



**St Philip Howard**  
CATHOLIC SCHOOL

# Careers Provider Access Policy

**This Policy has been approved and adopted by the Governors of the Standards committee**

Approved	Review
March 2026	March 2027



This Policy is published on the school website and reviewed annually to ensure compliance with statutory guidance.

## **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.

The school's career provision is delivered in line with statutory guidance issued by the Department for Education and complies with the requirements of the Education Act 1997 (Section 42A and 42B) as amended by the Skills and Post 16- Education Act 2022, which introduced the Provider Access Legislation (PAL). This legislation requires schools to provide opportunities for providers of technical education and apprenticeships to access students in order to inform them about approved technical education qualifications and apprenticeship opportunities.

Our Careers and progression policy have been developed to:

- Provide a planned careers programme of activities for all students' years 7-13
- Provide an outline of the core purposes and aims of our school's 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 follow 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.

Please see our Careers Curriculum Road Map.

# Careers at St. Philip Howard Catholic School

## Careers Team



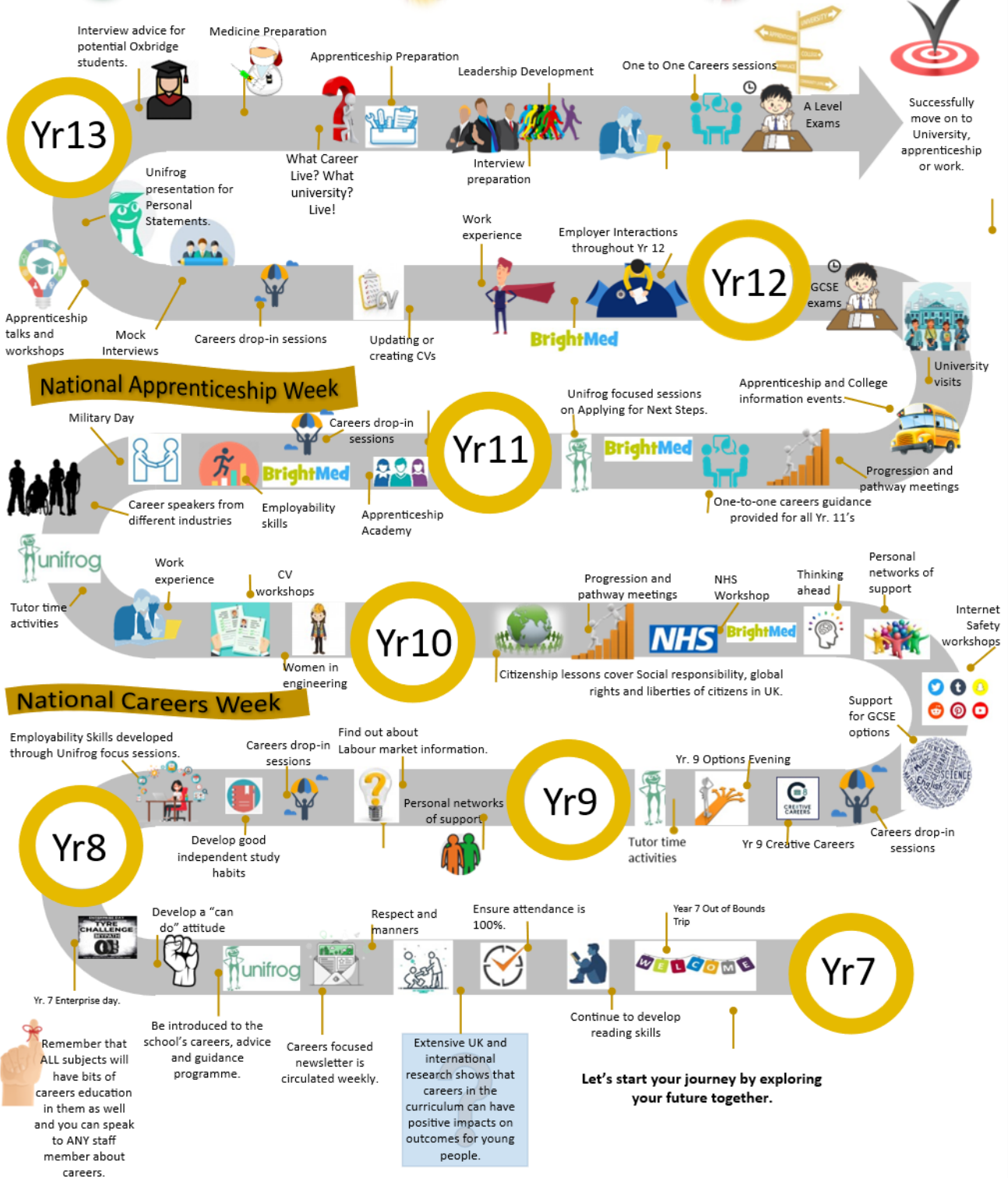
School Careers Leader & Level 6 Careers Advisor:  
Mrs. A. Wade



Sixth Form Coordinator and University Mentor:  
Mrs. J. Hylianski



Oxbridge Mentor:  
Mr. A. Fyfe



## **Roles and Responsibilities**

The Leadership Team and Careers Leader are responsible for the overview of careers provision ensuring the school provides 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 Leader/ Adviser/team with the resources and training required 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.

The governing body has a strategic oversight of the careers programme and ensures that the school fulfils its statutory duties relating to careers guidance and provider access. The link governor monitors the implementation of this policy and reviews its effectiveness as part of the schools annual career review process.

## **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.

Parents and carers are encouraged to access careers information through the school website and are invited to attend relevant careers and progression events throughout the academic year.

## **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...



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## **Our programme**

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

# Careers Provider Access

## St Philip Howard Catholic School

This policy statement sets out the school's arrangements for managing the access of providers to students for the purpose of giving them information about the providers education or training offer.

This complies with the schools' legal obligations under Section 42B of the Education Act 1997 as amended by the skills and Post-16 Education Act 2022 and the statutory Provider Access Legislation (PAL) which came into force in January 2023.

### **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.

In accordance with statutory guidance, all students will receive a minimum of six encounters with providers of technical education or apprenticeships during their time in secondary education.

These encounters will take place during the following phases:

- Two encounters for pupils during Years 8-9
- Two encounters for pupils during Years 10-11
- Two encounters for pupils during Year 12-13

These encounters may be delivered through careers assemblies, employer talks, curriculum activities, workshops, careers fairs, option events or small group sessions.

### **Meaningful Encounters**

A meaningful encounter is one which students have an opportunity to:

- Learn about technical education qualifications and apprenticeship opportunities
- Hear from providers about the opportunities available
- Understand how these opportunities link to future career pathways
- Ask questions and interact with the provider

### **Management of provider access requests**

A provider wishing to request access should in the first instance contact The Careers Lead, Mrs. Abbey Wadey.

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

The school will respond to requests from providers in a timely manner and will not unreasonably refuse access to education and training providers who wish to speak to students about technical education and apprenticeships.

### **Opportunities for Access**

A number of events integrated into the school careers programme will offer providers an opportunity to come into school to speak to students and/or their parents and carers.

Examples of these may include:

- Career Fairs
- Apprenticeship and technical education presentations
- Options Evening
- Employer engagement events
- Assemblies or tutor time sessions
- Small group workshops

Providers should contact the school to identify the most suitable opportunity for engagement.

### **Premises and facilities**

The school will make the main hall, Library, LRC and classrooms available for discussions between the provider and students, as appropriate to the activity. The school will also make equipment available 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 with the school careers leader.

### **Links to the Gatsby Benchmarks and Labour Market Information**

The school's provider access arrangements form part of the wider careers programme which is aligned with the Gatsby Benchmarks for good career guidance. Through encounters with external providers, students gain access to up-to-date Labour Market Information (LMI) and learn about the range of pathways available to them including:

- Academic routes such as A Levels and University
- Technical Qualifications
- Apprenticeships
- Employment with training

These encounters particularly support:

- Benchmark 2; Learning from Labour Market Information
- Benchmark 5; Encounters with Employers and Employees
- Benchmark 7; Encounters with Further and Higher Education

The school uses Compass+ to monitor the delivery and impact of career activities, including provider encounters, ensuring students receive a balanced and impartial understanding of the full range of progression routes available.

### **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 the Link Governor

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 Progression and Provider Access Policy.

The school evaluates the impact of its careers programme through student voice, destination data, provider feedback and Gatsby Benchmark assessment using Compass+. This ensures that the school continues to meet statutory requirements and provides high-quality careers education, information, advice and guidance.