



## Careers Education Guidance Document including Provider Access Statement

Disclaimer:

Some events or activities listed in this document may not take place this academic year due to the global pandemic.

Face-to-face access to our site may be refused or restricted while Covid-safe measures remain in place.

**Approved by:** Headteacher

**Date:** 14/10/20

**Last reviewed on:** October 2020

**Next review due by:** September 2021

## Contents

1. Aims.....	2
2. Statutory requirements.....	2
3. Student entitlement .....	2
4. Management of provider access requests.....	4
5. Links to other policies.....	6
6. Monitoring arrangements .....	7

.....

## 1. Aims

This document aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

This document also provides an overview of the Careers advice, Education, Information and Guidance (CEIAG) and work experience opportunities the school provides.

## 2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 7 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#).

This document shows how our school complies with these requirements.

## 3. Student entitlement

All students in years 7 to 13 at St Anne's Catholic School are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships

- Understand how to make applications for the full range of academic and technical courses

### 3.1 Careers Provision

At St Anne's Catholic School, the Career Advisor works alongside the Assistant Headteacher (AHT) with responsibility for careers. The Careers Advisor will work with the AHT to develop careers provision for the school. This is in line with the Gatsby Good Careers Guidance.

#### i) All students have access to the following:

- Extra-curricular clubs and trips support students in developing their understanding of a range of different subjects. A list of extra-curricular clubs and activities is available on the school website.
- Careers talks occur on a range of careers that inspire and motivate the students. These are offered to all students in the school and include higher level apprenticeships.
- All students can attend the careers advisor drop-in service
- All students have access to the careers section on the schools website and the careers and university section in the library. External opportunities are advertised to students.
- All students participate in several Curriculum Enrichment Days (CED's) each year which feature a range of PSHE, Reflection, Life Skills and CEIAG activities.

#### ii) Students with Special Educational Needs or Disabilities (SEND):

- Transition from one key stage to another and onto careers is part of the action plan for a student with SEND.
- Personalised support from the SENCO, careers advisor and external bodies is used where appropriate.

#### iii) Students in receipt of Pupil Premium (PP) and/or National Collaborative Outreach Project (NCOP) funding

- Personalised support will be given to these students.
- PP students will receive an extra careers appointment in Year 9, 10 or 11 alongside their academic mentoring appointments in KS4.
- NCOP students receive an additional careers appointment in Year 9 and/or 11 along with the opportunity to take part in some additional CEIAG and educational experiences funded by NCOP (these vary by academic year and continue for the duration of NCOP).

#### iv) Key Stage 3

- The options programme for Year 9 is designed to support students with their GCSE choices, and includes a KS4 Curriculum Information Evening for students and their families.
- The pastoral curriculum in Year 7-9 covers economic wellbeing, citizenship and develops enterprise and entrepreneurship. A particular example of this is a Dragon's Den activity in Year 8.

#### v) Key Stage 4

- One-to-one careers discussions with the school Careers Advisor in Keystage 4 are used to inform advice and support provided to the individual student by the careers advisor and other relevant staff.
- All students in Year 10 participate in a Sixth Form or College Taster Day.

- A number of students every year will take part in the Bronze Duke of Edinburgh Award in Year 10.
- Extra-curricular clubs and trips support students in developing their understanding of a range of subjects. Students are given advice and guidance about what to participate in. Examples of this include the CAFOD Young Leaders Programme, National Citizenship Service and Learn with US.
- The options programme for Year 11 supports their A Level choices and all students have a Sixth Form Guidance Meeting with the Head of Sixth Form or a member of the Senior Leadership Team (SLT).
- The pastoral curriculum in Year 10 and 11 covers economic wellbeing, citizenship, preparation for job applications and interviews, and CEIAG.
- All students in Year 10 participate in two weeks of work experience. Whilst all pupils are encouraged to find their own placements, assistance is provided when required to ensure it a rewarding and beneficial experience for all.

#### vi) Key Stage 5

There is a range of support for Higher and Further Education applicants:

- In Year 12 all students participate in the VESPA Mindset programme to prepare them thoroughly for the demands of KS5. This is run for one afternoon a week in the first half term, after which students complete one afternoon a week of volunteering within, or outside of school.
- All KS5 students are encouraged to visit university open days, masterclasses, taster courses and summer schools at a variety of universities, to develop their application profile.
- All students have the option to complete the Extended Project Qualification (EPQ) helps develop invaluable research and independent learning skills, which are central to higher education.
- There is a dedicated team to support students with the UCAS process. Each student will have support tailored to their application from a subject advisor, their form tutor and the Sixth Form team.
- Students benefit from interview preparation, guidance workshops and practice.
- There is specialist preparation available for Oxbridge and Early Entry students including support with preparing for aptitude and pre-admissions tests.
- The pastoral curriculum for Years 12 and 13 includes lessons on life at university, higher education options and student finances.
- Sixth Form students are encouraged to undertake work experience to support their university applications; all students will complete at least 1 day in Year 12. A range of opportunities are advertised throughout the academic year, as appropriate to the specific students.
- A number of students every year will take part in the Silver Duke of Edinburgh Award.

## 4 Management of provider access requests

This 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.

### 4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	Autumn term	Spring term	Summer term
<b>Year 7</b>		<i>Careers Fair</i>	
<b>Year 8</b>		<i>Careers Fair</i>	<i>Careers workshop</i>
<b>Year 9</b>	Careers networking event	<i>Key Stage 4 options evening</i> <i>Careers Fair</i>	<i>Work experience preparation sessions</i>
<b>Year 10</b>	<i>Work experience</i>	<i>Careers Fair</i>	<i>Post 16 - Taster Days</i>
<b>Year 11</b>	<i>Briefing on opportunities at Post 16</i> Careers Interview	<i>Careers Fair</i> <i>Post-16 evening</i> Careers Interview	Careers Interview
<b>Year 12</b>	<i>Higher education (HE) fair</i> <i>Life Skills Day</i>	<i>Careers Fair</i> <i>Briefings on opportunities at Post-18 and apprenticeships</i> <i>Future Pathway Morning</i>	Work Placement
<b>Year 13</b>	<i>HE and higher apprenticeship applications</i> <i>Interview Day</i> <i>UCAS Day</i>	<i>Careers Fair</i>	

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

### 4.3 Granting and refusing access

Access will be granted when:

- The information on offer is relevant to our students and has been pre-agreed by the school
- Requests are made by reputable companies/organisations
- Requests fall at a suitable time for the school, and are made in good time, by prior arrangement
- On arrival visitor(s) provide photographic ID in the event of supervised group activities, or DBS certificate for any 1:1 activities involving students
- Providers comply with equality and diversity requirements
- It is safe to do so with regards to health and safety.

Access may be denied if there is:

- Failure to provide photographic ID or DBS on arrival
- Failure to make the appropriate arrangements in advance
- The school has concerns regarding the person/providers conduct or demeanour
- The school has concerns about the relevance, appropriateness, legitimacy or accuracy of the content being shared

### 4.4 Safeguarding

Our safeguarding policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

All concerns need to be shared in person with the DSL (in his absence with a DDSL) as per the safeguarding policy.

### 4.5 Premises and facilities

A provider wishing to request access should contact: **Julie Gough** (Careers Advisor)

Telephone: **02380 328 200 / Ext 129**

Email: [Julie.gough@st-annes.uk.com](mailto:Julie.gough@st-annes.uk.com)

The school will ensure an appropriate venue, AV and support is provided.

Providers are welcome to leave a copy of their prospectus or other relevant course literature for the Careers Advisor or the Librarian. The library is available for students at break, lunchtime and after school. The Careers Office is available for students Monday to Thursday at break and lunchtimes.

## 5. Links to other policies

This policy links to the following policies and documents:

- Curriculum information
- Equality information and objectives
- Health and Safety policy
- GDPR policy
- Safeguarding Policy (inc KCSiE)
- Student home-school agreement

## **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by the Careers advisor and the Assistant Head with Careers responsibility

This document will be reviewed by the Assistant Head with Careers responsibility, annually. At every review, updates to this document will be approved by the Headteacher and shared with the appropriate governing body committee.