



Responsible Committee/Individual	Headteacher
Author	Associate Assistant Head Teacher
Target Audience	All Stakeholders
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Introduction

Hungerhill School provides high quality careers advice and guidance which meets the differing needs and requirements of our students. 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 students might find engaging and rewarding. This is developed throughout a student's time at the school and is always supportive of their aspirations, strengths and skills. The focus of the support is aimed at guiding students through their careers journey while they are at Hungerhill and then at destinations once the students make their transition at the end of Year 11.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels.

Aims and Purpose

At Hungerhill, our careers education and guidance programme is designed to build skills in our students for lifelong success in a diverse and ever-changing world of further education and work. Together with a range of career professionals, businesses and training providers, we will support students' career development in a number of ways including:

- Information and discussion in lessons and assemblies to help them make decisions about their future.
- Activities and events such as our 16+ Destinations Evening for Year 11, employability days, mock interviews and careers events for all year groups.
- Access to careers advice in a variety of ways including one-to-one appointments and drop-in sessions during school time with the opportunity to speak to our Independent Careers Adviser.
- Open Door availability of our Careers Lead, Miss Wigley, for any questions or concerns or help with applications.
- Information and updates on a number of noticeboards around school, common resources on the school network, plasma screens, the school website and our Twitter page.
- To reduce withdrawal from courses and avoid the risk of students becoming NEET (young people not in education, employment or training).

We aim to:

- Prepare students for the transition to life after Hungerhill
- Support students in making informed decisions which are appropriate for them
- Provide students with well-rounded experiences



- Develop personal characteristics such as social skills, communication, independence and resilience
- Encourage students to be ambitious, broaden their horizons, challenge stereotypes and explore their own career aspirations throughout their life at school
- Inspire and motivate students to develop themselves as individuals and live as independently as is possible.

This policy summarises the statutory guidance and recommendations. It also outlines the provision of careers education, work experience and provider access.

Statutory Requirements and Recommendations

The careers provision at Hungerhill School is in line with the statutory guidance developed by the Department for Education which refers to Section 42A and 45A of the Education Act 1997 and the Education Act 2011 placing schools under a duty to secure access to independent careers guidance for their students from September 2012.

This states that all schools should provide access to independent careers guidance from Years 7 -13 and that this guidance should:

- Be impartial.
- Include information on a range of pathways, including apprenticeships.
- Be adapted to the needs of the student.

Provider Access Legislation – this is a legal requirement which came into force on 1 January 2023. In line with this legislation, every school should review their arrangements for provider access in line with the changes to the legislation and prepare a new policy statement setting out the circumstances in which education and training providers will be given access to pupils. This statement, and wider careers programme, should be updated with information about how the school will meet the new legal requirement to put on six provider encounters. Please see our separate Provider Access Policy for more details on how we fulfil statutory requirements (also available on the school website in the careers section).

Hungerhill School follows the principles of the Gatsby Benchmarks and evaluates careers provision based on these benchmarks every term. The objectives for the careers programme are as follows:

- Helping students to understand the changing world of work;
- Facilitating meaningful encounters with employers for all students;
- Supporting positive transitions post-16;
- Enabling students to develop the research skills to find out about opportunities



- Helping students to develop the skills, attitudes and qualities to make a successful transition into the world of work;
- Encouraging participation in continued learning, including further and higher education and apprenticeships;
- Supporting inclusion, challenging stereotyping and promoting equality of opportunity;
- Contributing to strategies for raising achievement, particularly by increasing motivation.

Careers Provision at Hungerhill School

- All students from Year 7 upwards, have access to careers advice and guidance through a lunchtime 'careers clinic' drop in, led by our independent careers advisor, John Jackson and our Careers Lead, Ellen Wigley.
- All students in Years 10 and 11 have access to an individual meeting with the Independent Careers Adviser to explore future pathways.
- Students have access to relevant careers events (both in person and virtual) hosted both in-house and externally, with various providers.
- All experiences for students and visitors to the school adhere to our safeguarding policies – see here ([safeguarding-policy-version-9-final-26062023.pdf \(brighterfutureslpt.com\)](#)).

Provision at Key Stage 3

- Student pathways leading to accredited and vocational courses are planned and prepared for.
- Students take part in Careers/Enterprise projects across each school year.
- Students are prepared for their GCSE pathways and document their careers journey through our online careers platform.

Provision at Key Stage 4 (in addition to KS3 ongoing provision)

- One-to-one meetings with the school Careers Leader and our Independent Careers Advisor in Year 10 and Year 11 to inform individual students of routes into Post 16 provision and appropriate and meaningful work experience opportunities
- Students in Year 10 and 11 will have access to work experience programmes, either face to face or virtual and the opportunity for work-based placements. They also have Post-16 assemblies and the opportunity to attend a Post-16 destinations evening with parents at the start of Year 11.

Work Experience at Hungerhill School

- Provides an opportunity for all students to learn in/experience the work place.
- All students are offered the opportunity of one week's work experience in the summer term of Year 10.
- Overall organisation of work experience is undertaken by the Head of Careers.



- Students are encouraged to arrange their own work experience.
- Full details can be found in the Trust work experience policy.

Provider’s Access Policy Statement (Baker Clause)

Introduction

Hungerhill School uses the Gatsby Benchmarks as a guide to planning the CEIAG programme. As part of our commitment to informing our students of the full range of employment, learning and training pathways on offer to them, we consider requests from training, apprenticeship and vocational education providers, who are then invited to speak to students. This policy statement sets out the School’s arrangements for managing the access of providers to students at the School. This complies with the School’s legal obligations under Section 42B of the Education Act 1997.

Student Entitlement

Students in Year 7-11 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 transition.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- Understand how to make applications for the full range of academic and technical courses.

Management of Provider Access Requests Procedure

A provider wishing to request access should, in the first instance, contact the Careers Lead. Any requests will be considered in relation to the efficient running of the school by the Senior Leadership Team.

Opportunities for Access

A number of events, integrated into the school’s careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents – as outlined below.

Year 7	Assemblies / Use of the online careers platform during PSHE lessons / Activity Days and trips /Curriculum links to the workplace and careers/Careers drop in sessions
Year 8	Assemblies / Use of the online careers platform during PSHE lessons /Options information/ Activity Days and trips /Curriculum links to the workplace and careers/Careers drop in sessions



Year 9	Assemblies / Use of the online careers platform during PSHE lessons / Activity Days and trips /Curriculum links to the workplace and careers/Careers drop in sessions
Year 10	Assemblies / Use of the online careers platform during PSHE lessons /Work Experience/ Activity Days and trips /Curriculum links to the workplace and careers /Careers drop in sessions and fairs
Year 11	Assemblies / 16+ Evenings / Use of the online careers platform during PSHE lessons /Curriculum links to the workplace and careers /Careers drop in sessions and fairs

Requests should be emailed at least 12 weeks in advance of an activity/presentation delivery date. All requests will be given due consideration from the Senior Leadership Team and the Head of Careers. Requests will be refused if:

- They impact on the students preparation for public or internal exams;
- They clash with other planned school events;
- The school is unable to provide staff to support the event;
- Rooming is unavailable due to timetabling.

Premises and Facilities

The School will make the main halls, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The School will also make available any equipment needed to support provider presentations wherever possible. This will all be discussed and agreed in advance of the visit with the Head of Careers. Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Team. Students will be notified that these are available to them.

Parental Involvement

Young people do not make career decisions in isolation and parents/carers can have a substantial impact, as well as a clear interest in the right outcomes for their child. The school is keen to foster parental involvement in the Careers Programme, wherever possible.

Events for Parents and Carers

Parents/carers are invited into school to discuss their son/daughter's progress at Parents' Evenings and are given the opportunity to speak to a member of the Careers Team.

Representatives of the Careers Team, as well as education and training providers, attend events for specific year groups. In addition, specialist events for parents include Post-16 Destinations Evening (Year 11), and Careers Clinics for KS4 (the clinics will be held either in school or virtually).

Parents/carers are kept up to date with career-related events and activities affecting their son/daughter via letters and texts home, the school website/portal and social media.

Parents/carers are welcome to attend careers meetings, by prior arrangement and, in



some cases, will be asked to attend. They are also welcome to contact the Career's Team at school, should they have any questions or concerns.

Equal Opportunities

The school is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs. All students can access advice and guidance tailored to their needs with support to explore options that suit their preferences, skills and strengths. The team work on early-identification of students requiring additional support, with no limit placed on how many times a student might see a Careers Adviser.

Monitoring and Evaluation

When monitoring the success of the Career's Programme, the school considers formal and informal measures, qualitative and quantitative data and hard and soft outcomes for students.

The Career's Programme is evaluated in a number of ways, including:

- Student feedback on their experience of the careers programme and what they gained from it;
- Parent feedback on the Careers Education, Information and Guidance programme through surveys and Parents' Evenings
- Gathering feedback from external partners;
- Student destination figures post-16

School Website

The careers page on the school website is updated on a regular basis with information on post 16 providers; apprenticeship information; careers events and other relevant information and will ensure its accessibility to students/parents and other interested parties.

School Careers Twitter Account

Information on in-house career-based activities and careers events in the wider community or even nationally can be promoted on our twitter page @HHCareersDept

Roles and responsibilities

Stakeholder	Role
Careers Lead	Plan, coordinate, deliver and evaluate all aspects of the school's CEIAG programme. Work with SLT Line Manager to deliver staff training on all relevant areas of careers provision delivered by teachers.



	Upholds the professional standards of the Career Development Institute by liaising with our level 6+ qualified careers advisor.
Teachers	Promote links to careers through delivery of lessons in the subject specialism. Deliver sessions related to our online careers platform through the PSHE programme.
Curriculum Leaders	Plan, coordinate and evaluate links to careers in their subject areas. Endeavor to include as many employer engagement opportunities in the curriculum as possible.
Heads of Years	Communicate with Careers Lead on students needing CEIAG support, who can then be referred to our Independent Careers Advisor. Support at year group careers events and visits.
Senior Leadership Team	Support at careers events and visits. SLT careers Line Manager to monitor the effectiveness of the CEIAG programme.
Governors	- Attend committee meetings to gain a deeper understanding of how the school monitors and judges the quality of CEIAG. - Promote and ensure equal opportunities for all.

Links to other policies

The policy supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and Work Experience.

[final-equality-and-diversity-policy-version-3.pdf \(brighterfutureslpt.com\)](#)

[work-experience-policy-version-1-final-03072023.pdf \(brighterfutureslpt.com\)](#)

[final-educational-visits-policy-version-5-26022024prot.pdf \(brighterfutureslpt.com\)](#)

