



ST PHILIP HOWARD CATHOLIC SCHOOL

Careers & Progression Provider Access Policy

This Careers Provider Access Policy has been approved and adopted
by the Standards Committee

Approved:	For review:
March 2023	March 2024

**St Philip Howard Catholic School
Careers Policy
Including Statement of Provider Access Policy**

Introduction

Through a planned programme of activities, Careers Education, Information, Advice and Guidance (CEIAG) and Employability skills, St. Philip Howard Catholic School intends to help each individual student take their place as suitably qualified and responsible adults within society. The focus is upon career and option choices, raising the aspirations and achievements of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong career and learning.

Our Careers and progression policy have been developed to:

- Provide a planned careers programme of activities to all students' years 7-13
- Provide an outline of the core purposes and aims of our schools planned Careers and Progression programme
- Provide Information and Guidance by a Level 6 qualified practitioner, which is impartial, unbiased, and based on the students' individual needs.
- Ensure that our Careers Programme and Information and Guidance follows local, regional, and national frameworks for good practice.

Vision and Values

This policy is underpinned by our long-term vision and core values where individuals and their talents are nurtured to ensure they leave school as well-rounded individuals ready to take their place in the World. We are committed to implementing a careers programme that provides young people with a wide range of future life choices providing opportunities to make informed decisions about their future career options whatever they may be.

The aims of this policy are designed to address and meet the needs of each individual student, ensuring progression throughout the career learning, planning and development. The intent of our programme is:

- To help and encourage our students to explore technical education qualifications apprenticeships and employment opportunities. Our careers programme provides information on the full range of education and training options available at each transition point;

- To engage 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 and have the confidence to complete applications for the full range of academic and technical courses.
- To help our students develop an understanding of their own and others strengths, limitations, abilities, potential, Personal qualities, attitudes and values.
- To ensure that, wherever possible, all young people leave our school with further education, employment or training.

Roles and Responsibilities

The governing board are responsible for the overview of careers provision ensuring the school is providing the necessary information and guidance that young people need in order to make informed decisions about the next stages in their education, training or place of work. The senior leadership team are responsible for providing the Careers Adviser/team with the resources and training required in order to provide the correct guidance to students in all year groups. The Leadership Team also have an oversight of what careers advice is given to year groups based on the needs of those particular groups of students. The careers leader is responsible for providing a well-structured, suitable and relevant careers program for all young people in all year groups. Subject leaders are responsible for ensuring uptake of their subject at higher key stage levels is maintained. Subject leads will offer support and guidance to students who are considering KS4 and KS5 study in a particular subject and they are also responsible for ensuring that teachers in their departments are aware of the need for teachers to keep careers guidance as a high priority in their teaching and throughout the curriculum. Heads of Year have a responsibility to ensure that all students in their year group have dedicated time with the careers lead and they also have the capacity to ensure that those individuals who are most vulnerable receive the correct support in future careers. Heads of year will work in conjunction with the careers lead to timetable events that are relevant to their year groups.

Staff Development

All staff are expected to contribute to the career learning and development of students in their different roles. To meet the training needs that arise from this, we will provide relevant information to all school staff highlighting the importance of careers learning in all aspects of school life. Staff will be made aware of changes to the careers program through assemblies, staff meetings and internal communications. Staff will be trained by the careers lead in new areas of careers guidance when and if necessary

Parents/carers

We recognise the important role that parents have in their child's career development. Parents at SPH are keen to ensure that their children receive up to date and relevant careers guidance and parents will be consulted about any changes that have been made to the careers program through standard school channels.

The Six Learning Areas for Lifelong Career Development

The six learning areas for lifelong career development is based on the Careers Development institutes framework. The activities, opportunities and careers programme provided to our pupils meet this framework and the Gatsby Benchmarks for secondary schools.

As our pupils move through the school from year 7-13, different elements of our Careers Programme support students to make informed decisions about their progression and opportunities at relevant key stages.

For a positive career you need...

The six learning areas



Our programme

Our programme delivery of the six learning areas lifelong career development combined with the Gatsby Benchmarks is also available on our school website under Careers Programme.

Monitoring, Review and Evaluation

Monitoring and evaluation of the planned activities within the Careers Education and Guidance Programme is completed annually by the Careers leader, Senior Leadership team and Governors to ensure that the planned provisions achieve our targets. In accordance with this process, we welcome feedback on our programme from all stakeholders and consider this when reviewing our Careers Guidance Policy.

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Approved:	For review:
DRAFT	November 2022

St Philip Howard Catholic School

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 7-13 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.

Management of provider access requests

Procedure;

A provider wishing to request access should in the first instance contact The School Office.

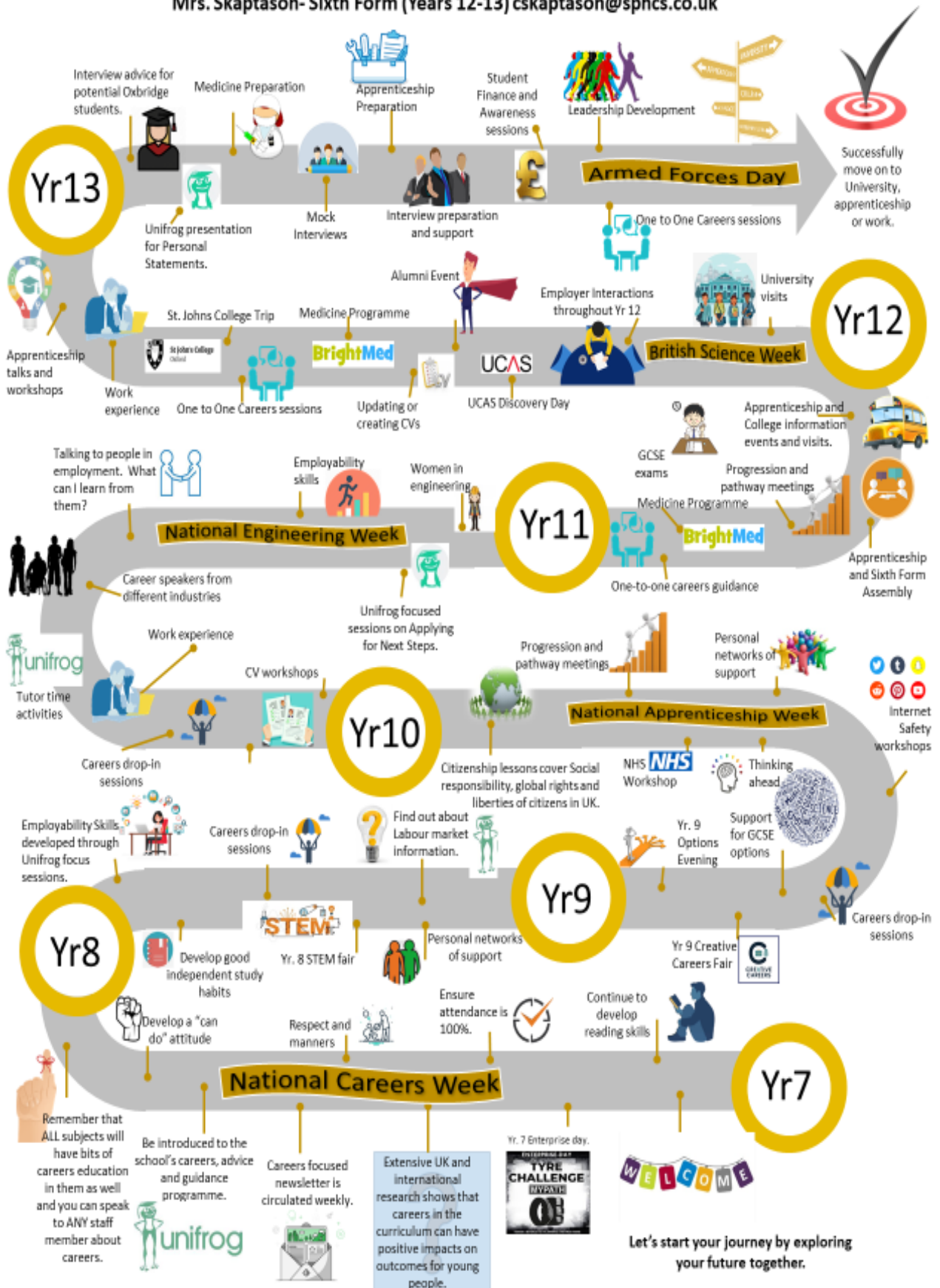
Telephone: 01243 552055 Email: office@sphcs.co.uk

Careers at St. Philip Howard Catholic School

Careers Team

Mrs. Wadey- Main School (Years 7-11) awadey@sphcs.co.uk

Mrs. Skaptason- Sixth Form (Years 12-13) cskaptason@sphcs.co.uk



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

Premises and facilities

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

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Reading Hub is available to all students at lunch and break times.

Approval and review

Approved on **DATE** by Governors at Standards Committee

Next review: **DATE**