



Hanley Castle

High School

**CAREERS PROGRAMME
&
PROVIDER ACCESS POLICY**



INTRODUCTION

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer, as outlined in section 42B of the Education Act 1997.

Hanley Castle High School is committed to providing a personalised education package for all our students, and this is reflected by our careers programme. Students will access different elements of the programme at different stages of their education whilst the focus will always be on preparing them for their future pathways, considering their own preferences. Our Careers Action Plan outlines our generic careers offer from Year 7 to Year 13. For some students, a more personalised offer will be in place.

Our focus links directly to the requirements of the '*Gatsby Good Career Guidance*' report (2014) which became the basis for statutory '*Career's guidance and access for education and training providers*' (2018).

STUDENT ENTITLEMENT

The statutory guidance is relevant to 'all students in years 7-13' and we will also consider young people's developmental ages when preparing appropriate careers activities at Hanley Castle High School ensuring that our students receive a careers programme which offers them opportunities to:

- find out about technical education qualifications and apprenticeship opportunities, as part of a 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 an application for the full range of academic and technical courses

SCHOOL'S CAREERS LEADER

Parents/carers, teachers and employers may gain further information about our careers programme by contacting Louise Price, Careers Leader.

Email: pricel@hanleycastlehs.org.uk

Phone: 01684 593241 ext. 2222

MEASURING AND ASSESSMENT OF THE IMPACT OF THE CAREERS PROGRAMME ON STUDENTS

Evaluation of our careers programme is designed to enable us to examine what we do; consider how we can improve it and provide stakeholders with a summary of this.

This will include gathering information from the students about how they feel about their experiences in relation to the careers programme.

Student progress in Careers Lessons will be evaluated as part of our ongoing student tracking processes.



It is our aim to provide students with both experiences of the workplace and/or encounters with employers. These encounters and experiences will take place as part of curriculum lessons / workplace visits / assemblies / attending Careers Fairs and events.

MANAGEMENT OF PROVIDER ACCESS REQUESTS

Providers wishing to request access should contact Louise Price, Careers Leader.

Email: pricel@hanleycastlehs.org.uk

Phone: 01684 593241 ext. 2222

OPPORTUNITIES FOR ACCESS

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. Please see our Careers Strategy on the school web site and speak to Louise Price (Careers Leader) to discuss the most suitable opportunity for you.

PREMISES AND FACILITIES

The school will make the main hall, classrooms or meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available IT and other specialist equipment to support provider presentations. This will all need to be discussed and agreed in advance of the visit.

The availability will be made subject to the following conditions:

- They do not impinge on students' preparation for public or internal exams
- The school cannot be expected to provide staff to support the presentation or talk due to previous commitments
- A reasonable period of notice – at least six school weeks
- The availability of the facilities – school activities and prior bookings will be prioritised
- The willingness of the provider to meet reasonable costs, including catering, heating lighting and any other costs incurred by the school.

Providers are welcome to leave a copy of their prospectus, or other relevant course literature, with our Careers Adviser to display.

SAFEGUARDING

There are clear procedures in place for checking the identity and suitability of visitors. Any person working on-site in a regulated activity will be supervised, including where a DBS certificate and confirmation of suitability from their employer has been received. The cost of this supervision will, be an addition to those charges for premises and facilities mentioned above and will be met by the provider.

FEEDBACK

Hanley Castle High School welcomes parental and employer participation within our careers related activities. Should you wish to support our activity or provide feedback on our Careers Strategy then please contact our Strategic Careers Lead directly.