Springhead School

Careers, Employability, Enterprise Education and Work Experience Policy Incorporating Provider Access Policy Statement

Date: March 2026 **Date for Review:** March 2027

Context and Rationale

We are committed to providing a planned programme of Careers Education, Information and Guidance for all students in Years 9-14. This is based within the Preparing for Adulthood model which the school promotes for each young person.
Students from Early Years and above have access to a programme of learning about the world of work, improving communication and interaction in relation to the world of work and Personal and Social skills learning through planned learning opportunities.

From September 2013 the Education Act of 2001 placed schools under a duty to ensure that all registered students in Years 8-13 have access to independent, accurate and impartial information, advice and guidance.

We believe that it is especially important for our students, all of whom have an Education Health and Care Plan, that Careers Education Information and Guidance (CEIAG) permeates the whole school and is of the highest possible quality.

The CEIAG programme will promote equality of opportunity, celebrate diversity and challenge stereotypes.
The policy is guided by the 'Gatsby' benchmarks (Appendix 2) to ensure best practice and to conform to statutory requirements.

Under the Careers guidance we:

- include information on the full range of post 19 education or training options,
- present the information in an impartial manner
- promote the best interests of the students to whom it is given

Our Vision:

We are committed to:

- Raising aspirations for the future, developing ambitious, independent and resilient learners
- Equipping our children and young people with skills essential for lifelong learning, in preparation for adulthood
- Developing pioneering, inspiring and innovative practice, backed by action research
- Providing wide-ranging learning opportunities through an extensive range of strong partnerships, in collaboration with other schools and colleges
- Creating increasingly powerful connections to our local, regional, national and virtual communities
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Roles and responsibilities

- All staff delivering CEIAG are accountable to the Headteacher as part of their professional responsibilities in the school.
- The Lead for Careers is Paul Wilson, Deputy Headteacher.
- Work Experience is planned and implemented by an Advanced Teaching Assistant who works closely with the Careers Lead.
- The Independent Careers Advisor is responsible for maintaining the careers information stored in the school.

- The Independent Careers Advisor provides training and briefing sessions for staff on CEIAG at the request of the Headteacher or Careers Lead.

Principles:

Careers Guidance will focus on the specific needs of the individual student to promote self-awareness and personal development. It will aim to provide current and relevant information to enable each student to make informed decisions about their future. It will be presented in an impartial manner, be confidential and differentiated to suit the requirements of each individual student. Our careers education and guidance is fully integrated with the 'Work and Enterprise' strand of the Post 16 Lifestyles curriculum and with the PSHE strand of the curriculum for students in Yrs 9 - 11 which provides realistic and relevant opportunities for young people to develop knowledge and understanding of work and enterprise, to develop skills for enterprise and employability and to learn through direct experiences of work and enterprise. Students learn about work, learn from work and learn to work.

This will promote the following to all students:

- Self-development through careers and work-related education.
- Finding out about careers and the world of work
- Developing skills for career wellbeing and employability

(See Appendix 1 for further information) Further Links

The **Careers Strategy**, which was updated in 2021 can be read online at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1002972/Careers_statutory_guidance.pdf

The 'Gatsby' Benchmarks (Appendix 2)
http://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-career-guidance

Appendix 1

Learn about work, learn from work and learn to work

- **Self-development through careers and work-related education**

  Participation in career and work-related learning activities gives individuals valuable opportunities to discover more about themselves: who they are, how they are changing and who they could possibly become. They can also discover what inspires them, how they can be successful and what they can contribute. At Springhead School we encourage students to assess their strengths and weaknesses to inform future learning and work choices and develop positive self-esteem. They will understand themselves and the influences on them. Well-chosen and well-designed activities enable individuals to become more motivated and to take greater responsibility for their own learning, development and wellbeing.

- **Finding out about careers and the world of work**

  Self-examination and exploration of careers and the world of work are two sides of the same coin. Looking inwards and looking outwards are central to the matching process when individuals weigh up where they could fit in, what the world of work has to offer them and what they have to offer in return. Looking outwards encompasses understanding careers and career progression, gaining useful insights into work and working life, understanding business and industry, knowing about the rights and responsibilities of workers and investigating opportunities. Students explore careers through the provision of a wide range of resources: computer software, books and leaflets, posters, subject related job displays, enterprise work, and access to our school's impartial careers guidance. They can experience the world of work first hand during work place visits, meeting external speakers from business, working with business advisers from Young Enterprise, taking part in Mock Interview sessions, meeting employers and people offering further education opportunities at our annual Moving on event and in some cases work placements. Through this extensive programme our students develop their understanding of the changing nature of work, learning and career choices, including the full range of post-19 education or training options, including Supported Internships.

- **Developing skills for career wellbeing and employability**

  Individuals need to acquire and develop a range of skills to manage their own careers and to prepare themselves for employment and/or self-employment. They must, for example, know how to access and make use of sources of information and advice, be able to make plans and decisions and know how to follow them through. Individuals also need to be able to acquire and demonstrate the skills which will add value to an employer's business (or their own business if they are self-employed) while at the same time enabling them to release their own potential and to achieve satisfaction and success in their working lives. Knowing when and how to invest in their own learning throughout their lives can help them achieve their goals. Students also develop their ability to challenge all types of stereotyping and how to deal with prejudice and discrimination in the world of work.

Appendix 2

The 'Gatsby' Benchmarks
http://www.gatsby.org.uk/uploads/education/reports/pdf/gatsby-sir-john-holman-good-career-guidance

Benchmark 1: A stable careers programme

- the strategic responsibility for the management of CEIAG is the Careers Lead.
- The careers programme is structured and updated by the Careers Lead and it is published and included on the school's website.
- Delivery is through planned lessons, enterprise opportunities, careers days, visits, work experience and also permeates through all school subjects
- Funding is allocated annually in the context of whole school priorities and particular needs for Careers Education, Information and Guidance.
- The school ensures Preparing for Adulthood is prominent in the EHCP process for every child.
- There are a number of events and activities involving employers and other agencies throughout the year including the Moving On event, Mock Interviews and competitions linked to Enterprise work.
- Visits to colleges and other post 16 and 19 options are arranged from year 11 onwards
- In house training is provided for all staff regarding CEIAG and this is delivered through whole school INSET days, staff meetings and through specifically negotiated or requested training sessions.
- The Careers Lead attends external careers training events and shares information with staff.

Benchmark 2: Learning from career and labour market

- The Careers Adviser provides independent careers guidance, including Local Market Information (LMI) to all students from years 9 and above.
- Enterprise days, careers days, visits to and from other organisations provide a variety of LMI

Benchmark 3: Addressing the needs of each pupil

- The Careers Adviser keeps accurate records of individual careers advice and these are shared with students/parents/carers and the school.
- Destinations are collated by a member of the Leadership Team with the support of the Administration team.
- The careers programme actively seeks to challenge stereotypical thinking and to raise aspirations.
- All work is differentiated to meet the needs of the individual using the EHCP and prior knowledge of the student's needs.

Benchmark 4: Linking curriculum learning to careers

- Careers, employability and enterprise skills are embedded with the curriculum and developed in all lessons. These develop skills which will encourage students to become more effective workers, within a wider range of careers.
- All staff are expected to contribute to CEIAG through their role as teachers and support staff.

Benchmark 5: Encounters with employers and employees

- Students will be provided with opportunities of workplace visits, work shadowing, enterprise clubs and employer talks and presentations and work experience if appropriate.
- We will arrange visits for students to local colleges, work-based education and training providers This will assist students in making an informed decision about their future career.
- We will continue to develop partnerships with local colleges, Supported Internship providers, local employers and training providers.

Benchmark 6: Experience of work places

- Students will visit places of work throughout their time in school. This includes supermarkets, swimming pool, cafes. They will be supported to recognise the work people do in these places.
- People with specific job roles will be invited in to school to meet with and talk to the students. This may include Fire service, Life guards, Nurse, Business advisors and so on.
- Work place visits are arranged in line with the curriculum. In Years 9 – 11 this will include 1 per year. In Years 12 – 14 this will include 2 per year.
- A planned programme of Work experience is arranged according to the needs and aspirations of young people usually in Years 13 & 14.

Benchmark 7: Encounters with further and higher education

- Annual Moving On event will allow each pupil/parent/carer to have a meaningful encounter with learning providers, including sixth form, colleges, local employers and apprenticeship providers.
- Visits to local colleges and Further education providers.

Benchmark 8: Personal guidance

- Independent face-to-face careers guidance, to help make successful transitions, from a qualified careers adviser (qualified to at least level 6)
- School will work closely with the Local Authority through the preparing for adulthood model.
- The Careers Adviser, will provide independent careers guidance to all Year 10, 11 and Post 16 students, and their parents
- The Careers Adviser is available for appointments with students or with parents/carers and students.
- Support for students as they move in to any transition.

Springhead School Provider Access Policy Statement

Date: March 2026 **Date for Review:** March 2027

Introduction

The policy statement sets out the school's arrangements for managing the access of providers to students 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 – Jan 2018.

Pupil Entitlement

All students in year 8 – 14 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 contact:

Paul Wilson
Deputy Headteacher
Telephone: 01723 367829
Email: admin@springhead.n-yorks.sch.uk

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/carers.

Careers Programme 2026 - 2027

A Stable Careers Programme	Careers adviser meetings in year 9 - 14
	Careers adviser attends EHCP reviews
	PSHE/Cross Curricular themes/Curricular Enrichment In KS3 and KS4 have coverage of careers/vocational learning
	Each student in KS3 and KS4 will receive a personal Careers Action Plan
	Designated time to discuss next steps with an independent careers adviser
Learning from the Local Labour Market	Untapped Potential Network meeting with local employers
	Route 16+ careers event
	Visit to local businesses/local business presentations
	Attendance at other local careers events
Addressing the needs of each student	PSHE lessons
	1:1 Appointments with independent careers adviser for years 11 - 14
	Visits to post 19 providers
	Work placements
Linking Curriculum Learning to careers	Careers posters around Sixth Form College
	Signposting by staff during lessons
	Enterprise/Enrichment activities across KS 4 -5
	Accredited courses in KS4 – KS5
	Enterprise NYBEP activities
Encounters with employers and employees	Route 16+ careers events
	Attendance at careers events
	Work Experience placements
	Vocational training in a range of settings
	Visits from local businesses
Experiences of work places	Work experience placements
	Labour market information workshops delivered by NYBEP
	Visits to local businesses and visits by local companies
Encounters with further and higher education	Route 16+ careers events
	Post 19 learning options given during EHCP review
	Visits to post 16/19 providers
	Post 16/19 providers to visit college to offer guidance
Personal Guidance	1:1 appointment with independent careers adviser
	Pastoral time and personalised curriculum support
	PSHE lessons based around careers and next steps
	Life skills delivered through college curriculum

Please contact our Careers Lead (Paul Wilson) or Independent Careers Adviser (David Keeton) to identify the most suitable events/opportunities for you as a provider.

Premises and facilities

The school will make the hall, classrooms or meeting room available for discussions between providers and students, as appropriate to the activity. The school will also make available specialist equipment if available, to support provider presentations/workshops. This will be discussed and agreed by the school's leadership and Management Team in advance of the visit.

Providers are welcome to provide the school with a copy of their prospectus or other relevant information, to be stored and made available to students