

Policy:

Careers and Provider Access

Approval:

Board of Trustees

Date:

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Next review:

Spring 2026



**CHELtenham
BOURNside
SCHOOL**

Policies

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1. Purpose of this policy

High quality careers education and guidance in school is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and careers management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

Cheltenham Bournside School is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. Cheltenham Bournside School is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. This means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

Cheltenham Bournside School endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships enabling us to meet 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.

2. Compliance with the eight 'Gatsby Benchmarks'

Cheltenham Bournside School runs a programme of careers activities across years 7-13, with the aim of building the students' knowledge and understanding of the opportunities available, whether in further / higher education or directly into a work-based training programme.

We recognise that effective careers guidance contributes to raising aspirations, improving motivation and overcoming barriers to success. Our careers strategy is underpinned by the 8 Gatsby Benchmarks which include:

1. A stable career programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers

5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance.

1. Our careers programme ensures that we fully meet all of the Gatsby Benchmarks, while Cheltenham Bournside School's access to other education and training providers policy aims to: To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.
2. To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.
3. To reduce drop out from courses and avoid risk of students becoming NEET (Young people not in education, employment or training).

3. Ensuring access to 'Providers' for our students

Cheltenham Bournside School fully supports the statutory requirements for students to have direct access to providers of further education training, technical training and apprenticeships. The school complies with the legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in conjunction with meeting the Gatsby Benchmarks.

For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students during Years 8 & 9 and two encounters for students during Year 10 & 11. Students in Years 12 & 13 will be invited to attend two or more provider encounters.

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;

1. Share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers.
2. Explain what career routes those options could lead to.
3. 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)
4. Answer questions from students.

In addition to the above, every student is entitled to a high-quality career education and guidance as part of their overall education. Cheltenham Bournside School sets out to fulfil this by ensuring the careers programme meets Gatsby Benchmarks 1 – 8.

1. **A stable career programme** – The Careers Journey Map shows the learning journey followed by students during their time at Cheltenham Bournside School. This Map is displayed in the 'careers corridor' in the main school as well as in the Careers Hub. These maps bring our careers programme 'alive' for both students, parents and teachers.
2. **Learning from career and labour market information** – Every student is given an Unifrog account and parents are given an access code so that they can access quality information about labour market opportunities and futures study options.
3. **Addressing the needs of each pupil** – Cheltenham Bournside School's careers programme varies depending on the age of the pupil. Equality and diversity considerations are embedded throughout.
4. **Linking curriculum learning to careers** – Cheltenham Bournside School's Careers Leader works with teachers to ensure that there is a link between curriculum learning

with careers. This link is reinforced via Inspire Breakfast Lectures and subject specific masterclasses.

5. **Encounters with employers and employees** -Cheltenham Bournside School provides students with multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace via: Careers Fairs, Inspire Breakfast Lectures, assemblies, masterclasses and drop-down days.
6. **Experiences of workplaces** – Cheltenham Bournside School provides students with opportunities for work experience in Year 10, Year 12 and Year 13.
7. **Encounters with further and higher education** – Cheltenham Bournside School complies with provider access legislation (PAL) requirements.
8. **Personal guidance** – Cheltenham Bournside School offers every student from Year 9 upwards the opportunity for guidance interviews with a careers adviser. In addition, group careers guidance meetings take place for all Year 10 students

4. How external providers can engage with students

Cheltenham Bournside School sets out to fulfil Gatsby Benchmark No 7: *All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.* by ensuring school complies to the Provider Access Legislation (PAL / Baker Clause). Request for access should be directed to Ginny Martin, Careers Leader. Ginny Martin may be contacted by telephone or email, Tel 01242 235555 (x1264) gcm@bournside.com

Access will be given for providers to attend during school assemblies, timetabled Education 4 Life lessons, and careers events that Cheltenham Bournside School is arranging. Students may also travel to visit another providers as part of the careers programme.

Cheltenham Bournside School will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school main hall. Technology checks in advance will be required to ensure compatibility of systems.

Ginny Martin, Careers Leader coordinates all provider requests and is responsible to her line manager, Karen Hanley, Deputy Head Teacher.

Any complaints about this policy should be raised to Ginny Martin, gmartin@bournside.com. Ginny Martin will raise the complaint to Karen Hanley, Deputy Head Teacher.

The Policy is reviewed annually by the school's Board of Trustees..

5. How we have managed access to providers in previous years

In previous terms/years we have invited the following providers from the local area to speak to our students:

- Local colleges – including Gloucestershire College, SGS Stroud, Hartpury College and Cirencester College.
- Universities - including University of Gloucestershire, Hartpury University, University of Bristol, Cardiff University, University of Worcestershire, Cambridge University and Oxford University.
- Employers - including Kohler Mira, Renishaw, Hazlewoods, BPE, HCR Law, NHS and the Armed Forces

6. Our students' destinations

We maintain a record of destinations of students leaving school at Y11 and Y13. Student destinations can be found in supplementary document 'Destinations of our pupils' which is updated each year.

7. Expected student outcomes

By the end of Key Stage 3, all students will have:

- a better understanding of themselves (personal characteristics, abilities, interests, potential, weaknesses and limitations)
- accessed and familiarised themselves with Unifrog
- used Unifrog to research information about opportunities including labour market information (LMI)
- received appropriate advice and guidance on post-14 choices
- linked curriculum learning to careers
- had access to at least one employer/employee experience and had access to at least one opportunity provided by external providers of post 14, 16 and 18 provision.

By the end of Key Stage 4, all students will have:

- enhanced their self-knowledge, career management and other employability skills
- used Unifrog and other resources to investigate future choices and explore alternative routes to their goals including LMI
- an awareness of employment rights and responsibilities
- accessed advice, guidance and support to help them confirm their choices and consider the implications
- selected and applied for an appropriate opportunity, post 16
- made a back-up plan in case things go better or worse than expected
- had the opportunity to complete a work experience placement
- linked curriculum learning to careers
- had access to at least one employer/employee experience in each and had access to at least one opportunity provided by external providers of post 14, 16 and 18 provision – including universities.

16-19: by the end of this phase, all students will have:

- extended their self-knowledge, career exploration, career management and other employability skills
- developed their career capital (e.g. with work experience, voluntary work or enrichment options)
- devised a set of personal criteria to help them identify appropriate routes to their goals
- researched, evaluated and obtained guidance on appropriate post 18 options
- selected and applied for an appropriate opportunity, post 18
- made a back-up plan in case things go better or worse than expected
- linked curriculum learning to careers
- had access to at least one employer/employee experience in each of the year and had access to at least one opportunity provided by external providers of post 18 choices – including at least 2 visits to Further/Higher Education (HE) providers.

8. Work experience opportunities

Cheltenham Bournside School sets out to fulfil Gatsby Benchmark No 6: *Every student should have first-hand experience of the workplace through work visits, work shadowing and/or work experience to help their exploration of careers opportunities*, by ensuring that Year 10 and 12 students are given the opportunity to undertake Work Experience during the academic year. A set week is available, and all students have the opportunity to complete a placement during this time. Support is available through our tutors and the Careers Department. There is a further opportunity for students in Year 12 & 13 to undertake a Wednesday afternoon work placement if they choose this as part of their enrichment opportunities.

9. School management structure

Cheltenham Bournside School sets out to fulfil Gatsby Benchmark No1: *Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers*, by ensuring a fully staffed and fully trained career team is in place.

Careers Leader – Ginny Martin

Manager and coordinator of careers education, information, advice and guidance (CEIAG) and work related learning WRL – key responsibilities include:

- Development and management of CEIAG and WRL provision within Education 4 Life lessons, tutor time and whole school events
- Implementation of the Gatsby Benchmarks
- Liaison with external providers who contribute to CEIAG and WRL including parents and carers, further education (FE) Colleges, Training Providers, employers and employees, external information, advice and guidance (IAG) providers and any other local agencies
- Liaison with subject leaders to establish how their subject contributes to CEIAG and WRL, including contributing to students' knowledge and understanding of the opportunities opened by the subject
- Review and evaluation of provisions with all stakeholders including young people and external IAG providers.

Careers Administrator – Rebecca Mar-Gerrison

Assist the Careers Leader in the above responsibilities and maintain and develop links with external providers who contribute to CEIAG.

Senior Leader – Karen Hanley

A member of the Senior Leadership Team (SLT) who has direct line management for the work of the Careers Leader.

Careers Link Trustee – Natalie Wheeler

Link Trustee for CEIAG who provides strategic support for the work conducted in this area of our school provision.

Enterprise Adviser

An independent adviser from the world of work who uses their knowledge of the local business landscape to support the careers team to develop an effective careers plan and to create opportunities with their business contacts for the school.

10. How we evaluate our careers education provision.

Cheltenham Bournside School used Compass+, the Careers & Enterprise Company's evaluation tool to assess the effectiveness of the Careers Programme. Compass+ uses the Careers Department to benchmark, manage, track and report on the school's careers

provision. The Compass data charts the sustained progress that Cheltenham Bournside makes with improvements across every dimension of careers support. This is then compared to The Careers & Enterprise Company's annual report show how careers guidance is developing in England's schools and colleges.

In addition, Cheltenham Bournside School is a member of the Gloucestershire Careers Hub, which brings together business, education and voluntary sectors to help schools deliver the Gatsby Benchmarks.

Ofsted's school inspection handbook includes a focus on careers guidance. Inspections will look at the school's implementation of the provider access arrangements to enable a range of education and training providers to speak to students in years 8 to 13.

Cheltenham Bournside School is mindful that a successful careers programme will also be reflected in higher numbers of students progressing to positive and sustained destinations. Destination measures (including the number of young people not in education, employment or training NEET students) provide clear and comparable information on the success of Cheltenham Bournside School's career policy.

The Board of Trustees holds the school to account to ensure that its careers education and work related learning provision is effective.

It does this by requesting and analysing stakeholder (student, parent/carers, etc) feedback and evaluation, reviewing student destinations data, monitoring provision and providing reports.