

THOMAS MILLS HIGH SCHOOL



POLICY DOCUMENT 59

POLICY ON CAREERS GUIDANCE AND PROVIDER ACCESS

Date approved by Board of Trustees	04/02/2025
Next review due:	Academic Year 2024 - 2026
Policy review cycle:	Every 3 years
Policy Owner:	Assistant Headteacher (Sixth Form)

Vision Statement

***We, the staff and governors, aspire
to ensure that all our students,
irrespective of ability
and regardless of anyone's doubts,
achieve their potential in full;
and we aspire in this way to make Thomas Mills High School
the best in the country.***

Thomas Mills High School is an Academy and a company limited by guarantee incorporated in England & Wales under number 7605059

The Trustees reaffirm their long-standing commitment to ensuring high quality careers guidance that promotes pupils' and students' best interest and meets their real needs.

1. Introduction.

- 1.1 In recent years there have been many duties on schools to improve careers guidance. For example, The Education Act 2011 places a statutory duty on maintained schools to secure access for pupils to *independent and impartial careers guidance* that promotes the best interests of the pupils to whom it is given and includes information on all options available to them, including apprenticeships and other work-based learning. The DfE re-issued statutory guidance in January 2018 on how this should be implemented, to which schools must have regard in carrying out the new duty. This relates to the Careers Strategy, December 2017, also: specifically, to make sure that all young people at secondary school get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience. The skills and Post 16 Education Act 2022 ensures pupils from Year 8 have access to a range of providers.
- 1.2 The duty on schools, to secure independent careers guidance for all year 8-13 pupils, is intended to expand advice and guidance for young people so they are inspired and motivated to fulfil their potential. Schools should help every pupil develop high aspirations and consider a broad and ambitious range of careers. Inspiring every pupil through more real-life contacts and volunteering with the world of work can help them understand where different choices can take them in the future.
- 1.3 Schools also have a duty to provide opportunities to a range of providers of technical education and apprenticeships to access pupils to inform them about technical education qualifications or apprenticeships.
- 1.4 Schools must continue to work with local authorities to support more vulnerable young people including those with special educational needs, and those who are disengaged or at risk of disengaging.
- 1.5 Schools can measure the effectiveness of their careers and inspiration activity by considering both the attainment and the destinations of their pupils. Success will be reflected in higher numbers progressing to apprenticeships, universities – including selective universities, traineeships, and other positive destinations such as employment or a further education college. This will help to close the gap in destinations between young people from disadvantaged backgrounds and others.
- 1.6 Schools can use the Destination Measures data, published by the Department for Education, to assess how successfully their pupils make the transition into the next stage of education or training, or into employment.
- 1.7 The use of co-ordinated external support and the work of an appropriately skilled Head of Careers and Work Experience, Mrs Sandra Treeby, is overseen by a member of the Senior Management Team, Assistant Headteacher.

2. Definitions.

- 2.1 **Advice and Guidance** refers to a coherent programme of activities that inform, inspire and motivate young people, preparing them for work and helping them to understand where different education and training choices could take them in the future.
- 2.2 **Independent** “is defined as external to the school”. The School does not interpret this to mean that it has no role in quality assuring an independent service provided to its pupils.
- 2.3 **Impartial** “is defined as showing no bias or favouritism towards a particular education or work option”.
- 2.4 **Promote the best interests of the pupils to whom it is given** is interpreted in this School (in accordance with our Vision Statement) to include a requirement that advice must not depress pupils’ reasonable aspirations/possible attainment. It must take into account their potential life-long careers not just their immediate 16+, 17+ or 18+ placements.

3. The Role of the School.

- 3.1 The school will be mindful of and work towards the non-statutory Gatsby Benchmarks in order to monitor and improve its careers provision.

These are:

- a stable careers programme
- learning from career and labour market information
- addressing the needs of each student
- linking curriculum learning to careers
- encounters with employers and employees
- experiences of work places
- encounters with further and higher education
- personal guidance

The school will refer to further guidance on the benchmarks in the Careers guidance and access for education and training providers document, January 2018.

- 3.2 The school will secure and (when necessary) pay for independent and impartial careers guidance advice. This may take many different forms, including information evenings, outside speakers in PSHE and general studies programmes, careers fairs, meetings with mentors, transition meetings for vulnerable and SEN pupils and advice given on work experience programmes as well as face-to-face interviews with an independent adviser.
- 3.3 In order to provide for the real needs and circumstances of our pupils, face-to-face interviews with independent advisers will be provided for those pupils to whom the School deems it to be the most suitable form of support, including (where relevant) those with SEN or disabilities and those for whom the Pupil Premium is paid. This will be in addition to interviews offered by the School’s own careers staff, where information will also be given in an impartial way.
- 3.4 The school will provide information and verbal briefings on pupils to help independent advisers and mentors to understand their potential outcomes and current performance and will expect this information to be given due consideration and to be used in confidence.

- 3.5 The school will quality assure careers guidance, including that offered independently, to ensure that pupils are receiving advice that is impartial and is relevant to their needs, and will raise any concerns that might emerge in good time with advisers.
- 3.6 The school will provide a range of careers activities, including work-related learning and work experience (for all Year 10 pupils and for Sixth Form students by negotiation).
- 3.7 The school works with a range of other schools, further education and higher education providers, and work-based training and apprenticeship providers in order to ensure that pupils have access to a range of options at each stage of their education. The School also accepts pupils from other schools into its Sixth Form.
- 3.8 Pupils will have access from School to on-line advice, including the National Careers Service website - [Careers advice - job profiles, information and resources | National Careers Service](#). Pupils will also be advised of the NCC telephone helpline number.
- 3.9 The school will evaluate its success in supporting pupils to take up education and training which offers good long term prospects through analysis of internal destination measures and DfE destination measures data. This data will be shared with the local authority.
- 4 This Policy will be reviewed every 3 years in accordance with the *Handbook of Governance* and its implementation will be monitored by the Senior Management Team.

Related Policies

SEND Policy

Equality Policy

Common Curriculum Policy

Safeguarding and Child Protection Policy

Provider Access Policy – **Annex A**

Annex A

Thomas Mills High School - Provider access policy statement.

When we talk about a 'Career', we don't just mean work or a job – it is much more than that. Career is the red thread through your life that brings together learning, interests, skills and work. It is about the progress you make, the skills you learn, the knowledge you acquire and the decisions you make throughout your life. Here at Thomas Mills Sixth Form, we want to support you in that journey through various activities and events as well as personal guidance. We want to inspire and prepare you in the best way possible for your life after Thomas Mills and your future.

Under Section 42B of the Education Act 1997 and the Skills and Post-16 Education Act 2022 we have a duty to provide pupils in Years 8-13 with access to providers of post-14, post-16 and post-18 education and training. This policy statement sets out how we manage access requests from these providers.

What are pupils entitled to?

Pupils in Years 8 to 13 are entitled to:

- Learn more about technical education qualifications and apprenticeship opportunities, as part of a careers programme which informs pupils of the full range of education and training options available to them at each transition point.
- Hear from a range of local providers about the opportunities on offer, for example, technical education and apprenticeships – this can be achieved through options evenings, assemblies, group discussions, and taster events.
- Understand how to apply to the full range of academic and technical courses available to them.

All pupils in Years 8 to 13 will receive at least six encounters with accredited providers of technical education and apprenticeships. These encounters will be divided accordingly:

- During the first key phase (Year 8 to Year 9) all pupils must attend two mandatory sessions by accredited providers
- During the second key phase (Year 10 and 11) all pupils must attend two mandatory sessions by accredited providers
- During the third key phase (Year 12 and Year 13) there will two sessions by accredited providers – these will be optional for pupils to attend.

What opportunities are provided to allow access to pupils?

Via our school careers programme, we offer providers numerous opportunities throughout the school year to speak to pupils and/or their parents.

The school offers the six provider encounters that are legally required – identified in the plan below – and a number of additional events.

Our annual programme of career tasks and events is as follows:

Thomas Mills High School and Sixth Form

Careers Education, Information, Advice and Guidance

*(number) links to Gatsby Benchmarks

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Autumn Term	Tutorial Work – Step Up Booklet (1)	Tutorial Work – Step On Booklet (1)	Tutorial Work – Step Ahead Booklet (1)	Tutorial Work – Step Forward Booklet (1)	Tutorial Work – Step Into the Future Booklet (1)	Tutorial Work – Step Further Booklet (1)	Tutorial Work – Step Further Booklet (1)
	Career of the Week (2)	Career of the Week (2)	Career of the Week (2)	Career of the Week (2)	Career of the Week (2)	Career of the Week (2)	Career of the Week (2)
				Xello Assembly and tutorial follow up (2, 3)	Xello Assembly & tutorial follow up (2,3) Assembly on A-Levels and Sixth Form (7) Suffolk New College – Assembly and Q&A (7)	PD Programme	PD Programme
	Careers Interviews - On request (8)	Careers Interviews - On request (8)	Careers Interviews – Targeted by HOY (8)	Careers Interviews - On request (8)	Careers Interviews (8)	Careers Interviews - On request (8)	Careers Interviews - On request (8)
					Year 11 Information Evening (7)		
	TMHS Careers Fair – All Year Groups & Parents/Carers invited (2,5)						

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Spring Term	Tutorial Work – Step Up Booklet (1)	Tutorial Work – Step On Booklet (1)	Tutorial Work – Step Ahead Booklet (1)	Tutorial Work – Step Forward Booklet (1)	Tutorial Work – Step Into the Future Booklet (1)	Tutorial Work – Step Further Booklet (1)	Tutorial Work – Step Further Booklet (1)
	Career of the Week (2)	Career of the Week (2)	Career of the Week (2)	Career of the Week (2)	Career of the Week (2)	Career of the Week (2)	Career of the Week (2)
		Xello Assembly & tutorial follow up (2) Options Assemblies & Taster Lessons (4)				Xello Assembly & tutorial follow up (2) PD Programme	PD Programme
			WS Training – Assembly / Q&A (7)	East Coast College – Assembly / Q&A (7)		University of Suffolk – Assembly / Q&A (7)	
	Careers Interviews - On request (8)	Careers Interviews - On request (8)	Careers Interviews - Targeted by HOY (8)	Careers Interviews (8)	Careers Interviews (8)	Careers Interviews - On request (8)	Careers Interviews - On request (8)
		Options Evening (4)					
	National Apprenticeship Week / National Careers Week / National Science Week – Tutorial Work and other events (3,4,5)						

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13
Summer Term	Tutorial Work – Step Up Booklet (1)	Tutorial Work – Step On Booklet (1)	Tutorial Work – Step Ahead Booklet (1)	Tutorial Work – Step Forward Booklet (1)		Tutorial Work – Step Further Booklet (1)	Careers Interviews - On request (8)
	Career of the Week (2)	Career of the Week (2)	Career of the Week (2)	Career of the Week (2)	Career of the Week (2)	Career of the Week (2)	Career of the Week (2)
						PD Programme	
	Suffolk New College – Assembly and Q&A (7)	West Suffolk College – Assembly / Q&A (7)		University of Suffolk – Assembly / Q&A (7)			
			Subject Careers Week (3,4)			Career Develop Day (2,4,5)	
						UCAS Exhibition (7)	
				Work Experience – 2 weeks (5,6)		Work Experience / University Open Days (5,6,7)	
	Careers Interviews - On request (8)	Careers Interviews - Targeted by HOY (8)	Careers Interviews - Targeted by HOY (8)	Careers Interviews (8)	Careers Interviews – On request (8)	Careers Interviews - Targeted (8)	Careers Interviews – On request (8)

During these sessions, at a minimum, providers will be given enough time to:

- Share information about the provider and the approved technical qualifications and apprenticeships they offer.
- Explain what career routes these qualifications and apprenticeships could lead to.
- Provide insights into what it might be like to learn or train with that provider.
- Answer pupils' questions.

Which providers have previously been invited to the school?

In previous terms and academic years, the school has invited the following providers to speak to pupils:

- Suffolk New College
- West Suffolk College
- East Coast College
- Apprenticeships Suffolk
- University of Suffolk
- And others.

Who should providers contact to discuss events and options?

Providers can speak to our Head of Careers and Work Experience, **Mrs Sandra Treeby**, to discuss possible attendance at relevant events.

Our **Child Protection and Safeguarding Policy** sets out the school's approach to allowing providers into school to speak to our pupils.

What can providers expect once a request has been accepted?

Once we have approved a provider, we will work with them to identify the best method for providing access to our pupils.

We will make the **school hall, classrooms and private meeting rooms** available to host discussions between providers and pupils. We will also make presentation equipment, such as **projectors and televisions**, available to providers.

Arrangements will be discussed in advance between our Assistant Headteacher (Careers Oversight) or Mrs Sandra Treeby, Head of Careers and Work Experience and a nominated member of the provider's team.

Providers are welcome to leave a copy of their prospectus and other relevant course literature with the **school** for display in the Careers Resource Area in the library or other appropriate places.

How are complaints regarding provider access managed?

If you have a complaint relating to the school's provider access arrangements, you can raise it in line with the school's **Complaints Procedures Policy**.