



Pendle Education Trust

Careers and Guidance Policy

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Review Date	September 2025
Member of staff responsible	James Brook

Pendle Education Trust

Nelson and Colne College, Scotland Road, Nelson, BB9 7YT

Tel 01282 440 249 **Email** contact@pendleeducationtrust.co.uk

Company Registration Number: 08263591

Place of Registration: England and Wales



Careers and Guidance Policy

The careers policy sets out how West Craven High School will follow the statutory guidance from the Department for Education (January 2023 and July 2021) and in compliance with:

- Sections 42A1, 42B (Technical and Further Education Act 2017), 45 and 45A of the Education Act 1997.
- Section 72 of the Education and Skills Act 2008.
- Schedule 4 (15) of the School Information (England) Regulations 2008

This policy ensures that at West Craven High School:

- All students are provided with reliable (independent from Level 6 qualified staff, where possible) careers guidance from year 7 to year 11.
- It complies fully with the legal requirements under the provider access duty, commonly known as the 'Baker Clause' where schools must provide opportunities for a range of education and training providers to access all year 8 to 13 students to inform them about approved technical education qualifications and apprenticeships **and the Provider Access Legislation, January 2023.**
- Publishes a policy statement setting out arrangements for **provider access** and ensures that these are followed.
- The 8 Gatsby Benchmarks are used and tracked to improve careers provision throughout school and we continue to maintain our current externally moderated 100% compliance with all 8 benchmarks.
- Every young person will receive at least five meaningful encounters with employers during their time at West Craven – at least one each year from year 7 to year 11.
- There is a named person to the role of Careers Leader to lead the careers programme.
- Details of the careers programme for young people and their parents is published on the school website.

This policy is to make sure that all young people in school get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience. It builds on the existing structures to secure independent careers guidance for students, to provide opportunities for access to a range of providers to inform students about technical education qualifications or apprenticeships.

The careers policy combines with the careers plan and ensures that West Craven High School meets the duties for publication and sets out the school's arrangements for managing the access of providers to students at the school and that the careers strategy ensures that the co-ordinated support of both external and staff in school attain the Benchmarks 1-8.

This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Student entitlement: All students in years 8-13 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/Employer access requests:

A provider wishing to request access should contact James Brook, Careers leader at West Craven.

Telephone: 01282 812292

Email: jbrook@westcraven.co.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. Please speak to our Careers Leader to identify the most suitable opportunity for you.

Premises and facilities: The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity.

The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.



Student Careers support on offer at West Craven

“One of the features which distinguishes West Craven from other schools is the quality of the partnership shared with local industry. Work experience placements, taster experiences and careers insight talks, along with direct enterprise links with Silent night, IAC and others.”
Enterprise advisor P Heys 2020

All careers activities experienced by students at West Craven are tracked on the CEC Compass Plus data base and can have their activities reported on and experience gaps easily identified. All students complete an annual aspirations and careers questionnaire to enable the careers activities offered to them to be adapted to their individual needs. University events and talks offered through form times as availability allows.

In Year 7

Year 7 students will have an opportunity to explore and develop their employability skills and will learn about how to link possible future careers to their learning style and preferences through Skills builder.

Employers and employees from a variety of employment sectors interact with them at appropriate times during the year to support their needs and aspirations, challenge stereotypes and encourage social mobility through talks, educational visits, assemblies, form activities, live online events and employer videos where appropriate.

In Year 7, students also start to consider their future career path and the impact their educational choices play in this. They are encouraged to read careers guidance and attend careers fairs to support their decision-making and interact with the START careers website, Barclays life skills and success at school.

Optional activities are made available to students and parents through the ‘classcharts’ online platform, newsletters and website.

In Year 8

Students have the opportunity to conduct further careers exploration in PSHE lessons and form time discussions and start to understand which skills are required for specific jobs, in addition to attending our annual careers fair.

The year 7 program is continued and expanded with employers and employees from a variety of employment sectors who will interact with students at appropriate times during the year to support their needs and aspirations, challenge stereotypes and encourage social mobility.

Additional opportunities are provided such as: Go4set project introduced for selected students; students start to meet post 16 providers; Play the ‘Escape to your future game’ and experience drop down day activities where appropriate.



In Year 9

Students take part in a variety of activities to focus on developing their employability skills such as written communication, numeracy skills and team working. Some Year 9 students take part in a taster day at a local university and STEM activities which builds problem solving and project working.

Employers and employees from a variety of employment sectors interact with them via Microsoft teams at appropriate times during the year to support their needs and aspirations, challenge stereotypes and encourage social mobility.

Digital advantage is offered to 20 students annually. Careers evening event and formal options evening also have a major focus in year 9.

In Year 10

In Year 10, work experience week is an opportunity for students to try out a career, take part in the world of work, try new activities, develop their employability skills and/or undertake a placement which will give them direct experience of the world of work. This is combined with the Pendle employability award which is recognised by a wide variety of local employers and all students can achieve at Bronze, Silver or Gold standard.

Form time and Careers employability day ensure that all students are aware of applications and interview processes and CVs.

Employers and employees from a variety of employment sectors interact with them at appropriate times during the year to support their needs and aspirations, challenge stereotypes and encourage social mobility. Employers and experiences offered are tailored to student interests and aspirations following questionnaires.

Students in year 10 have a wide variety of experiences with post 16 providers from all local establishments and are given the opportunity to try out appropriate college courses. They also attend our annual careers fair and attend an offsite careers inspiration event.

1-2-1 Careers advice and guidance sessions are offered with Level 6 qualified staff during year 10 and students are offered personalised written careers plans during this time.

In Year 11

Year 11 students are supported to make informed decisions about their post 16 options through Careers talks in assemblies as well as the opportunity to attend Careers/college Insight meetings. In November, students and parents are invited to attend the local Sixth Form information evenings at NCC, Burnley and Craven Colleges which is followed by Taster Days.



Taster Days give students the opportunity to attend up to three 'taster' sessions for the A-level or BTEC subject of their choice and find out about how to research careers, use websites to help inform their choices and explore other post 16 options such as apprenticeships.

Student applications and intended destinations are tracked throughout year 11 and bespoke applications support offered to all students by school staff.

