Careers Guidance & Provider Access Policy Statement

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1. Aims

This policy statement 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

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 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13 (see more detail in section 2.1 below).

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

This is outlined in section 42B of the Education Act 1997, the Skills and Post-16 Education Act 2022 and on page 43 of guidance from the Department for Education (DfE) on careers guidance and access for education and training providers.

This policy shows how our school complies with these requirements.

2.1 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

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- 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

We will comply with this requirement by providing the opportunities outlined in the table below.

2.2 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.

Meaningful live online engagement is also an option at our school.

3. Pupil entitlement

All pupils in years 8 to 11 at Glebelands 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, e.g. through activities and events such as options events, assemblies and taster events
- Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1 Procedure

Our website linked below clearly outlines how providers should request access.

https://www.glebelands.surrey.sch.uk/attachments/download.asp?file=187&type=pdf

A provider wishing to request access and for whom there may be procedural requirements should contact the Careers lead Mr C Smitheram via info@glebelands.surrey.sch.uk or 01483 542400.

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:

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	LESSON OPPORTUNITIES	WIDER OPPORTUNITIES	OFFICIAL PAL OPPORTUNITIES
YEAR 8	6 lessons during Y8 on Xello looking at careers: • Alternative pathways – T-levels and apprenticeships. • Employability Skills • Proud to be me – career choices • Career interests and jobs • Labour market information • Exploring careers 3 separate Xello lessons to complete for homework.	Duty Student experience of the Glebelands Workplace	Nov - Christine Hill from Activate Learning Alternative Pathways (T Levels & Apprenticeships) https://www.activatelearning.ac.uk/ assembly for year group
YEAR 9	4 lessons during Y9 on Xello looking at careers. • Additional lesson on alternative pathways with more focus on college courses, T-levels an apprenticeship. • Choosing my options • From failure to success • Employment and financial management 3 separate Xello lessons to complete for homework.		Nov - Christine Hill from Activate Learning Alternative Pathways (T Levels & Apprenticeships) https://www.activatelearning.ac.uk/ assembly for year group Jan - Options Assembly – Judith Spencer from Waverly Federation to give a talk on College courses and all pathways to students. Jan - Options Evening – Judith Spencer from Waverly Federation available to advise on College courses and all pathways to students.
YEAR 10	4 lessons during Y9 on Xello looking at careers. • Preparation for WEX • Employment Rights • Exploring pay cheques • Rights and Responsibilities		April - Work experience week All year - Innervate 121 careers meetings with all students giving advice on pathway options Sept - Innervate presentation to Year 10s and parents Careers Fayre with 40 Post 16 providers

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	LESSON OPPORTUNITIES	WIDER OPPORTUNITIES	OFFICIAL PAL OPPORTUNITIES
YEAR 11	Llessons during L4L looking at careers. Preparation for PiD including CV writing and the interview process. How to use feedback Writing a personal statement Post 16 options	Practice Interview Day – 25 external professionals interviewing student Tutor 121 conversations discussing pathways Careers Day – 10 external professionals presenting careers to students Assemblies from various Sixth Form institutions outlining their offers	Sept - Innervate presentation to Year 11s and parents Oct - Goaldming College Assembly on Pathways Oct - Guildford College Assembly on alternative pathways

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

4.3 Granting and refusing access

Access to students will be granted during lessons, assemblies, Options Evenings, Information Evenings and Subject Evenings.

4.4 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 this policy.

4.5 Premises and facilities

We have suitable presentation facilities including a large auditorium for year groups of up to 200 as well as fully equipped classrooms (with interactive smartboard technology) which can be booked for suitable opportunities. Please feel free to contact us directly to discuss further your requirements for events, which you have in mind. Providers are welcome to leave a copy of their prospectus or other relevant course literature with the school reception area which is regularly updated and is accessible to all students throughout the school day and for after school activities. All students have email access and we are willing to send opportunities to targeted students.

5. Previous providers

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

- Innervate Careers
- Godalming College
- Guildford College
- Guildford County School
- The Weald School
- Waverley Federation
- Activate Learning

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6. Pupil destinations

Ratified destination data always has a 2 year lag. The table below outlines the recent data:

	2017	2018	2019	2020	2021	2022	2023	2024
Education	85%	85%	90%	79%	78%	88%	82%	88%
Apprenticeships/Employment	10%	9%	7%	12%	10%	10%	6%	6%
RONI/unplaced	5%	5%	3%	9%	12%	3%	13%	6%

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure https://www.glebelands.surrey.sch.uk/attachments/download.asp?file=255 or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy
- Complaints policy

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to pupils are monitored by Chris Smitheram (Deputy Headteacher)

This policy will be reviewed by Chris Smitheram (Deputy Headteacher) annually

At every review, the policy will be approved by the governing board.

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