



**CAREERS POLICY
(Including Provider Access Policy)**

Sheringham High School

Written by	Careers Lead
Ratified by Governors	January 2023
Review Date	January 2024

Purpose and Background

Careers Education Information, Advice and Guidance are essential parts of every student's curriculum. They are an integral part of the preparation of students for the opportunities, responsibilities and experiences of adult life. Sheringham High School has three key aims for Career Development for our students:

Personal Development – to enable students to understand their strengths and how they are influenced, thus acquiring the core competencies and skills necessary to access opportunities available to them.

Career Exploration – to investigate opportunities in learning and work, to understand the changing world of work and gain information about the labour market.

Career Management – to develop the necessary skills which enable them to make and adjust plans and manage change and transitions successfully.

We are committed to meeting and exceeding the Statutory Guidance. Sheringham High School recognises its statutory duties and is committed to providing a planned progressive programme of activities to help students choose pathways that are right for them. Activities are differentiated and personalised to ensure progression and to strengthen students' motivation, aspirations and attainment at school. The programme is also designed to challenge stereotyping and to promote equality and diversity of opportunity.

DUTIES AND RESPONSIBILITIES

Governors

1. Section 42A of the Education Act 1997, updated in 2022, requires governing bodies to ensure that all registered students at the school are provided with independent careers guidance from year 7 to year 13 by careers guidance advisors who are qualified to a minimum of level 6. Our Careers Advisor is qualified whilst also adhering to the Career Development Institute (CDI) Code of Ethics.

2. The governing body must ensure that the independent careers guidance provided:

- is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;
- includes information on the range of education or training options, including apprenticeships and technical education routes;
- will promote the best interests of the students to whom it is given.

3. The Technical and Further Education Act 2017 inserts section 42B into the Education Act 1997 and came into force on 2 January 2018. This new 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 students in year 8 to year 13 for the purpose of informing them about approved technical education qualifications and apprenticeships.

The governing body will review outcomes of the policy and update it as appropriate.

Senior Leadership Team Member / CEIAG Lead (Josh Cartwright) will:

- oversee the information about CEIAG
- meet regularly with and oversee the work of Sheringham's Careers Advisor
- work closely with the Careers Advisor to implement recommendations as set out in the statutory guidance, published in January 2018; this includes ensuring that Trust Schools are working towards implementing the Gatsby Benchmarks.
- work closely with the Careers Advisor in order to ensure that Sheringham is meeting statutory requirements; to engage fully with all opportunities offered by the New Anglia Enterprise Adviser Network and ensure the best outcomes for our students.
- liaise with Heads of Department across the School and ensure relevant CEIAG is incorporated into SOW's at appropriate times of the year for students in each key stage;
- work closely with the Careers Advisors to analyse data highlighting those students at risk of NEET and support them to take appropriate action with those students
- ensure that all students in Years 8-13 are aware of their entitlement to one to one careers guidance and encourage all of them to take up this entitlement;
- liaise with providers of further education and ensure there are opportunities for students to receive unbiased information about future destinations both in school and in other institutions;
- support the Careers Advisors to organise visits to HE institutions for year 11
- liaise with the Head of Sixth Form to ensure appropriate impartial guidance is available
- liaise with the Head of Sixth Form to ensure that visits to FE or HE institutions are organised
- support advisors to attend CPD training which enhances their roles as the need arises.

The Careers Advisor will:

- work in partnership with all school staff to ensure there is a co-ordinated approach to CEIAG
- advise the Careers Lead on new developments statutory or otherwise;
- use the Compass audit tool to evaluate how Sheringham High School manages careers education in line with the Gatsby Benchmarks and make adjustments as appropriate
- attend training relevant to the post and enhance their training as the need arises
- attend Careers and WRL network meetings as directed
- liaise with Heads of Subject in order that CEIAG can be incorporated into Schemes of Work and recognised as part of the overall curriculum and learning framework.
- work closely with the Local Authority to identify students at risk of becoming NEET and provide appropriate support to these students
- provide destination information to the Local Authority
- analyse destination data to inform future careers provision
- ensure annual destination data is disseminated to SLT

- ensure face to face impartial guidance for students in Years 10 - 13 at an appropriate level and provide opportunities for Years 7 - 9 to have 1:1 guidance interviews as the need arises.
- ensure that all students in Key Stage 4 are given individual advice at least twice during the key stage;
- liaise with the SENDCo to support those students who have EHCP's to make a successful transition into Key Stage 5
- keep written records of meetings with students and advise the Careers Lead of any concerns that may arise;
- Take a lead in organising Guidance events for students across the Key Stages
- engage with and advise parents/carers at Parents' Evenings or on an individual level;
- attend Results' Days and advise as appropriate
- co-ordinate the registration of students at Key Stage 4 on to the Help You Choose website and oversee students' applications to sixth form, colleges, apprenticeships and training;
- manage students who undertake Work Experience and complete the necessary paperwork;
- collate a file of evidence to showcase careers provision
- evaluate careers provision with key stake holders and update provision as appropriate

OUR ANNUAL PROGRAMME

(Dates are subject to change due to factors outside of the schools control)

- Additional events will be added as they become available and dates may change
- Students in years 7 to 10 are invited to 1 to 1 careers advice meetings as required or requested
- Personal Development days also contain careers information and advice
- Additional individual support is provided for students who require it
- All students have access to Help You Choose (online careers resource)
- Opportunities in the local area are emailed to parents and students as appropriate
- Gatsby benchmark information is reviewed by the Leadership team every term
- **Subjects embedding careers learning within lessons**

Term Year	Autumn Term	Spring Term	Summer Term
7	<ul style="list-style-type: none"> • Robotics / STEM Club 	<ul style="list-style-type: none"> • Careers assembly • Focus on ex-students, roles and responsibilities • Robotics/STEM Club 	<ul style="list-style-type: none"> • Robotics / STEM Club
8	<ul style="list-style-type: none"> • Taught unit: Careers, skills and entrepreneurship • Robotics / STEM Club • Conservation / Eco Careers Fair (10 November 2022) 	<ul style="list-style-type: none"> • Careers Assembly • Robotics / STEM Club • Norfolk Skills Festival (8/9 March 2023) 	<ul style="list-style-type: none"> • Apprenticeships assembly • Careers fair • Robotics / STEM Club
9	<ul style="list-style-type: none"> • Taught unit: STEM, industries and local opportunities • STEM Award programme • Conservation / Eco Careers Fair (10 November 2022) • Gresham's STEAM Careers Fair (17 November 2022) 	<ul style="list-style-type: none"> • Careers assembly by UTCN • Careers carousel fair (29 March) • Careers week (tutor and subject activities) • The Brilliant Club • STEM Award programme 	<ul style="list-style-type: none"> • Careers fair • The Brilliant Club • STEM Award programme
10	<ul style="list-style-type: none"> • Conservation / Eco Careers Fair (10 November 2022) • Gresham's STEAM Careers Fair (17 November 2022) 	<ul style="list-style-type: none"> • 1 to 1 Careers meeting • Work Experience Assembly (6 January 2023) • Norfolk Skills Festival (8/9 March 2023) 	<ul style="list-style-type: none"> • 1 to 1 Careers meeting • Careers Fair • Training providers assembly • Apprenticeships Assembly • Work experience week (3 to 7 July 2023)
11	<ul style="list-style-type: none"> • 1 to 1 Careers meeting • Sixth form Open Evening (22 September 2022) • Level 3 Taster day (3 November 2022) • Conservation / Eco Careers Fair (10 November 2022) • Apprenticeships Workshop (11 November 2022) • Providers assemblies • Applications 	<ul style="list-style-type: none"> • Level 2 Taster day (2 February 2023) • Creative Careers Workshop • 1 to 1 Careers meeting 	<ul style="list-style-type: none"> • Careers fair
12	<ul style="list-style-type: none"> • 1 to 1 Careers meeting • Tutor activities • Conservation / Eco Careers Fair (10 November 2022) • Gresham's STEAM Careers Fair (17 November 2022) 	<ul style="list-style-type: none"> • 1 to 1 Careers meeting • Work Experience Assembly (5 January 2023) • Careers Assemblies • UCAS support • CV writing • Tutor activities 	<ul style="list-style-type: none"> • 1 to 1 Careers meeting • University visits • UCAS convention (12 June 2023) • Work experience week (10 to 14 July 2023) • Futures day (17 July 2023)
13	<ul style="list-style-type: none"> • 1 to 1 Careers meeting • Tutor activities • Conservation / Eco Careers Fair (10 November 2022) 	<ul style="list-style-type: none"> • 1 to 1 Careers meeting • Apprenticeships Workshop • Tutor activities • Student finance advice 	

PROVIDER ACCESS POLICY

Introduction

This policy statement sets out the arrangements for managing the access of providers to students at Sheringham High School for the purposes of giving them information about the Provider's education or training offer. This complies with the schools' legal obligations under Section 42B of the Education Act 1997, updated in 2022.

Student entitlement

All pupils in years 8 to 13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils.

Meaningful encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [Making it meaningful checklist](#). Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Previous providers

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

- City College Norwich
- Easton College
- Paston College
- UTCN
- ASK Apprenticeships
- JTL Training
- Inspire+ PE Apprenticeships
- Norwich University of the Arts
- University of East Anglia
- Norfolk County Council
- RAF

- Army
- NHS
- DWP Job Centre Plus

In addition to the above providers, we also have various employers who visit the school for events/talks.

Destinations of our pupils

Last year, our year 11 pupils moved to range of providers in the local area after school:

Sheringham High School - 46 students

City College Norwich - 23 students

Paston College - 19 students

Easton College - 6 students

Gresham's School - 1 student

Sir Isaac Newton - 1 student

Apprenticeships - 5 students

Training - 1 student

91.59% of our students progressed to full time education and 4.67% progressed into an apprenticeship.

Last year, our year 13 pupils moved to range of providers. 24 students progressed to university (57.14%) and the remaining are in employment, completing an apprenticeship or on a gap year.

Opportunities for access

The school offers the six provider encounters required by law (marked in bold text in the careers programme) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

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

For example, opportunities could consist of participation in:

- Assemblies;
- Tutor Times;
- Curriculum Lessons;
- Careers Fairs and Employability Events;
- Off-Timetable 'SMSC' (Spiritual, Moral, Social, Cultural) Days;
- Y9 Options Evenings;
- Post-16 Information Evenings;
- Open Evenings at Sheringham Sixth Form;
- Small, targeted careers talks during lunchtimes;
- Activities for national initiatives such as National Careers Week, National Apprenticeship Week and British Science Week;
- Post 18 talks and drop-ins for Sheringham Sixth Form to inform university/apprenticeship opportunities.

Procedure

A provider wishing to request access should initially contact the school's Careers Lead to identify the most suitable opportunity for you.

- Careers Leader and Senior Leader with responsibility for Personal Development:
Josh Cartwright, jcartwright@sheringhamhigh.co.uk

Safeguarding

The school's policy on safeguarding sets out the approach to allowing providers into schools as visitors to talk to our students.

Premises and facilities

The schools will make the main halls, classrooms or meeting rooms available for discussions between the provider and students, as appropriate to the activity. The schools will also make available AV and other specialist equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the Careers Leader or a member of the Careers Team.

Providers are welcome to leave a copy of their prospectus or other relevant course at the school. This will be distributed as appropriate to students and/or displayed in the library and careers offices.