

## Careers and Provider Access Policy

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### 1. Introduction

- 1.1 Within this policy 'we' and 'us' means Marshfields School.
- 1.2 This policy statement sets out our arrangements for managing the access of providers to our students for the purpose of giving them information about the provider's education or training offer. This complies with our legal obligations under Section 42B of the Education Act 1997.
- 1.3 The careers programme is designed to meet the needs of our SEND students. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.
- 1.4 Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism.

### 2. Student Entitlement

- 2.1 We are committed to providing a planned programme of careers education, information and guidance for all students in Years 3-13:
- to find out about further education, 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 supported internships, technical education and apprenticeships – through options events, assemblies and group discussions and taster events;

- to understand how to make applications for further education and training and the full range of courses offered locally.
- One to One meetings on their next steps Years 10, 11 & P16

### 3. Responsibility for Implementation

- 3.1 Ted Fisk is the Careers Advisor and will co-ordinate the careers programme and strategy, closely supported by the Senior Team.

### 4. Staff

- 4.1 All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers. Careers education is planned and delivered by all teachers, monitored and evaluated by the Senior Team and link Department Lead.
- 4.2 Specialist training can be offered to the tutors delivering the programme as requires. The Careers Leader also provides specialist careers guidance and organises transition programmes for students planning on returning to mainstream. Careers information is available in displays across the school. Administrative support is available to the careers leader as resources allow.

### 5. Curriculum

- 5.1 The careers programme includes ASDAN lessons, careers guidance activities (individual interviews), information and research activities through the PSHE programme, work-related learning (including two weeks of work experience for Year 11 and weekly work experience for Post-16), action planning and recording achievement.
- 5.2 Careers lessons are part of our PSHE programme. Other focused events, e.g., a Further Education Fair should be provided from time to time. Work experience preparation and follow-up take place in careers tutorial lessons and other appropriate parts of the curriculum.

## 6. Assessment

- 6.1 Career learning outcomes have been identified and a framework for assessing what students have achieved is being developed for all year groups through the PSHE audit.

## 7. Partnerships

- 7.1 A number of strong partnerships have already been secured and will continue to develop with local business links and higher education providers.

## 8. Opportunity to Access

- 8.1 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.
- 8.2 Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Advisor, who will ensure that it is distributed / displayed.
- 8.3 A provider wishing to request access should contact the school: [office@marshfields.co.uk](mailto:office@marshfields.co.uk) or 01733568058. We are not required to accept every request from a provider to visit but will work with providers to seek a mutually convenient time.

## 9. Facilities

- 9.1 For careers events, we will make available a wide range of facilities including the hall and classrooms. AV and other specialist equipment will be provided to support presentations.

## 10. Provider access

All pupils in years 3-13 are entitled:

- to find out about qualifications and apprenticeship opportunities in technical education, as part of a careers programme which provides information on the full

range of education and training options available to students at each transition point

- to hear from a range of local providers about the opportunities they offer, through options events, assemblies, group discussions and taster events, speakers and job fairs
- to understand how to make applications for the full range of academic and technical courses
- Two encounters for students during Year 8 & 9 (one per year) that are mandatory for all to attend
- Two encounters for students during Year 10 & 11 (one per year) that are mandatory for all to attend

The above entitlement will be offered in line with the student's individual needs, interests and wishes and with appropriate adult support

A provider, to whom access is given, must deliver an encounter that includes the following:

- Information about the provider and the approved courses they have on offer
- Information about the careers to which those courses may lead to
- A description of what learning or training with the provider is like
- Responses to questions from the pupils about the provider or trainer.