



THE PRIORY
LEARNING TRUST

Careers guidance

History of Policy Changes

Date	Version	Author	Origin of Change e.g. TU request, change in legislation	Changed by
Jan 2018	1	James Wilmot	Legislation	James Wilmot
Jan 2019	2	James Wilmot	Inclusion of TKASA in TPLT	James Wilmot
May 2019	3	James Wilmot	Review of policy. No change	James Wilmot
May 2020	4	James Wilmot	Inclusion of Trust-wide careers policy	James Wilmot
May 2021	5	James Wilmot	Review of policy. No change	James Wilmot
May 2022	6	James Wilmot	Review of policy. No change	James Wilmot
April 2023	7	James Wilmot	Review of policy. Inclusion of PAL legislation	James Wilmot
Oct 2024	8	James Wilmot	Review of policy and PAL legislation. Addition of section 12.	James Wilmot

This policy applies to The Priory Learning Trust (TPLT) and all its academies.

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Review cycle	Annual
Review date	September 2025

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The Priory Learning Trust Careers Guidance

1. Aims

We aim to raise aspirations, challenge stereotypes and encourage students to consider a wide range of careers. Through careers education, information, advice and guidance (CEIAG) it is hoped that students will be encouraged to make the most of their talents and to go on to jobs or courses which suit their needs and intelligence.

In particular we intend our students to:

- Develop a broad understanding of the world of work and an ability to respond to changing opportunities
- Develop independent research skills so that they can make good use of information and guidance
- Develop and use their self-knowledge when thinking about and making choices
- Develop their understanding of employability skills and how to enhance these as individuals
- Develop the skills they need to review achievements, plan future actions, make decisions, present themselves well and cope with change and transition.

The process of making career decisions can be a lengthy one and that many students will make their final choices only after completing their higher education course or after studying A Levels, BTEC or T Levels at college. We recognise that the apprenticeship route would be most suitable for a proportion of our students. Therefore, we focus on helping students develop the attributes of bravery, kindness, curiosity and happiness to help them be equipped to make the appropriate career and life choices in the future. The information and support provided must be impartial and with rigour for all post 16 options.

2. Commitments

The Academy Council and staff are committed to:

- the provision of impartial resources and advice to enable students to understand and develop career choices and to ensure that careers education is seen as part of the overall curriculum and learning framework for all years
- encouraging students to achieve and to be ambitious
- involving students, parents and carers in the further development of careers work
- working with services for young people so that no student is disadvantaged in gaining access to education, training or work
- maintain a standard of excellence with CEIAG delivered by a careers team that is qualified, enthusiastic and informed.

3. Provision

Careers includes both education and guidance. Careers education helps students develop the knowledge and skills they need to make successful choices, manage transitions in learning and move into work. Through guidance students are able to use their knowledge and skills to make the decisions about learning and work that are right for them. Progress in students' self-development and understanding of careers is regularly monitored.

Further details of the careers programme can be obtained from the TPLT Director of Careers.

We provide a trajectory of events and activities for students to participate in from year 5 to year 13. Such as:

- careers conventions for students and parents every year
- career aspiration interviews for year 5
- career aspiration interviews for year 7
- Options support for year 9 students
- work experience for year 10 students
- mock interviews for year 10 students

- workshops, college taster day and 6th form road trips to explore the various post 16 options
- assemblies from employers, colleges and training providers
- work experience for year 12 students
- university trips and UCAS support for year 12 students
- An open ended offer of advice and guidance to current students, previous students and their families

The careers programme and calendar of events of each TPLT secondary academy can be accessed via their websites:

<https://worle-school.org.uk/careers-parents>

<https://pcsa.org.uk/careers-1>

<https://www.tkasa.org.uk/careers>

Individual careers guidance takes place on a one to one basis and is delivered by an impartial Careers Advisor employed by each trust secondary academy under the management of the TPLT Director of Careers. All staff are also encouraged to support careers guidance by promoting their subject, sharing different pathways to future careers and raising students' aspirations.

4. Equal opportunities

We will promote equal opportunities and try to use every opportunity to challenge stereotypes and to raise aspirations. Lessons about stereotypes in employment are taught via PSHE and Citizenship and we monitor careers resources regularly to ensure that they encourage both boys and girls and students from minority ethnic groups to enter different careers.

5. Additional support

Additional support and resources are allocated to specific groups such as PP, In Care, risk of NEET and SEN to ensure that all students can access the careers programme appropriately and benefit from participation.

6. Monitoring, evaluation and review

The careers programme is monitored regularly and amended after an annual review. Students' opinions are actively sought as well as the views of different stakeholders.

The careers programme is self-assessed biannually via The Careers & Enterprise Company's Compass Assessment Tool to check for compliance against GATSBY BENCHMARKS.

Student destinations are tracked and further support provided via close liaison with appropriate local support services so NEET figures are kept to a minimum.

7. Relationship to other parts of the curriculum and other policies

Careers education is conducted in accordance with the trust's equal opportunities policy, safeguarding policy and other relevant policies. The remit of careers is recognised and the curriculum is developed alongside that of other areas so that careers education is an integral part of the whole school curriculum.

8. Management

The TPLT Director of Career has direct responsibility for the leadership of CEIAG and is line managed by The Strategic Lead for Academy Improvement.

9. Resources

Careers interviews take place in a dedicated interview space and drop-in sessions to support with work experience, completion of CVs and applications are offered on an open-ended basis. The

Director of Careers and Careers Team have an open-door policy and the careers office is a regular venue for students to receive advice and get application forms or prospectuses.

10. Provider Access Policy Statement (PAL) for The Priory Learning Trust (TPLT)

Access for colleges, training providers, university technical colleges, universities and all other post 16 providers, including technical, vocational and academic routes and apprenticeships.

This policy statement sets out the arrangements for managing the access of providers to students for the purpose of giving them information about the provider's education or training offer.

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

All students in years 8 to 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.

In line with the updated Provider Access Legislation, from January 2023, all schools must provide a minimum of six encounters for all students with post 16 providers, as above. This is broken down into key phases: -

Year 8 & 9- Two encounters for students that are mandatory for all to attend

Year 10 & 11- Two encounters for students that are mandatory for all to attend

Year 12 & 13- Two encounters that are mandatory for the school to put on but optional for students to attend

These provider encounters will be 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 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 students from the provider)
- answer questions from all students, including our most vulnerable and those with additional learning needs

TPLT defines an encounter at one of its schools as at least 15 minutes, during the school day.

As part of our schools' careers programmes, we will consider requests from approved training, apprenticeship, technical and vocational education providers, including University Technical Colleges where appropriate, to speak to our students.

Our schools will also approach providers directly when planning and organising key career related events throughout the school year such as school assemblies, webinars within the curriculum, including live events, careers engagement events and parents evenings. Meaningful encounters may be planned using the [Making it meaningful checklist](#).

The quality and impact of careers provision is monitored by TPLT's Director Of Careers and via student and parent feedback questionnaires and quizzes.

Premises and Facilities

Our schools have a range of facilities available for providers to use in support of our careers programme. Each school will also make available access to IT to support provider presentations. This will all be discussed and agreed in advance of the visit with TPLT's Director of Careers or school based Career Advisor.

Activities that providers can participate in can include-

- Extended assembly slots with a follow up quiz to assess impact
- Career Conventions hosted in the school day with a treasure hunt theme to ensure engagement and participation

Meaningful online engagement is also an option and we are open to providers that are able to provide live or pre-recorded online engagement with our pupils. This can be achieved via TPLT's online career Convention which is Career Development Institute approved as well as online assemblies attended by all students in tutor time. A follow up diagnostic will also be delivered to assess impact.

We welcome literature such as prospectuses and appropriate material that provides information on future pathways for our students to read, and for display in relevant places around our school campuses This can be both hard copies and electronic. The latter can be shared in mail outs/careers notices sent to pupils, staff and parents. Our use of social media is frequent and effective. We can promote both onsite events and activities attended by providers as well as their own offsite events and activities to encourage participation and attendance.

Management of provider access requests-

All requests by providers should be sent to TPLT's Director of Careers- james.wilmot@theplt.org.uk

Granting requests and refusal of requests-

Once requests have been submitted, TPLT's Director of Careers will respond to you within 10 working days. All requests will be given due consideration by the Director of Careers and the Career Advisor posted in each school.

Once the request has been granted, we will ask you for a range of information to share with our students and parents before the session. This may be a prospectus, letter, presentation to share with students and parents in advance of your session.

This should include-

- Details of the opportunities you offer including technical education, courses and entry requirements
- What is learning like with your institution?
- How do you prepare students for their best next step on successful completion of your course/training?
- Provide examples of linking courses with careers relating to the labour market and recent positive destinations of students who have completed their learning with you

Requests will be considered against-

- Clashes with other planned activities or visits.
- Interruption to preparation for public or internal examinations.
- Availability of school staff, space and resources to host the session.
- All requests will also be considered in line with the school's Safeguarding policy. For questions on this policy statement please do not hesitate to contact us.
- TPLT's Director of Careers and the trust wide careers team will record a log of all provider requests for access and the outcomes and record on Compass assessments to support the delivery and evaluation of the careers programme.

Opportunities for access-

Our schools offer providers encounters that are required by law, and a number of additional events, integrated into each school's careers programme. We will offer providers an opportunity to come into school to speak to students or their parents or carers.

Examples of providers that TPLT has worked with include:

- | | |
|------------------------------------|----------------------------------|
| ● Bridgwater and Taunton College | ● Access Creative College |
| ● King Alfred 6 th Form | ● The Outdoor College |
| ● Boomsatsuma | ● Churchill 6 th Form |

- Backwell 6th Form
- Weston College
- Army
- Navy
- Robins Foundation
- Exeter University
- Exeter College Oxford
- Burges Salmon Apprenticeships
- Trinity Hall Cambridge
- Professional Apprenticeships
- SGS College
- City of Bristol College
- Hartpury College
- NHS Apprenticeships
- Thatcher's Apprenticeships
- Bakkavor Apprenticeships
- University Centre Weston
- University Centre Somerset
- Falmouth University
- UWE
- Somerset Skills and Learning
- ASK Apprenticeships
- Western Training Provider Network
- EDF – Hinkley Point Apprenticeships
- Nailsea 6th Form
- Winterstoke Hundred Academy
- Nailsea 6th Form

Complaints-

If a provider has reason to make a complaint in relation to this provider access statement, please email TPLT's Director of Careers james.wilmot@theplt.org.uk who will investigate the relevant school's access arrangements and communications further. Or subsequently you can contact [The Careers & Enterprise Company](mailto:provideraccess@careersandenterprise.co.uk) on provideraccess@careersandenterprise.co.uk

11. Stakeholders

Employer 'open door' and recruitment events will be included in the monthly career's bulletin and have a dedicated 'shout out' on social media operated by the Career Advisor of each secondary school. These events can be hosted by employers/business, FE providers, HE providers, charities and community groups.

12. TPLT Workplace Risk Assessment Procedure for Work Experience Placements:

Work experience week takes place across The Priory Learning Trust for year 10 and year 12 students. By special arrangement of the school, specific students in year 11 may occasionally undertake extended work experience placements.

The following process is in place to ensure that TPLT is satisfied that the employer [placement provider] has considered and managed the risks in their workplace with specific reference to young people.

Jodie Silmon, Careers Advisor at PCSA has undertaken the IOSH Safe Work Environment for Work Placement Personnel training course and created this procedure with this guidance in mind, along with James Wilmot, TPLT Director of Careers.

Procedure

1. The Careers Advisor in each school is responsible for conducting a workplace assessment for each placement. Where the placement has already been assessed by another school within TPLT, this does not need to be replicated, unless the student has specific SEND/ medical conditions the employer needs to consider, or if a significant period of time has passed since the assessment was completed, or the student is attending a different site within the organisation. Documents will be securely stored in each .
2. It is the employer's responsibility to have a risk assessment in place that takes into account specific factors relating to young people. Careers Advisors will use a google form to conduct a workplace assessment to satisfy ourselves that employers have considered these risks and have control measures in place.
3. Careers Advisors should inform employers of any SEND/ medical needs that should be taken into account in the risk assessment.
4. Low risk/ familiar risk placements (e.g. local office, school, shop), the form can be completed over the phone or video call. For medium to high risk placements (manufacturing, construction, forestry) a visit will be required to go through the questions, at least for the first workplace assessment.
5. The Careers Advisor shall communicate any significant risks identified with the student and family ahead of the placement.
6. The school will reiterate the students' general responsibilities for health and safety in assemblies, communications home and 121 appointments.
7. Employers are required to send details of their Employer's Liability Insurance which will be saved in a secure shared drive along with the placement database. Exceptions being direct family members with parental approval. Sole traders or self-employed people offering placements but without the correct insurances will be signposted to the Association of British Insurers to purchase a short term policy.

8. Work place assessments shall be reviewed annually with the employer.
9. Placements will only go ahead with a signed Work Experience Agreement Form by parent/ carer, employer and student and all of the above processes successfully completed.

Please note, to safeguard students on placement all employers are directed to call student absence line in case of student absence and as a minimum all employers will receive a phone call as a minimum to check on the student.

13. Policy Review

The working of this policy will be reviewed by the Trustees annually. As well as examining the specific review data, the policy statement will be checked for continuing relevance against any changed statutory requirements.