



An Active Learning Trust School

# Careers Education Policy 2024



# A Policy for Careers Education, Information, Advice and Guidance

## Introduction

### Statutory Duties

1. Section 42A of the Education Act 1997 requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from year 7(12–13-year-olds) to year 13 (17–18-year-olds).

2. The governing body must ensure that the independent careers guidance provided:

- is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.
- includes information on the range of education or training options, including apprenticeships and technical education routes.
- is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.

3. The Technical and Further Education Act 2017 inserts section 42B into the Education Act 1997 and came into force on 2 January 2018. Through the Skills and Post-16 Act 2022, the government has strengthened this legislation by introducing a minimum number of six provider encounters that every school must provide and, for the first time, introduces parameters around the duration and content of these encounters so that we can ensure they are of high quality. This new law, from January 2023, requires the proprietor of all schools and academies to ensure that there is an opportunity for a range of education and training providers to access all pupils in year 8 to year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships (commonly known as the Baker Clause). Please see Provider access policy in Appendix A.

### Rationale

Neale-Wade Academy has statutory responsibility for securing access to independent and impartial careers guidance for all pupils in years 7-13. In the context of this duty, careers guidance consists of services and programmes intended to assist students to make and implement education, training, and occupation choices and to learn how to manage their careers.

Neale-Wade Academy has strong links with outside agencies including universities and colleges, global corporations and local businesses which contribute to:

- Raising aspirations and increasing motivation – helping young people to identify educational and occupational goals.
- Demonstrating the relevance of the knowledge and the skills learnt in subjects to future opportunities in learning and working.
- Developing the skills for effective learning – reviewing achievements, setting targets, planning, and acting.
- Demonstrating the links between living, learning, and earning
- Improving literacy – developing information and communication skills
- Improving progression
- Reducing NEET

## Purpose

Neale-Wade Academy is committed to career learning and development and fulfils its statutory obligations. Careers learning supports the Academy's overall vision and is linked to the Academy Improvement Plan. Governors and senior leaders have a key role in developing and approving the policy and this process ensures a high profile and a secure place for CEIAG within the school curriculum. This policy is linked to other school policies including Equalities and Health & Safety.

## Commitment

The Academy is committed to providing all its students with a planned programme of careers education activities throughout their school career, with opportunities at key transition points to access impartial information and expert advice and guidance. It is also committed to maximise the benefits for students by using a whole Academy approach involving parents, carers, external IAG providers, employers, and other local agencies.

## Management

This area is supported by a link governor. The Careers Leader, Assistant Principal, has strategic responsibility for CEIAG, oversight of a CEIAG with access to administration support. The Academy has responsibility for securing its external careers guidance service. The Careers Leader will also oversee the structure for delivery by members of staff who have access to relevant training. The Careers Leader and CEIAG Team will review and evaluate the provision with all stakeholders including young people and the external IAG service, considering the Academy's destination measures.

## Curriculum Provision

There is a planned programme of learning experiences with learning outcomes for Year 7 to Year 13 which enable young people to:

- Develop themselves through career and work-related education
- Learn about careers and the world of work
- Develop career management and employability skills
- Understand about Labour Market Information and the value of a good GCSE in Maths and English
- Understand about the importance of science and maths (STEM) and the varying occupations available in these subjects
- Make decisions on their next steps in learning or education which could include further education, apprenticeships, university or employment
- Understand the value of out of school opportunities to support their career aspirations such as NCS
- Undertake a work experience placement in Year 10 and 12

## Personal Provision

Elements of the above will require access to individual information advice and guidance through:

- Access to the Academy's Careers Advisor, external careers advisors, visitors, and mentors.
- Access to external sources including employers, learning providers, alumni, and specialist face to face careers guidance.

## Resources

The school will provide resources for the successful implementation of this policy through securing:

- An annual budget to cover internal needs, CPD opportunities and commissioning of external sources.
- Adequate staffing with appropriate training
- Student and staff access to information (electronic and hardcopy)
- Designated space for individual, group and research sessions
- Subscription for all staff and students to Unifrog for LMI and careers information

## **Health and Safety and Safeguarding**

- Work experience placements are covered by RoSPA Health and Safety for Work Placement Personnel approved and validated by Institution of Occupational Safety and Health.
- All visits and visitors working with our young people adhere to the Academy's Safeguarding Policy

## **Partnerships**

The policy recognises the range of partners that support the CEIAG offer within our Academy. These include:

- Formal arrangements with external providers of careers guidance and others
- Liaison with post 16 providers and higher education institutions
- Employers and training providers
- Parents and carers

**Effective Date: 23/9/ 2024**

**Review: September 2025**

## Appendix A POLICY STATEMENT ON PROVIDER ACCESS

### Introduction

This policy statement sets out the school's arrangements for managing the access of providers to the school for the purpose 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.

### Pupil entitlement

All pupils in years 8 to 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 events, assemblies and group discussions and taster events.
- to understand how to make applications for the full range of academic and technical courses.

**For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.**

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils.

### Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the 'Making it Meaningful' checklist.

Meaningful online engagement is also an option, and we are open to providers that can provide live online engagement with our pupils.

### Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

- College of West Anglia
- Peterborough College
- Cambridge Regional College
- North Cambs Training Centre - Chatteris
- Aim Apprenticeships
- Anglia Ruskin University – Cambridge and Peterborough Campuses
- Lincoln University

## Management of provider access requests

### Procedure

A provider wishing to request access should contact *Helen Parks, Careers leader* on [hparks3@neale-wade.org](mailto:hparks3@neale-wade.org) or *Heather Paul, SLT link* on [hpaul@neale-wade.org](mailto:hpaul@neale-wade.org)

### Opportunities for access

The school offers the six provider encounters required by law (marked in bold text) and several additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

Please speak to our Careers Staff to identify the most suitable opportunity for you.

### Premises and facilities

The school will make the main hall, classrooms, or private meeting rooms available for discussions between the provider and pupils, 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.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

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 school librarian. The Resource Centre is available to all pupils at lunch and break times.

### Complaints:

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

### Approval and review

Approved *[date]* by Governors at Curriculum and Standards Committee

Next review: *[date]*

Signed: *[name]* Chair of Governors *[name]* Head teacher