

# **Careers Provider Access Policy**

**Agreed date: Autumn 2024**

**Review date: Autumn 2026**

**Responsibility of: Careers Lead and member of LT**

## Reepham High School & College's Careers Programme

The information in this statement relates to the delivery of careers guidance to pupils in accordance with Section 42A of the Education Act 1997 by the Department of Education and that our careers programme complies with the Baker Clause.

At Reepham High School & College we are committed to providing all our pupils in Years 7 to 13 with a comprehensive programme of careers education, information, advice and guidance (CEIAG) and work relating learning (WRL). We use the Gatsby Benchmarks and with the Compass online self-evaluation tool, assess how our careers support compares against the eight Gatsby Benchmarks and the national average.

All pupils at Reepham High School & College take part in a stable career education programme which encompasses the Gatsby Benchmarks and:

- Aims to inspire as well as inform and guide pupils and parents about future study options and labour market opportunities. Our policy complies with the duty to ensure that there are opportunities for a range of providers to access our students in order to give them information about a wide range of choices available, including technical education and apprenticeships (Baker Clause).
- Is tailored to the needs of each pupil, embedding equality and diversity considerations throughout.
- Career management skills and essential life and employability skills such as: how to manage finances, develop a CV, complete an application form, or prepare for an interview.
- An appreciation of how what pupils are learning in their lessons in school is important and relates to the world of work, linking curriculum learning with careers. Highlighting STEM subjects for a wide range of careers pathways and providing Impact Days with curriculum subjects which link the subject to future employment.
- Providing encounters with employers and employees for all Year groups.
- All of Year 10 and Year 12 have experience of the workplace with statutory work placement in the summer term to help their exploration of career opportunities and build up contacts.
- Every pupil from Year 7-13 has the opportunity for guidance interviews with our careers guidance adviser.
- Pupils are introduced to careers and the world of work, gaining an understanding and insight of the type of jobs available and what people do and information on the technical qualification.
- In Year 7, pupils take part in Futures Day with careers learning workshops to help them understand more about themselves (self-development), know where to look for useful information (careers exploration), plan for the future (careers management) and team building skills (people management). They have speaker talks from a wide range of employment sectors to introduce gender diversity in job roles and not just stereotypical roles (providing encounters with employers and employees).
- Pupils in Year 8 are taken to The Norfolk Careers and Skills Festival where they can meet employers to gain an understanding of future labour market opportunities, labour market information (LMI) as well as a range of higher education providers and voluntary

organisations. A range of industries and apprenticeship providers are available to offer information and advice on the range of opportunities available post-16.

- To help pupils in Year 9 decide on their GCSE preferences, that are appropriate to their interests, talents and proposed career, pupils take part in Futures and Careers Day which includes careers related workshops encouraging them to think carefully about the options they choose and how this may support their future career. Pupils and their parents / carers are invited to attend the Careers Fair in November and the Options Evening in January (attended by the Careers Leader).
- Pupils in Year 10 attend a morning of workshops with the learning aim of enhancing their key skills. Hosted by visitors to the school (employer engagement) and organised to help pupils be better prepared for their forthcoming work experience. Pupils and their parents / carers are invited to attend the Careers Fair in November and the Work Experience / Towards Success Evening (both attended by the Careers Leader) in September.
- Year 11 pupils attend a full day of Careers activities which include workshops delivered by visiting speakers (employer encounters) of their choice where they learn about the world of work, LMI, prepare a CV and enhance interview skills. Pupils and their parents / carers are invited to attend the Careers Fair in November.

Pupils in Years 9 -13 and their parents / carers are invited to attend the school's Careers Fair - where they can meet employers to gain an understanding of future labour market opportunities, labour market information (LMI) as well as a range of higher education providers and voluntary organisations. A range of industries and apprenticeship providers are also available to offer information and advice on the range of opportunities available post-16 and post-18.

Our careers programme is designed to ensure that students develop a plan of action for their future, based on:

- An understanding of the changing Labour Market – meaningful information about what jobs are available, now and in the future, and on both a national and local level, and choices and qualifications required to get into those jobs.
- Knowledge of the study choices available to them, after Year 11 and Year 13, including: the full range of opportunities within Further and Higher Education and through apprenticeships/traineeships and technical education qualifications. Pupils will consolidate the information and work experience they have gained to help with this decision.

They will be helped and supported with this research and decision with the following events:

- One-to-one Career Guidance interviews providing impartial guidance from an advisor qualified at Level 6 in Career Guidance and Development (OCR)
- Careers Fair with 6th Form, college, apprenticeship, technical and employer providers.
- Visiting speaker talks from Alumni, sixth form, local colleges, training providers and employers linking future employment opportunities to the local LMI.

- Apprenticeship Workshops to give help in how to source and apply, with talks from current apprentices and with apprenticeship providers.
- Access to resources and information available on the Unifrog platform – the complete destinations platform for pupils regardless of their interests or academic ability.
- Support with using the HelpYouChoose platform - the information, advice and careers guidance website for young people in Norfolk.
- Sixth Form, college open days, taster events.
- An understanding of themselves and their own interests, skills, likes and dislikes, talents and aspirations and how this affects the choices they make, in relation to future opportunities. This is achieved through individual careers guidance and by providing tools and information for self-guided careers research.

Students will receive:

- One-to-one Career Guidance interviews providing impartial guidance from an advisor qualified at Level 6 in Career Guidance and Development (OCR) with an individual personalised summary and Careers Action Plan with signposting and resources.
- Support for decision making and deciding post-16 options such as further education, apprenticeships or training.
- A range of opportunities to meet employers and employees, inside and outside of the classroom, to develop an understanding of employment opportunities.
- A range of opportunities to meet further education and training providers and understand the full range of post-16 pathways including apprenticeships, traineeships and further education.
- Statutory curriculum work experience in Year 10 and 12.
- Access to resources and information available on Unifrog – the complete destinations platform for pupils regardless of their interests or academic ability.

### **Sixth Form**

For Years 12 and 13, this will include:

- The College Enrichment Programme
- Careers Events & Talks
- Work Experience Placements
- Lectures & Talks
- Access to resources and information available on Unifrog – the complete destinations platform for pupils regardless of their interests or academic ability.
- Tutor Briefings
- Subject specific talks and workshops

Please speak to Mrs C Durban, Reepham College Manager for further information of Reepham College's Careers Programme.

Students can expect to be:

- Treated equally with others
- Given careers information and advice that is up to date and impartial

- Treated with respect by visitors to the school who are part of the Careers programme
- Given extra help if they have additional / special needs

### **Careers Support for pupils with Learning Support & Special Educational Needs**

The Careers Adviser works closely with the SENCO and supports KS4 Education Health Care Plan (EHCP) meetings with information, advice and guidance on post-16 choices. For Work Related Learning the Careers Adviser works closely with the Pupil Premium and LAC coordinators to help pupils with sourcing work placements.

### **Parents/Carers**

At Reepham High School & College we work closely with parents and carers to support their children to make informed career choices. Parents and carers are encouraged to attend the careers events.

Parents / Carers are always very welcome to contact the Careers Adviser, Mrs E Edgill at [eedgill@reephamhigh.org.uk](mailto:eedgill@reephamhigh.org.uk) or 01603 876081 to seek advice and ask any questions they might have regarding careers or work experience.