



## CEIAG & Provider Access Policy

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| <b>CATEGORY:</b>                   | Policy  |
| <b>CLASSIFICATION:</b>             | Operational   |
| <b>PURPOSE:</b>                    | This policy sets out the school's arrangements for managing the access of providers and careers information, advice and guidance to pupils at the school. |
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| <b>Controlled Document Lead:</b>   | B Worth   |
| <b>Adopted by Governors:</b>       | 20 <sup>th</sup> March 2019   |
| <b>Review Date:</b>                | March 2020  |
| <b>Distribution:</b>               |   |
| <b>Essential Reading for:</b>      | Students, providers, staff  |
| <b>Information for:</b>            | Parents and other stakeholders  |

## **Policy statement:**

At Bridgnorth Endowed School we believe that all students should have the knowledge and research skills to access a wide variety of careers education, information, advice and guidance (CEIAG), allowing them to make informed decisions to ensure they are successful as lifelong learners. Our high quality careers advice and guidance is developed throughout the student's time at the school and is always supportive of their aspirations, strengths and skills.

This policy sets out the school's arrangements for managing the access of providers to pupils 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.

## **Aims:**

- Prepare student pathways for the transition to life beyond secondary school (further and higher education, apprenticeships and the world of work).
- Provide students from year 7 upwards with well-rounded IAG (information, advice and guidance) experiences in order to inspire and motivate their aspirations.
- Support students to make informed decisions which are suitable and ambitious and in particular, provide guidance on GCSE's, post-16 courses, university, apprenticeship and employment.
- Develop students' employability and characteristics in communication, resilience, leadership and social skills.

## **Statutory requirements:**

The careers provision at Bridgnorth Endowed School is in line with the statutory guidance developed by the Department of Education, which refers to Section 42A of the Education Act 1997 "to ensure that all registered pupils at the school are provided with independent careers guidance from year 8 (12-13 year olds) and to year 11 (15-16 year olds).

The governing body must ensure that the independent careers guidance provided:

- Is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;
- Includes information on a range of education or training options, including apprenticeships and technical education routes;
- Is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.

All pupils in years 8 – 11 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 opportunities they offer, including technical information and apprenticeships – through options events, assemblies and groups discussions and taster events;
- To understand how to make applications for a full range of academic and technical courses.

In addition, Bridgnorth Endowed School is also compliant with the careers guidance and access for education and training providers (statutory guidance for governing bodies, school leaders and school staff) dated January 2018. This states that from January 2018 to end of 2020 every school should begin using the Gatsby Benchmarks to improve careers provision and every school should begin to offer every young person seven encounters with employers, at least one each year from year 7 – 11. Some encounters should be with STEM (science, technology, engineering, maths) employers.

### **Staffing:**

The Head teacher leads IAG and is supported by the Careers Leader, and tutors. Day to day support from the schools Careers Leader provides all activities as detailed on the school careers programme as well as impartial interviews for year 11 students.

### **Careers Provision at Bridgnorth Endowed School**

The school careers programme provides opportunities for students to encounter “new” experiences, information and guidance and is embedded in the curriculum in a variety of ways:

| <b>Key Stage</b> | <b>Delivered by tutor</b>   | <b>Delivered by Curriculum</b>   | <b>Delivered through extra-curricular events</b>  |
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| <b>KS3</b>       | All students receive tutor support to reflect on progress and set targets for the | Students are supported by teachers and SLT to allow them to better select GCSE options, this | A variety of talks and assemblies from speakers to promote STEM, higher education, career |

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|            | <p>future in line with their subjects.</p>  | <p>involves assemblies and parent presentation.</p> <p>Through the PSHE programme students learn how to use a range of IAG tools, (eg start profile, icould, NCS website)</p> | <p>pathways and the world of work.</p> <p>Careers Fair to be held in school every 2/3 years for all key stages.</p>   |
| <b>KS4</b> | <p>All students receive tutor support to reflect on progress and set targets for the future in line with their subjects.</p> <p>To learn about pathways to post-16 providers including apprenticeships.</p> | <p>Through the PSHE programme, students to research different employment sectors including up-to-date labour market information</p>   | <p>All 3-year groups to attend an array of assemblies involving HE, employers and STEM speakers.</p> <p>Careers Fair to be held in school every 2/3 years for all key stages.</p> <p>HE workshop, including understanding student finance.</p> <p>Students to experience a visit to a university.</p> <p>Year 11 students to receive 1 to 1 interview for impartial careers advice and support.</p> <p>Year 11 students to attend assemblies and/or attend a school Further Education Fair delivered by all local post-16 providers and carry out visits where appropriate.</p> <p>SEND students to receive additional support through the IAG post 16 process.</p> <p>All year 11 parents have the option to be involved in any aspect of the post 16 IAG process.</p> <p>Sixth form open days, visits to FE colleges.</p> |

## **Management of provider access requests**

### **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 pupils and / or their parents / carers.

### **Procedure**

A provider wishing to request access should contact: Mrs J Mitchell, Careers Leader, Telephone: 01746 762103; Email: [jmitchell@bridgnorthendowed.co.uk](mailto:jmitchell@bridgnorthendowed.co.uk)

### **Resources**

CEIAG primarily takes place online using a wide variety of on-line tools. All Bridgnorth Endowed School students can freely access the school careers library for additional paper resources.

Bridgnorth Endowed School will make available the main hall, classrooms or private meeting rooms for discussions between provider and students as appropriate to the activity. The school will also make available any specialist equipment to support provider presentations.

### **Monitoring & Review**

The governing body shall monitor and review progress of their statutory duties and this policy annually.