



Careers Education, Information, Advice and Guidance Policy

The King's School
Cadhay Lane
Ottery-St-Mary
Devon
EX11 1RA

Policy Change Control

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| Policy Owner | DHT Student Support |
| Approved By | Curriculum Committee |
| Date of Last Approval | 18/06/2024 |
| Next Revision Due | June 2025 |

| Date | Version | Person | Change / Action |
|------------|---------|----------------------|---|
| 12/06/2014 | 1.0 | Trustees | Adoption of Policy |
| 02/05/2017 | 1.1 | SBM | Update to template and format |
| 19/05/2017 | 1.2 | MAG | Taken out references to Careers and WRL Co-ordinator (just Careers Co-ordinator). Very minor amendments. |
| 15/06/2017 | 1.2 | Trustees | Approval |
| 26/02/2018 | 1.3 | FJH | Updated following publication of statutory guidance |
| 13/06/2018 | 1.3 | Trustees | Approval |
| 23/05/2021 | 1.4 | MAG | Updated based on school bus template. Previous Introduction and Aims sections replaced with Statement of Intent and Legal Framework. Trustees and All Staff are added into the roles and responsibilities section. Section C2 is split into C2 The Careers and Work Related Learning Programme and C3 Curriculum for clarity. Other minor changes to wording throughout the document. |
| 17/06/2021 | 1.4 | Trustees | Approval |
| 06/12/2023 | 1.5 | FJH | Updated Provider Access Annex A to reflect new legislation |
| 07/12/2023 | 1.5 | Trustees | Approved |
| 12/05/2024 | 1.5 | MAG, FJH and the CEC | This policy was only updated less than 6 months ago, however we have liaised with the Careers and Enterprise Company to ensure that it is updated and fit for purpose. |
| 18/06/2024 | 1.5 | Trustees | Approved |
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A Statement of Intent

This policy is underpinned by Sections 42A and 45A of the Education Act 1997, and has due regard to the DfE's statutory guidance, 'Careers guidance and access for education and training providers'.

The King's School will deliver a stable and structured programme of careers education and work-related learning to all students in Years 7-13. The main aims of careers provision at The King's School are to:

- Prepare students for life post-education.
- Develop an understanding of different career paths and challenge stereotypes.
- Develop an understanding of the differences between school and work.
- Inspire students to identify and work towards their dreams.
- Help students to access information on the full range of post-16 education and training opportunities.
- Support students through transitions.
- Offer targeted support for vulnerable and disadvantaged young people.
- Instil a healthy attitude towards work.

This policy was developed and is reviewed biennially through discussions with: teaching staff, the school's Independent Careers Adviser, the school's Devon, Plymouth and Torbay Careers Hub Enterprise Co-ordinator, students, parents, Trustees, advisory staff and other external partners.

B Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1997
- Education (Careers Guidance in Schools) Act 2022
 - Which amended the existing duty in The Education Act 1997, so that schools must now:
 - secure independent careers guidance from year 7
- provide and publish careers guidance, including about their careers programme on their website. Education and Skills Act 2008
- Skills and Post 16 Education Act 2022
- Which makes it a statutory responsibility to provide a minimum of 6 meaningful encounters with technical education / training providers to all pupils in years 8 to 13. Apprenticeships, Skills, Children and Learning Act 2009
- Equality Act 2010
- Children and Families Act 2014
- Technical and Further Education Act 2017
- The School Information (England) (Amendment) Regulations 2018
- DfE (2023) 'Careers guidance and access for education and training providers'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Special Educational Needs Policy
- Race and Equality Policy
- Child Protection and Safeguarding Policy

Our policy and programme has due regard of the [Devon & Somerset Local Skills Improvement Plan](#), which is part of the Government's "Skills Accelerator" programme supporting employers and education providers to produce a skilled workforce better matched to the needs of business.

Devon and Somerset Local Skills Improvement Plan (Summer 2023) and the HotSW Skills Advisory Panel's Local Skills Report 2022-24, recognises the following three sectors as transformational opportunities for the area which provide significant growth opportunities:

- **Energy:** renewables, nuclear, green construction, clean propulsion, electric and hybrid vehicles and green tourism
- **Engineering:** advanced manufacturing, engineering, aerospace, marine, hi-tech photonics and microelectronics
- **Digital:** data analytics, health technology, cyber security, creative sector and agri-tech

It is important that our school careers programme recognises these sectors as they are likely to provide local high-quality jobs for students in the future.

C Procedures

C1 Roles and Responsibilities

The Board of Trustees is responsible for:

- Ensuring that all registered students are provided with independent careers guidance from Year 7 to Year 13.
- Ensuring that arrangements are in place to allow a range of education and training providers to access all students and inform them about approved technical education qualifications and apprenticeships. (See Annex A: Provider Access Policy).
- Ensuring that the independent careers guidance is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.
- Ensuring that the guidance includes information on the range of education or training options, including apprenticeships and technical education routes.
- Ensuring this policy does not discriminate on any grounds.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedure Policy.
- Providing clear advice and guidance to the Head Teacher on which they can base a strategy for careers education and guidance that meets the school's legal requirements.

The Board provides a link trustee, who meets on a termly basis with the Careers Coordinator. The Link Trustee monitors the programme for compliance with best practice and legal requirements, and reports on this to the Trustee Board.

Deputy Headteacher, Student Support: Line manages the Careers Coordinator and provides senior leadership support for the programme.

Careers Coordinator (Careers Leader): Responsible for coordinating the careers programme, including work experience and destinations data. They work closely with the Head of PSHE, and the independent Careers Advisor, and are responsible to the Deputy Headteacher (Student Support). They are the contact for the Devon, Plymouth and Torbay Careers Hub.

PSHE Staff: Careers / work related learning lessons are delivered via the PSHE curriculum, supported by the Careers Coordinator.

Independent Careers Advisor: Provides specialist, independent careers guidance to all students in Year 11, all Pupil Premium and EHCP students in Year 10, and any additional students as identified by the school. All 6th Form students are offered appointments. Student guidance is managed through the pastoral system.

All staff: All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers.

- Ensuring careers education is planned into their lessons.
- Attending any relevant CPD or training to ensure they are up-to-date with the school's careers plan.
- Promoting careers guidance in the classroom through visual aids.
- Creating a learning environment that allows and encourages students to tackle real life challenges, manage risks and develop skills that can be applied to the workplace.

Others closely involved in the programme: House Teams, Sixth Form Leadership and tutor team, Learning Coaches and SENCO.

C2 The Careers and Work Related Learning Programme

Details of the school's careers programme, including the name and contact details of the Careers Coordinator/Careers Leader, will be published on the school website, inviting students, parents, teachers, trustees and employers to provide feedback. In summary, the school will work to achieve the Gatsby Benchmarks and deliver a programme that:

- Supports progression through differentiated activities that are appropriate to all students' stages of career planning and development, in order that all students understand the full range of opportunities available to them, understand and develop their employability skills, and have first-hand experience of the work place.
- Utilises employers and alumni so that all students have the opportunity to learn about work and routes into different careers.
- Ensures all students receive an excellent programme of advice and guidance, which is impartial and delivered by individuals with the right skills and experience, with bespoke support for those who most need it.
- Integrates into students' experience of the whole curriculum, based on a partnership with staff, students and their parents or carers.
- Promotes equality of opportunity and inclusion, and breaks down traditional stereotypes, encouraging students to consider a wide range of possible career paths and routes.

C3 Curriculum

The careers programme will be delivered to all years (except Year 13) via PSHE . This includes: careers education lessons, information and research activities, work related learning (including work experience and Mock Interviews), and employability skill development.

The pastoral system will also embed careers, with Form Tutors playing a significant role particularly supporting Year 10 (Work Experience) and Year 11 (Mock Interviews, Careers Interviews and Transition).

The school will work to encompass careers education and guidance into subjects across the curriculum. All teachers will be asked to support the career development of young people in their role and through their subject teaching.

To support this, the school will engage with local employers, businesses and professional networks, inviting visiting speakers, and working with our alumni (via LinkedIn and the “Alumni Stories”).

C4 Assessment

Career learning outcomes are identified and a framework for assessing what students have achieved is carried out as part of the PSHE programme. Students will be provided with written feedback following Work Experience, Mock Interviews, and appointments with the Careers Adviser.

C5 Partnerships

Independent Advice and Guidance Service Provider: Annual partnership agreements are negotiated with our service provider. All students will receive at least one guidance interview by the end of Year 11, and the opportunity for a further interview is offered in Year 12 and Year 13.

Local Employers and Education / Training Providers: The school will continue to build relationships with a number of local and national employers and training providers, and use these to provide meaningful encounters, transition support and bespoke support for individual students.

Alumni: The school will develop its alumni network to inspire and provide reassurance to current students. The school will build on its “Alumni Stories” and encourage alumni to join the LinkedIn network.

Parents / Guardians: The school is committed to developing partnerships with parents and carers to enable them to engage with and support the input from school. We provide guidance to parents through information evenings as well as written materials (via the website). This is in addition to individual contact via our pastoral system.

Devon, Plymouth and Torbay Careers Hub (established in collaboration with, and reporting to, the Careers & Enterprise Company) : The school will work alongside the Devon, Plymouth and Torbay Careers Hub, their assigned Enterprise Coordinator and the school’s Enterprise Advisor.

Local Authority Support Services: The school will provide the relevant information about all students to the LA support services including:

- Basic information, such as the student’s name or address.
- Other information that the LA requires to support the student to participate in education or training to track their progress.

The school’s privacy notice will offer students and their parents the opportunity to ask for personal information not to be shared.

LAs will be notified, as early as is possible, whenever a 16- or 17-year-old student leaves an education or training programme before completion. The school will agree on local arrangements for ensuring these duties are met.

C6 Staff Development

Staff training needs for planning and delivering the careers programme will be identified by the Head of PSHE and the Careers Coordinator and delivered through INSET and other CPD opportunities.

C7 Monitoring, Review and Evaluation

The careers programme will be reviewed on an annual basis by the PSHE team and the Careers Coordinator. Regular meetings to evaluate provision take place between the Careers Coordinator and the Head of PSHE (fortnightly), the Deputy Headteacher - Student Support (fortnightly) and the link Trustee (termly).

Data used to review the programme will include:

- The results of the Futures Skills Questionnaires (developed by the CEC). This survey can be used at the following times:
 - The start of Year 7
 - Year 9 at the time of making post 14 subject choices
 - Year 11 at the time of making post 16 transition plans
 - A SEND specific questionnaire is also available
- Destinations Data
 - The school will track the destinations of our students for three years after they leave school (from end-Year 11).
- Qualitative data fed back by staff and students (e.g., Work Experience Staff Visit Forms, feedback on individual events and visitors etc).

The Careers Coordinator regularly benchmarks school practice against the Gatsby Benchmarks using the CEC Compass tool, and communicates this to the Head of PSHE, Deputy Head Teacher, Link Trustee, Devon, Plymouth & Torbay Careers Hub and Enterprise Advisor..

Reflective practice is embedded in the process; evaluations from students, business partners, trustees, parents, carers and staff are used to inform the ongoing review and development of the careers programme. The partnership with service providers will be reviewed annually.

Annex A: Education and Training Provider Access Policy

This Provider Access Policy is an Annex to the School's Careers and Work Related Learning Policy, and should be read in conjunction with that document.

This policy is reviewed in line with the School's policy review process, but in addition each time new Statutory Guidance is released which impacts this provision.

A. Introduction

The King's School is committed to ensuring our students have access to a broad range of education and training providers, to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

It is important that all young people have a full understanding of all the options available to them post-16 and post-18, including wider technical education options such as T-Levels and Higher Technical Qualifications.

We act impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

B. Student Entitlement

The King's School fully supports the statutory requirement for students to have direct access to providers of further education training, technical training and apprenticeships. All students in Years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities and pathways, 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 technical education and apprenticeship opportunities they offer, through options events, assemblies and group discussions and taster events; and,
- To understand how to make applications for the full range of academic and technical courses.

In addition, we comply with the recent legislative requirement to host at least six encounters with providers of approved technical education qualifications or apprenticeships for ALL students, with two encounters in KS3, two in KS4 and two in KS5:

- For KS3 and KS4 pupils, there will be a minimum of two mandatory encounters.
- For KS5 pupils, there will be a minimum of two optional encounters.

These provider encounters are scheduled during the main school hours and 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 qualifications 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 students from the provider)
- answer questions from students.

C. Management of provider access requests

C.1 Procedure

A provider wishing to request access should contact the Careers Coordinator on 01404 812 982 or careers@thekings.devon.sch.uk. The Careers Coordinator coordinates all provider requests, and is responsible to their line manager (Deputy Head – Student Support).

In the first instance, the provider should provide details of:

- Their target audience (age and number of students, criteria for identifying students to be approached);
- Their offering to students;
- Whether the activity is planned for on-site at the school, virtual, or off-site;
- Their proposed date range.

Grounds for granting or refusing access:

- Please note there may be constraints on granting access due to the school calendar and timetable.
- If the provider is not an approved education or training provider, the school retains the right to refuse access.
- We aim to respond to requests within 10 working days. All requests will be given due consideration by our Careers Coordinator and Senior Leaderships Team.

Approved requests

Once the request has been granted, we may ask the provider for information to share with our students and parents before the session. This may take the form of a prospectus, letter to students / parents, or presentation.

Providers should provide a copy of the material to be used within the session, to the Careers Coordinator, in advance of the session.

C.2 Premises and Facilities

The school will endeavour to make suitable accommodation available to the provider, as appropriate to the activity. Requests for AV or other specialist equipment must be made in advance.

We are happy to consider live online encounters with providers where requested, using Microsoft Teams. Technology checks in advance will be required to ensure compatibility of systems.

C.3 Prospectus / Literature

All Providers are encouraged to send copies of their literature to the school, which will be added to the Careers Library. All literature is updated annually. The Careers Library is available to students at break and lunchtimes, and during lessons at the request of the Teacher.

C.4 Additional Opportunities for access

There are a variety of scheduled opportunities within the school careers programme that may be offered to providers to come into school to speak to students. In order to identify the most suitable opportunity, please speak to the Careers Coordinator.

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| “Let’s Do Lunch” – All years, Year Round | Students can elect to attend a lunchtime talk, from 1.30pm to 2.10pm. Employers and education or training providers are encouraged to contact the Careers Coordinator to schedule a session. |
| Work Experience – Year 10 and Year 12, Summer Term | Employers and education or training providers are encouraged to offer work experience placements to students, or to support the delivery of work experience preparation sessions via the PSHE curriculum. |
| Mock Interviews – Year 11, Autumn Term | Employers and education or training providers are encouraged to participate in the Mock Interview process – either by interviewing students that are interested in their industry, or by supporting the interview preparation sessions via the PSHE curriculum. |
| Assemblies – All Years, Year Round | Assemblies are held from 2.15pm to 2.30pm. Since a large number of students will be present, assemblies are best suited to general topics that will have relevance for most students. |
| PSHE Lessons – All Years, Year Round | Since a large number of students will be present, PSHE lessons are best suited to topics that will have relevance for most students (e.g., PAL sessions, employability skills etc). |
| Student requests for ad hoc assistance | Please contact the Careers Coordinator to register interest in assisting students with ad hoc requests for your industry / area. |

C.5 Complaints Procedure

Any complaints about this policy should be raised to the Careers Coordinator on 01404 812 982 or careers@thekings.devon.sch.uk. The Careers Coordinator will raise any complaints to the Deputy Head Teacher – Student Support.

APPENDIX

Providers who have attended King’s School in recent years, and engaged in meaningful encounters with students, include:

- Accountancy Learning
- Bicton College
- Central College of Animal Studies
- Exeter College
- PGL Training
- The University of Exeter (Apprenticeships)
- The University of Plymouth (University)
- The University of Winchester (Alternatives to University inc. Gap Years and Apprenticeships)

Recent student destinations at Post 16 have included:

- Apprenticeships
- Bicton College
- Colyton Grammar School
- Exeter College
- Exeter Maths School
- Hartpury College
- The King's School 6th Form
- HM Forces