



**OAKWOOD
PARK**
GRAMMAR
SCHOOL

Careers Guidance Policy

including

Provider Access Policy Statement

Approval status	Approved
Last reviewed on:	February 2024
Next review due on:	February 2025

1. Aims

This policy aims to set out our school's provision of impartial and informed careers guidance for our pupils. This includes the ways in which pupils, parents, teachers and employers can access information about our careers programme.

High-quality careers guidance is important for our pupils' futures, and our provision aims to:

- Help pupils prepare for the workplace, by building self-development and career management skills
- Provide experience and a clear understanding of the working world
- Develop pupils' awareness of the variety of education, training and careers opportunities available to them
- Help pupils to understand routes to careers that they're interested in, and to make informed choices about their next step in education or training
- Promote a culture of high aspirations and equality of opportunity

2. Statutory requirements

This policy is based on the Department for Education's (DfE's) statutory [Careers guidance and access for education and training providers](#).

This guidance refers to:

- The Education Act 1997
- The Education and Skills Act 2008
- The School Information (*England) Regulations 2008

This policy is also in line with the more recent [Skills and Post-16 Act 2022](#), which came into force on **1 January 2023**. It explains that our school must provide a minimum of **six encounters** with technical education or training providers to all pupils in years 8 to 13. For more detail on these encounters, see our provider access policy statement, which you can find on the school website.

This policy is also in line with the Education (Careers Guidance in Schools) Act 2022. This came into force on 1 September 2022, and amended the existing duty in The Education Act 1997, so that:

- Our school must now secure independent careers guidance from year 7 (instead of from year 8, previously)
- As an academy in England, we're now required to provide and publish careers guidance

The above guidance requires that schools publish information about their careers programme on their website. This policy includes this information and shows how our school complies with this requirement.

This policy complies with our Funding Agreement and Articles of Association.

We also act in line with our statutory duty under the 'Baker Clause', to be impartial and not show bias towards any route, be that academic or technical. This policy should be read in conjunction with our provider access policy statement, which sets out how our school meets this duty, and can be found on the school website

3. Roles and responsibilities

3.1 Careers leader

Our careers leader is Jill Williams, and they can be contacted by phoning 01622 726683 or emailing jwilliams@opgs.org . Our careers leader works closely with the senior leadership group (SLG) and will:

- Take responsibility for developing, running and reporting on the school's career programme
- Plan and manage careers activities
- Manage the budget for the careers programme
- Support teachers to build careers education and guidance into subjects across the curriculum
- Establish and develop links with employers, education and training providers, and careers organisations
- Work closely with relevant staff, including our special educational needs co-ordinator (SENCO) and careers adviser, to identify the guidance needs of all of our pupils with special educational needs and/or disabilities (SEND) and put in place personalised support and transition plans
- Work with our school's designated teacher for looked-after children (LAC) and previously LAC to:
 - Make sure they know which pupils are in care or are care leavers
 - Understand their additional support needs
 - Make sure that, for LAC, their personal education plan can help inform careers advice
- Review our school's provider access policy statement at least annually, in agreement with our governing board

3.2 Senior leadership group (SLG)

Our SLG will:

- Support the careers programme
- Support the careers leader in developing their strategic careers plan
- Make sure our school's careers leader is allocated sufficient time, and has the appropriate training, to perform their duties to a high standard
- Allow training providers access to talk to pupils in years 8 to 13 about technical education qualifications and apprenticeships, and set out arrangements for this in our school's provider access policy statement
- Network with employers, education and training providers, and other careers organisations

3.3 The governing board

The governing board will:

- Provide clear advice and guidance on which the school can base a strategic careers plan which meets legal and contractual requirements
- Appoint a member of the governing board who will take a strategic interest in careers education and encourage employer engagement
- Make sure independent careers guidance is provided to all pupils throughout their secondary education (11 to 18 year-olds) and that the information is presented impartially, includes a range of educational or training options and promotes the best interests of pupils
- Make sure that a range of education and training providers can access pupils in years 8 to 13 to inform them of approved technical education qualifications and apprenticeships
- Make sure that details of our school's careers programme and the name of the careers leader are published on the school's website
- Make sure that arrangements are in place for the school to meet the legal requirements of the 'Baker Clause', including that the school has published a provider access policy statement

4. Our careers programme

Our school has an embedded careers programme that aims to inform and encourage pupils to consider their career options, and take steps to understand their choices and pathways. We provide statutory independent careers guidance to pupils from year 7 onwards.

Our programme has been developed to meet the expectations outlined in the **Gatsby Benchmarks**:

1. A stable careers programme with a careers leader
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. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance

Our programme doesn't show bias towards any particular career path, and promotes a full range of technical and academic options for pupils.

It is structured in a way that builds upon previous years, and the overarching aim is divided between the Key Stages so that pupils are encouraged to think appropriately about their future. We provide aims, objectives and activities for each year group.

Our careers programme is delivered through a number of methods, including:

- Careers lessons, form time tutor sessions and discussions, assemblies, enrichment day activities, displays, events, guest speakers

Key Stage 3

Our Key Stage 3 careers programme will support pupils in their planning and choices of GCSE subjects. This includes:

- Form Time information sessions and activities prepared by Careers Lead E.g. National Careers Week and National Apprenticeship Week activities
- Timetabled careers education lessons delivered through the PSHCE programme in years 7 and 8
- Timetabled extended learning lessons in Year 9
- Careers education activities delivered through off-timetable enrichment days
- Assemblies and information evenings
- Careers education delivered through curriculum subjects

Key Stage 4

Our Key Stage 4 careers programme aims to help pupils research and understand their choices and routes into education and training. This includes:

- Form Time information sessions and activities prepared by careers lead E.g. National Careers Week and National Apprenticeship Week activities.
- Careers education activities delivered through off-timetable enrichment days
- Assemblies and information evenings
- Careers education delivered through curriculum subjects
- Year 10 Business Challenge delivered through dedicated off-timetable days
- All Year 11 pupils have individual meetings with the Careers Lead and access to individual meetings with an independent careers' advisor
- Mentoring by sixth form students

Key Stage 5

Our Key Stage 5 careers programme supports pupils in planning for their future, including university and alternative pathways. This includes:

- Form Time information sessions and activities led by experienced form tutors and sixth form team
- Careers education activities delivered through off-timetable enrichment days
- Lectures, assemblies, and information evenings with guest speakers
- Access to alumni support
- Careers education delivered through curriculum subjects
- Visits to Apprenticeship Fair and Higher Education Convention
- Sixth Form Careers' Evening
- All Year 12 and 13 pupils have access to individual meetings with the Careers Lead and with an independent careers' advisor

4.1 Pupils with special educational needs or disabilities (SEND)

We expect that the majority of pupils with SEND will follow the same careers programme that meets the Gatsby Benchmarks as their classmates, with adjustments and additional support as needed.

Our careers leader will work with teachers and, where appropriate, professionals from relevant organisations, to identify the needs of our pupils with SEND and put in place personalised support and transition plans. This may include meetings with pupils and their families to discuss education, training and employment opportunities, supported internships and transition plans into higher education.

Our careers leader may, as appropriate, invite adults with disabilities to visit and share their experience and advice.

No information will be given to pupils without SEND that is not also offered to our pupils with SEND.

4.2 Access to our careers programme information

A summary of our school's careers programme is published on the school website including details of how pupils, parents, teachers, and employers can access information about the careers programme.

Pupils, parents, teachers and employers can request any additional information about the careers programme by contacting jwilliams@opgs.org

4.3 Assessing the impact on pupils

Our career programme is designed so pupils can give feedback, and their progress measured as they move through the Key Stages. We measure and assess the impact of the programme's initiatives by surveys; leavers' information and destinations; feedback from pupils, parents, teachers and employers; evaluations

5. Links to other policies

This policy links to the Provider Access Policy Statement

Provider Access Policy Statement

1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

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 13 for the purposes of informing them about approved technical education, qualifications, or apprenticeships.

Schools must provide a minimum of six encounters with technical education or training providers to all pupils in years 8 to 13 (see more detail in section 2.1 below).

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](#), the [Skills and Post-16 Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how our school complies with these requirements.

2.1 The 6 encounters schools must offer to all pupils in years 8 to 13

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
 - All pupils must attend
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' (year 10 or 11)
 - All pupils must attend
 - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11
- 2 encounters for pupils during the 'third key phase' (year 12 or 13)
 - Pupils can choose to attend
 - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences but encounters outside of school hours will not count towards these requirements.

Oakwood Park Grammar School is committed to meeting these requirements and will work with providers to identify the most effective opportunity for them to share information about education and training.

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
- answer questions from pupils.

2.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all pupils.

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.

3. Student entitlement

All students in years 8 to 13 at Oakwood Park Grammar 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, through options events, assemblies, group sessions and activities and taster events
- Understand how to make applications for the full range of academic and technical courses

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Mrs Jill Williams, Careers Lead.

Telephone: 01622 726683

Email: jwilliams@opgs.org

4.2 Opportunities for access

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

These events will run in line with any measures related to public health incidents, including COVID-19.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Year 8-13 Careers Event – all day - employers and apprenticeship providers attending to provide information to pupils	Assemblies with external speakers Form Time dedicated to Careers	Assemblies
YEAR 9	Year 8-13 Careers Event – all day - employers and apprenticeship providers attending to provide information to pupils Assemblies with external speakers	Assemblies with external speakers Timetabled Extended Learning lessons dedicated to careers and making choices Key Stage 4 options evening	Assemblies
YEAR 10	Year 8-13 Careers Event – all day - employers and apprenticeship providers attending to provide information to pupils Assemblies with external speakers	Off-timetable Enrichment Day sessions dedicated to careers	Year 10 Work Related Learning Business Challenge – all pupils work, in teams with local employers/providers
YEAR 11	Year 8-13 Careers Event – all day - employers and apprenticeship providers attending to provide information to pupils Assemblies with external speakers Post-16 provider open evenings Post-16 apprenticeships assembly Meetings with careers adviser Post-16 application support	Post-16 interviews Meetings with careers adviser Apprenticeships– support with applications	Confirmation of post-16 education and training destinations for all pupils

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 12	<p>Year 8-13 Careers Event – all day - employers and apprenticeship providers attending to provide information to pupils</p> <p>Post-18 information sessions – apprenticeships and university options</p> <p>Work Experience briefing.</p>	<p>Apprenticeship Fair – opportunity for students to meet with 65 local employers/apprenticeship providers</p> <p>HE Fair – opportunity for students to meet admissions officers from most UK universities.</p> <p>Sixth Form Careers Evening – opportunity for students and parents to meet with professional and alumni</p>	<p>Year 12 Higher Education Evening,</p> <p>Open days & subject tasters at universities and colleges</p> <p>Year 12 UCAS Days Post-18 Options Presentations</p>
YEAR 13	<p>Year 8-13 Careers Event – all day - employers and apprenticeship providers attending to provide information to pupils.</p> <p>Workshops – HE and higher apprenticeship applications</p> <p>Mock interviews for University and Apprenticeship pathways</p>	<p>Off time-table enrichment day – employability and independent living skills</p> <p>Employment and Apprenticeships– support with applications</p> <p>Student Finance support</p>	<p>Confirmation of post-18 education and training destinations for all pupils</p>

4.3 Granting and refusing access

Please speak to our Careers Lead to identify the most suitable opportunity for you to meet with our pupils.

4.4 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.

4.5 Premises and facilities

The school will make available appropriate spaces within the school to facilitate meetings and discussions between providers and students. The school will also make available audio-visual and other specialist equipment to support provider presentations.

- The process for organising and agreeing appropriate facilities will be discussed and agreed in advance of the visit with the Careers Lead

- Providers are encouraged to leave a copy of their prospectus or other relevant course literature in the School Library.

5. Previous providers

Previous Providers have visited the school in recent years through the following activities: Careers and Higher Education Events, Business Challenge Activities, Career Mentoring, Assemblies, Lunchtime and After-school talks.

They include a wide range of local businesses, colleges, universities, alumni, and speakers from our parent community.

6. Pupil destinations

Year 11 pupils 2022: OPGS Sixth Form, other local school sixth forms, local colleges, moved out of area for schooling.

Year 13 pupils 2022: University, specialist colleges (e.g. Art), Degree and Higher Leaver Apprenticeships, Full-time Employment and School Leaver programmes, Armed Services, Gap Year

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

- Careers Guidance Policy

9. Monitoring arrangements

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

This policy will be reviewed annually.

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