

Careers Guidance Policy

Policy Code:	TL5
Policy Start Date:	March 2023
Policy Review Date:	March 2026

Please read this policy in conjunction with the policies listed below:

- SW5 Safeguarding and Child Protection Policy
- TL7 Teaching and Learning Policy
- TL6 Special Educational Needs Policy

1 Policy Statement

- 1.1 The Priory Federation of Academies Trust (The Trust) is committed to providing students with a planned programme of activities that will help them choose pathways that are right for them; enable students to manage their careers; sustain employability and achieve personal and economic wellbeing throughout their lives.
- 1.2 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Apprenticeships and Lincolnshire SCITT.
- 1.3 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.

2 Roles, Responsibilities and Implementation

- 2.1 The Education & Standards Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director Professional Development.
- 2.2 The Trust has created a Careers Framework which provides a clarity around the expectations of all academies, including statutory duties and Trust strategies. The Careers Framework is maintained by the Director of Professional Learning and day-to-day operation is led by the Trust Strategic Careers Lead, working alongside Careers Leaders.
- 2.3 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

3 Aims

- 3.1 To ensure that the Trust delivers effective provision in line with the DfE guidance Careers guidance and access for education and training providers (January 2023).
- 3.2 The purpose of Careers Education, Information, Advice and Guidance is to help young people develop the knowledge, understanding and skills they need to make successful choices and manage transitions in learning and work. The three main curriculum aims are:
 - 1 Self-development through careers, employability and enterprise education.
 - 2 Learning about careers and the world of work.
 - 3 Developing skills for career management, employability and enterprise.

4 Statutory duties

4.1 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 (18-19 year olds).

4.2 The Technical and Further Education Act 2017 inserts section 42B into the Education Act 1997 and came into force on 2 January 2018. This was amended on 1 January 2023 by The Education (Careers Guidance in Schools) Act 2022. This law 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 and/or apprenticeships.

4.3 Every school should review their arrangements for provider access and publish the policy statement setting out the circumstances in which education and training providers will be given access to students. We expect the policy statement to be published for each academy within the trust. The trust may revise the policy statement from time to time, and will be formally reviewed annually with Careers Leads, and agreed with the Trust Board. The policy statement must be published and should be made available on the school website. The purpose of the statement is to set out opportunities for providers to visit and to explain how requests from providers will be handled.

The policy statement must include:

- any procedural requirements in relation to requests for access e.g. the main point of contact at the school to whom requests should be directed;
- grounds for granting and refusing requests for access e.g. details of timetabled careers lessons, assemblies or careers events which providers may attend; and should include the safeguarding policy; and
- details of premises or facilities to be provided to a person who is given access e.g. rooms and resources to be made available in support of a provider visit.

Each Academy (where applicable) must set out the circumstances in which education and training providers will be given access to pupils. This will be published on the Academy website and will include:

- Any procedural requirement in relation to requests for access;
- Grounds for granting and refusing requests for access; and
- Details of premises or facilities to be provided to a person who is given access.

4.4 The Skills and Post-16 Education Act 2022 made further provision as to the number of provider encounters that schools must offer and when, and set new parameters around the duration and content of each encounter. Each Academy must provide six encounters with a provider of technical education or apprenticeships for year 8 to 13 pupils. As a minimum, each Academy must offer:

- Two encounters for pupils during the ‘first key phase’ (year 8 or 9) that are mandatory for all pupils to attend, to take place any time during year 8 or between 1 September and 28 February during year 9.
- Two encounters for pupils during the ‘second key phase’ (year 10 or 11) that are mandatory for all pupils to attend, to take place any time during year 10 or between 1 September and 28 February during year 11.
- Two encounters for pupils during the ‘third key phase’ (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend, to take place any time during year 12 or between 1 September and 28 February during year 13.

4.5 The School Information (England) (Amendment) Regulations 2018 requires schools to publish information about the school’s careers programme. This information must relate to the delivery of careers guidance to Year 7 to Year 13 pupils in accordance with section 42A of the Education Act 1997.

4.6 Each Academy (for which the guidance is relevant) will publish this information on their website and it will include:

- Two encounters for pupils during the ‘third key phase’ (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend, to take place any time during year 12 or between 1 September and 28 February during year 13.
- The name, email address and telephone number of the Academy’s Careers Leader.
- A summary of the careers programme, including details of how pupils, parents, teachers and employers may access information about the careers programme.
- How the Academy measures and assesses the impact of the careers programme on pupils.
- The date of the Academy’s next review of the information published.

5 Gatsby Charitable Foundation’s Benchmarks

5.1 The DfE careers strategy sets out that every school and academy providing secondary education should use the Gatsby Charitable Foundation’s Benchmarks to develop and improve their careers provision.

5.2 Each academy providing secondary education will set out what they are doing to meet each of the Gatsby Benchmarks. This information will be available upon request.

6 Careers Leader

6.1 Every secondary/special Academy will have a named Careers Leader who has the skills and commitment, and backing from their senior leadership team, to deliver the careers programme across all eight Gatsby Benchmarks.

6.2 Each secondary Academy will name their Careers Leader and publish contact details on their website.

7 Additional support for vulnerable and disadvantaged students

7.1 Each Academy will work closely with local authorities to identify young people who are in need of targeted support or who are at risk or not participating post-16. This includes young people with particular vulnerabilities or who are receiving support to safeguard them and promote their welfare, e.g. looked after children (LAC); children on a child protection plan or children in need (CIN). It also includes young people with additional needs, such as special educational needs and disabilities, or those who may leave care between the ages of 16 and 18.

7.2 Each Academy will engage in multi-agency working where necessary and will refer for support drawn down from a range of education and training support services available.

7.3 Where academies have pupils accessing Alternative Provision they will work closely with the Provider to provide support and advice on transitional pathways into further education or training and pathways beyond education into employment. In doing so, they will consider the particular needs of the pupil in Alternative Provision and what different or additional support they may need to succeed on leaving school.

8 Primary Academies

8.1 Students in the Primary Academies will be given opportunities through the curriculum to engage in careers education. They will experience opportunities to learn about different careers, engage with local companies and employers. Careers education will be delivered with the intent to:

- Broaden horizons
- Raise aspirations
- Develop key employability skills and attributes
- Support with financial awareness and literacy

The Academies will ensure that students are well prepared for the next phase of their education and that they have the necessary knowledge base to be successful in their future.

9 Priory Apprenticeships

9.1 Priory Apprentices (including staff apprentices) will have access to the provision of effective and quality information, advice and guidance. The Trust employs professionally qualified careers advisors who support young people and adults who wish to upskill, and works with a range of providers who are able to offer additional support.

10 The responsibilities of the Local Governing Body (LGB)

- 10.1 Every secondary Academy should have a member of the LGB who takes a strategic interest in careers education, information, advice, and guidance and encourages employer engagement.
- 10.2 The LGB must make sure that arrangements are in place to allow a range of education and training providers to access all pupils in Years 8 – 13 to inform them about approved technical education qualifications and apprenticeships, and that a policy statement setting out these arrangements is published.

11 Policy Change

- 11.1 This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.

The Priory Federation of Academies Trust Careers Guidance Policy

This Policy has been approved by the Trust's Education and Standards Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.