) and Ofsted's inspection criteria for evaluating careers provision in schools (September 2015).
- 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 implementing revised policies by the deadlines contained within this guidance. 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 body is actively involved in shaping careers policy and strategy through its Academic Achievement Committee. Our Careers Link Governor is Mrs Gill Bruce.
- Ensure a senior member of staff advises the senior leadership team and governors 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, Life Studies 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.
- 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.
- Further develop a 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.
- 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 pupils 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.

Student entitlement

Students in years 8-13 are entitled:

- To find out about 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 technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

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

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 pupils and/or their parents:

	Autumn Term	Spring Term	Summer Term
Year 8	Assembly and tutor availability	Assembly and tutor availability Parents' Evening availability	Assembly and tutor availability
Year 9	Life Studies work on careers and pathways Assembly and tutor availability	KS4 pathways event Parents' Evening availability Assembly and tutor availability	Assembly and tutor availability
Year 10	Assembly and tutor availability Parents' Evening availability	Life Studies – work related learning preparation sessions (e.g. CV, letter writing, shortlisting, interview skills etc.)	Life Studies – work related learning preparation sessions (e.g. CV, letter writing, shortlisting, interview skills etc.)

	Autumn Term	Spring Term	Summer Term
			Assembly and tutor availability
Year 11	Yr 11 Guidance Evening Parents' Evening availability Assembly and tutor availability Life Studies – 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 Head of Life Studies, Mr Doyle, to identify the most suitable opportunity for you.

The school policy on [safeguarding \[link\] 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.