



Nurturing to Learn

**ELMS CAREER GUIDANCE POLICY
AND PROVIDER ACCESS STATEMENT**

Acronyms

CEIAG Careers, Education, Information, Advice and Guidance

KSENT Kent Special Educational Needs Trust

WEP Work Experience Placement

PSHE Personal, Social, Health Education

Policy Aims and Legal Responsibility

This policy aims to set out our school's provision of impartial and informed careers guidance for our pupils. This includes the ways in which pupils, parents, teachers and employers can access information about our careers programme.

High-quality careers guidance is important for our pupils' futures, and our provision aims to:

- Help pupils prepare for the workplace, by building self-development and career management skills
- Provide experience and a clear understanding of the working world
- Develop pupils' awareness of the variety of education, training and careers opportunities available to them
- Help pupils to understand routes to careers that they're interested in, and to make informed choices about their next step in education or training
- Promote a culture of high aspirations and equality of opportunity

Statutory Requirements

This policy is based on the Department for Education's (DfE's) statutory [Careers guidance and access for education and training providers](#).

This guidance refers to:

- The Education Act 1997
- The Education and Skills Act 2008
- The School Information (*England) Regulations 2008

This policy is also in line with the more recent [Skills and Post-16 Act 2022](#), which came into force on **1 January 2023**. It explains that our school must provide a minimum of **6 encounters** with technical education or training providers to all pupils in years 8 to 13. This policy is also in line with the Education (Careers Guidance in Schools) Act 2022. This came into force on 1 September 2022, and amended the existing duty in The Education Act 1997, so that

Elms school must now secure independent careers guidance from year 7.

The above guidance requires that schools publish information about their careers programme on their website. This policy includes this information and shows how our school complies with this requirement. We also act in line with our statutory duty under the

'Baker Clause', to be impartial and not show bias towards any route, be that academic or technical.

The 4 encounters schools must offer to all pupils in years 8 to 11

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
 - All pupils must attend
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' (year 10 or 11)
 - All pupils must attend
 - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from pupils

Meaningful provider encounters

Our school is committed to providing meaningful encounters to all pupils.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

The school has signed up to the Kent and Medway Enterprise Careers Hub run by the Education people to help provide these meaningful encounters and careers fairs.

<https://resources.careersandenterprise.co.uk/all-resources-all-one-place>

Roles and responsibilities

Elms School's commitment

To raising the profile of Careers Education, Information, Advice & Guidance within the School and KSent CEIAG Network

To preparing pupils for the transition to life beyond secondary school, further education and the world of work.

To support pupils in making informed decisions which are suitable but ambitious for them.

To developing characteristics and employability through the whole school curriculum and its broader offer.

The career's vision is underpinned by the Gatsby Benchmarks.

Careers leader

Our careers leader is Mrs Clarke, and they can be contacted by phoning 01304201964 or emailing gillian.clark@elms.kent.sch.uk. Our careers leader works closely with the senior leadership team (SLT) and will:

- Take responsibility for developing, running and reporting on the school's career programme
- Plan and manage careers activities
- Support teachers to build careers education and guidance into subjects across the curriculum
- Establish and develop links with employers, education and training providers, and careers organisations
- Work with our school's designated teacher for looked-after children (LAC) and previously LAC to:
 - Make sure they know which pupils are in care or are care leavers
 - Understand their additional support needs
 - Make sure that, for LAC, their personal education plan can help inform careers advice

Senior leadership team (SLT)

Our SLT will:

- Support the careers programme
- Support the careers leader in developing their strategic careers plan
- Make sure our school's careers leader is allocated sufficient time, and has the appropriate training, to perform their duties to a high standard
- Allow training providers access to talk to pupils in years 8 to 11 about technical education qualifications and apprenticeships, and set out arrangements for this in our school's provider access policy statement
- Network with employers, education and training providers, and other careers organisations

The Governing body

The governing body will:

- Provide clear advice and guidance on which the school can base a strategic careers plan which meets legal and contractual requirements

- Appoint a member of the governing board who will take a strategic interest in careers education and encourage employer engagement
- Make sure independent careers guidance is provided to all pupils throughout their secondary education (11 to 16 year-olds) and that the information is presented impartially, includes a range of educational or training options and promotes the best interests of pupils
- Make sure that a range of education and training providers can access pupils in years 8 to 11 to inform them of approved technical education qualifications and apprenticeships.
- Make sure that details of our school's careers programme and the name of the careers leader are published on the school's website
- Make sure that arrangements are in place for the school to meet the legal requirements of the 'Baker Clause', including that the school has published a provider access policy statement

Our careers programme

Our school has an embedded careers programme that aims to inform and encourage pupils to consider their career options, and take steps to understand their choices and pathways. We provide statutory independent careers guidance to pupils from year 7 onwards.

Our programme has been developed to meet the expectations outlined in the **Gatsby**

Benchmarks:

1. A stable careers programme with a careers leader
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance

Our programme doesn't show bias towards any particular career path, and promotes a full range of technical and academic options for pupils.

It is structured in a way that builds upon previous years, and the overarching aim is divided between the Key Stages so that pupils are encouraged to think appropriately about their future. We provide aims, objectives and activities for each year group.

Our careers leader will work with teachers and, where appropriate, professionals from relevant organisations, to identify the needs of our pupils and put in place personalised support and transition plans. This may include meetings with pupils and their families to discuss education, training and employment opportunities, supported internships and transition plans into higher education.

Student entitlement

All students in years 8 to 11 at Elms 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 through visits, assemblies and providers.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships-through option events annual career fairs specific visitors to support the careers programme 'Department of Work and Pensions' and taster events at local colleges and alternative providers.
- To understand the application process/cycle for post 16 provision and receive support to complete the application process. To support with their school EHCP reviews

Access to our careers programme information

A summary of our school's careers programme is published on our school website, including details of how pupils, parents, teachers and employers can access information about the careers.

Pupils, parents, teachers and employers can request any additional information about the careers programme by contacting Mrs Clarke via the Elms school office.

Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to the school's policy.

Premises and Facilities

Elms 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 audio visual (AV) and other specialist equipment interactive white boards (IWB) to support provider presentations.

This will all be discussed and agreed in advance of the visit with the Careers Leader, Mrs Clark.

Providers are encouraged to leave a copy of their prospectus or other relevant course literature with Mrs Clark.

Management of provider access requests

Procedure

A provider wishing to request access should contact the office who will forward to Mrs Clark,

Telephone: 01304 201964, Email: office@elms.kent.sch.uk

Opportunities for Access

A number of events are integrated into the school careers & PSHE programme, as well as specific events that are organised (as and when opportunities arise) to enable all pupils to have access to careers information. Elms school also offer providers an opportunity to come into school to speak to pupils and/or their parents/careers during the academic year.

Year 7	<p>Year 7 Exploring the future. Tutorial PHSE help pupils to self-evaluate their 'strengths' and 'areas to develop' to make decisions. Jobs, roles and sectors that are new to the job market. Taught through the Jigsaw PHSE program.</p>
Year 8	<p>Year 8 Exploring the pupils' interests. Tutorial PHSE help pupils to self-evaluate their 'strengths' and 'areas to develop' to make decisions. Pupils have access to impartial careers guidance through KSent special schools network and the Kent & Medway Enterprise Careers hub.</p>
Year 9	<p>Focus on building aspirations Tutorial PHSE to help pupils form a deeper understanding about themselves and their future (hopes, interests and ambitions). Links to careers are made throughout the academic year in subjects and PSHE topics. Pupils have access to impartial careers guidance through KSent special schools network and the Kent & Medway Enterprise Careers hub.</p>
Year 10	<p>Addressing self-presentation and focus on what employers want. Tutorial PHSE to help pupils form a deeper understanding about themselves and their future (hopes, interests and ambitions). Links to careers are made throughout the academic year through the teaching of Personal and Social Development pathway, as well as within PSHE topics. Prepare CV and Mock interviews Early visit to local college 'mini-taster' days with careers lead Visits to external employers to discuss their job.</p>
Year 11	<p>Practical focus on making plans and planning for the future. Tutorial PHSE to help pupils form a deeper understanding about themselves and their future. Btec vocational unit 'Progression Planning' includes the development of specific career knowledge and skills, relevant behaviours and skills in the work place. Writing a progression plan with time bound next steps. Within English writing a personal statement. Visit by the Department of Works and Pensions Pupils make applications for college courses. Visit local college 'taster' days' and/or 'open days' with careers lead and parents. Visit to external employers visit to discuss their job.</p>

