



# **Careers Education and Guidance Policy (Provider Access Statement)**

<b>Reviewed by</b>	Josie Payne (Head Teacher)
<b>Review Frequency</b>	March - Annually
<b>Approval</b>	FGB
<b>Approved</b>	March 2025
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## 1. Introduction

This policy statement has been compiled in accordance with the statutory guidance for governing bodies, school leaders and school staff published by the Department for Education (DfE) in October 2018 (Careers guidance and access for education and training providers 2023). It aims to set out our school's career provision and arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer.

## 2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 11 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

For students of compulsory school age there is a minimum requirement of two encounters (with provider's education or training offer) within year 8 and year 9, and a further two (minimum) encounters within year 10 and year 11. Updated from The Providers Access Legislation January 2023

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our school complies with these requirements.

## 3. Student entitlement

All students in years 8 to 11 at Glenwood School are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme, which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, e.g. through activities and events such as options events, assemblies and taster events
- Understand how to make applications for the full range of academic and technical courses

## 4. Careers Provision

At Glenwood School, we recognise the importance of preparing students for life beyond Year 11. Our careers provision, consistent with Government guidance, has the school's vision at its heart: Developing independent and successful young people who are ready to take their place in society and who have the resilience to cope within an ever-changing world.

**Good career guidance ensures that all young people, whatever their needs, background or ambitions, know the options open to them and can make the informed choices needed to fulfil their potential. This is particularly important for the more than one million young people in England recognised as having SEND. Far too often, these young people can be held back by negative stereotypes and assumptions about their limitations. <https://www.gatsbybenchmarks.org.uk/send/>**

We have invested in a careers programme and use the Gatsby Benchmarks (appendix A) for good careers guidance as part of our careers provision. To prepare our year 10s and year 11s in future endeavours, our Future You lessons cover a wide range of topics; employability, skills and interests, qualifications and pathways, long and short-term planning, independent skills, finance, Natwest's MoneySense, application forms, different workplaces and jobs. As well as working on and developing further their vocational profiling, which starts in year 9. Lessons encourage students to make their own, informed decisions, with a unique emphasis on developing positive character traits such as resilience and self-awareness and independence. All students engaged in the careers programme keep a 'Careers File' to store written work, research and individual reflections, all of which can be built upon. Notably, many of the lessons focus on knowledge of self and each student's learning journey will be unique to them.

Year 10 students have the opportunity to organise a work experience week at a place that sparks their interest. Work placements provide students with a valuable insight into how a particular industry works and helps them decide if the role is right for them. Those who are unsure or not quite ready, Glenwood offers a taster week called Future You week; whereby the year 10s visit a range of workplaces, take part in a variety of workshops, e.g. CV writing, apprenticeships, mock interviews and more.

All students at Glenwood are exposed to careers guidance through cross-curricular links with other subjects. This supports students' understanding of the world around them, their social and emotional development by encouraging them to have the confidence to identify their strengths, acknowledge areas for development and how to improve them as well as promoting their decision making, negotiation, self-presentation skills and the confidence to have high aspirations for the future.

All students have weekly Life Skills lessons, whereby there are opportunities for visiting workplaces, encountering employers and providers, on and off-site. These include, but not limited to, PETA, Havant and South Down College, Chichester College, City of Portsmouth College, Fire Service, NHS Careers and Hampshire Future.

Glenwood School works in partnership with Hampshire Future, an organisation that supports and encourages students into further education, employment or training. All students are encouraged to meet with our Hampshire Futures Career Adviser and this happens during the school day at regular times throughout the year. Meetings are tailored to suit individual needs with the objective of helping and supporting students through decision-making, discussing their interests, ambitions and relevant college courses so by the time the student reaches Year 11 they are clear about the choices available to them. We encourage parents and carers to be involved.

Our annual Education, Health and Care Plan review procedure, gives a formal opportunity to discuss students' progress and concerns with the student and parent/career, with the school and any other agency involved. This meeting enables planning for the future; discussing interests, strengths, travel, college options, course preferences and so on.

## **5. Management of provider access requests**

### **5.1 Procedure**

As part of our dedication to fully inform students about their future learning and training opportunities, we are very happy to consider access requests. Providers wishing to request access can contact, Christelle de Carteret, Careers Co-ordinator.

Telephone: 01243 373120

Email: [christelle.de.carteret@glenwood.hants.sch.uk](mailto:christelle.de.carteret@glenwood.hants.sch.uk)

## 5.2 Opportunities for access

There are a number of events integrated into our careers programme, which, will offer providers an opportunity to speak to students and/or their parents/carers:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Attend events at local college(s)/training providers.		
YEAR 9	Assembly and tutor group opportunities	Meeting with careers adviser Parent's evening with local colleges and training providers	
YEAR 10	Assembly and tutor group opportunities	Meeting with careers adviser Parent's evening with local colleges and training providers	July - Work experience and/or Future You week with taster sessions at different workplaces
YEAR 11	Post-16 provider open evenings Meeting with careers adviser PSHE focussed on opportunities at 16	Parent's evening with local colleges and training providers Post-16 interviews College/training provider transitions	Mock interviews.

Please speak to our careers co-ordinator to identify the most suitable opportunity for you.

These events will run in line with our school's COVID-19 safety measures, and will depend on national restrictions at the time.

## 5.3 Granting and refusing access

Access to students will be granted where:

- This is at a suitable time and date for the school to facilitate

- Adequate prior notice is given
- Students will have the opportunity to hear fairly from a range of local providers about the opportunities they offer, including technical education and apprenticeships, e.g. through activities and events such as options events,

#### **5.4 Safeguarding**

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

#### **5.5 Premises and facilities**

- Facilities can be made available, if requested in advance, e.g. specialist rooms, specialist equipment such as audio and visual devices
- Where possible visits to providers themselves would be preferable
- Providers are encouraged to leave prospectuses or other material for students to read

#### **6. Destinations of our students**

Our 2024 year 11 students moved to a range of providers in the local area after leaving Glenwood:

91.7% (22 out of 24 leavers) moved to a positive destination meeting the Raising the Participation Age legislation with:

- 45.5% attending Havant and South Downs College
- 27.3% attending City of Portsmouth College
- 22.7% attending Chichester College Group

17 of these students enrolled in Entry Level (inc. Traineeship) education programmes, while the remaining 5 enrolled in a Level 1 or 2 education programme.

#### **7. Links to other policies**

This policy links to other policies such as our:

- Safeguarding/child protection policy
- Curriculum policy

#### **8. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students are monitored by the Deputy Headteacher.

This policy will be reviewed by the Headteacher annually.

At every review, the policy will be approved by the governing board.

## **Appendix A:**

**The eight Gatsby Benchmarks of Good Career Guidance are:**

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>