



## **Careers Education, Information, Advice and Guidance Policy**

### **1. The Vision**

The Reach Free School must ensure that pupils are equipped and informed about their future education and employment choices, and seek to offer a wide range of opportunities to all pupils in this regard. Alongside a curriculum and Electives programme which develops the knowledge and skills that will enable pupils to achieve in their future education and careers, the careers programme will ensure that pupils are informed about the choices and opportunities available to them.

This policy ensures that we meet the requirements of government guidance in this area<sup>1</sup>.

### **2. The Objectives**

2.1 This policy seeks to outline what a pupil at The Reach Free School can expect to experience in relation to their careers education. The outcomes for each year are the minimum expected for pupils, and further opportunities are likely to arise periodically.

2.2 In achieving the aims of the policy, the school will work with a range of external partners including Services for Young People, Young Enterprise, The Careers and Enterprise Company, and Inspiring the Future. The school will also engage with local, national, and international employers to ensure that pupils hear directly from those people involved in recruitment.

2.3 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 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. What can a pupil at The Reach Free School expect from their careers education including their Provider Access?**

3.1 Careers education at The Reach Free School happens throughout a pupils' time at school, through REACH Time sessions, CCR lessons, drop-down days, and educational visits.

3.2 All pupils at The Reach Free School in years 8 to 13 have the right 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
- Understand how to make applications for the full range of academic and technical courses
- An opportunity to record their careers interactions so they can track and review their own career progress.

3.3 Pupils of compulsory age are entitled to access providers through their careers education in school. These encounters are mandatory and there will be a minimum of two meaningful encounters for pupils during the 'first key phase' (year 8 to 9) and two meaningful encounters for

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<sup>1</sup><https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>

pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more meaningful provider encounters available during this period, which are options for pupils to attend. These provider encounters will be during school hours and in order to be classed as 'meaningful' they will, 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 (including the opportunity to meet staff and pupils from the provider)
- answer questions from the pupils

#### **3.4 By the end of Year 7, pupils will have:**

- Learnt key terms related to jobs and careers
- Understood the link between education level and average income
- Understood the link between achievement and effort
- Experienced an extended group activity exploring the links between education and income

#### **3.5 By the end of Year 8, pupils will have:**

- Learnt the key terms related to public services, taxes and government
- Understood the way in which taxes fund public services run by government
- Experienced an extended group activity exploring the requirements for success in employment, especially related to products

#### **3.6 By the end of Year 9, pupils will have:**

- Learnt the types of choices available to them at 16 and 18
- Considered their priorities in life
- Contributed to the planning and organisation of the Year 9 Careers Fair
- Attended the Careers Fair and associated workshops, and held purposeful conversations with a variety of employers
- Had two meaningful encounters with different providers including apprenticeship information

#### **3.7 By the end of Year 10, pupils will have:**

- Learnt the requirements of where to apply for jobs
- Drafted their first CV
- Held a one-to-one meeting with an independent careers adviser
- Taken part in a mock job application and interview within school
- Completed one week of work experience organised through school
- Evaluated and reflected on the benefits of their week of work experience
- Had a personal Post-16 guidance meeting with Services for Young PeopleAn opportunity to attend the Careers Fair and have purposeful conversations with a variety of employers

#### **3.8 By the end of Year 11, pupils will have:**

- Visited a university and learnt about life as a university student
- Heard from an expert about apprenticeships and about life as an apprentice
- Heard from a range of expert speakers about jobs in a variety of industries
- Identified their next steps in education, and made relevant applications
- Involvement in a mentoring programme to discuss exam worries, concerns and life beyond KS4 - 'next steps'

- Have an opportunity to attend the Careers Fair and have purposeful conversations with a variety of employers
- Had two meaningful encounters with different providers including from alternative post 16 options.

### **3.9 By the end of Year 12, pupils will have:**

- Visited local businesses to learn about business start-ups
- Taken part in an external employability skills workshop
- Visited a university to learn about university life and to further their understanding of the applications process and student finance
- Learnt about apprenticeship opportunities and degree apprenticeship opportunities from external providers
- Worked with an external personal statement specialist
- All students undertake future planning and destination planning during Reach Out every week
- Visited the UCAS fair
- Have an opportunity to attend the Careers Fair and have purposeful conversations with a variety of employers
- Individual meetings with Services for Young People to explore their next steps beyond school life
- Be presented with weekly opportunities to engage with higher education providers and businesses.

### **3.10 By the end of Year 13, pupils will have:**

- Engaged in a Reach Out programme which develops interview skills, personal statements and CVs
- Visited a high tariff university and encountered a sample lecture
- Had one-to-one support with UCAS applications and apprenticeship applications
- Be presented with weekly opportunities for engagement with businesses including work experience opportunities
- All students undertake future planning and destination planning during Reach Out every week
- Full support for any university tests and interviews from a teacher mentor
- An opportunity to attend the Careers Fair and have purposeful conversations with a variety of employers

## **4. Responsibilities**

4.1 The CIAG policy and planning for careers education is ultimately the responsibility of the Deputy Headteacher – Quality of Education. Assistance and support will be provided by:

- Assistant Headteacher – Community
- Form Tutors
- CCR teachers
- External bodies, such as Services for Young People

4.2 Any providers seeking access should contact Anthony Smith, Deputy Headteacher - Quality of Education, in the first instance via email at [asmith@reachfree.co.uk](mailto:asmith@reachfree.co.uk)

4.3 We will always try to provide access wherever possible. Access to pupils may be granted/ refused based on the following criteria:

- The needs of the pupils
- The needs of the curriculum

- Timing of request (e.g. not during exam/assessment periods)
- Timing of the school day
- Nature of request from the provider
- Number of requests received from providers
- Number of requests received for a particular cohort of pupils
- Quality of previous interactions with our pupils/students

This list is not exhaustive and each access request will be considered on a case by case basis. The decision to grant or deny access to students will be made by the Deputy Headteacher - Quality of Education.

4.4. Our safeguarding and 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. Please ensure that this policy is accessed and read before requesting access. This policy can be found on the school's website.

4.5. The School will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity.

## 5. Monitoring and Review

This policy will be monitored by the Governing Body and reviewed annually.

## 6. Links with Other Policies

Curriculum Policy

PSHE and Citizenship Policy

Safeguarding and Child Protection Policy

**Created:** June 2019

**Revised:** March 2023

**Ratified by the Governing Body:** June 2019

**Date of Last Review:** March 2023

**Date of Next Review:** March 2024

| Change History | Date     | Change(s) Made   | Change Author | EDI <sup>2</sup> |
|----------------|----------|--|---------------|------------------|
| V1.0           |          | Policy created   | MES/ RBO      |                  |
| V1.1           |          | Minor updates and updated link   | MES           |                  |
| V1.2           |          | Update to include aspects of Provider Access Statement   | MES           |                  |
| V1.3           | Nov 2021 | Update to include recognition of career recording tools available to all pupils/students and what pupils will be able to access in each year group and the Sixth Form offer in sections 3.8 and 3.9. | COL/ SHO      |                  |
| V1.4           | Nov 2022 | Minor changes relating to staffing changes at the school. Additional review added for March 2023   | ASM           | Yes              |

<sup>2</sup> Any changes or revisions to the policy have considered equality, diversity and inclusion.

|      |          |  |     |     |
|------|----------|--|-----|-----|
|      |          | to ensure compliance with new Provider Access Legislation due to come into force in January 2023.  |     |     |
| V1.5 | Mar 2023 | Additional information added about Provider Access Legislation. Minor changes to staff. Appendix added with the encounter map for AY 22/23 | LWI | Yes |

**Appendix 1**  
**Provider Access Encounters 2022/23**

| <b>Year</b> | <b>What?</b>                | <b>Who?</b>               | <b>When?</b>               |
|-------------|-----------------------------|---------------------------|----------------------------|
| 8           | Charlotte Shaw              | First Intuition           | 3 <sup>rd</sup> May 2023   |
| 9           | Kate Carter                 | iSales Academy            | 9 <sup>th</sup> March 2023 |
|             | Sky Studios                 | Lauren Christie           | 10 <sup>th</sup> May 2023  |
| 10          | Elstree Screen Arts Academy | Chris Mitchell, Principal | 8 <sup>th</sup> Feb 2023   |
|             | Sky Studios- Elstree        | Lauren Christie           | 10 <sup>th</sup> May 2023  |
| 11          | None in AY 22/23            |                           |                            |
| 12+ 13      | Charlotte Shaw              | First Intuition           | 3 <sup>rd</sup> May        |