



## Policy Statement on

**CEIAG** (Careers Education, Information, Advice and Guidance)

&

**PAL** (Provider Access Legislation)

Revised:	3 Yearly
Drawn up by:	CEIAG Lead
Date approved by Governing Body:	July 2024

## 1. Purpose

***Our mission is for students from ACES Academies to be the employees of choice for local/national and international employers, regardless of when they choose to enter the world of work.***

Schools in the trust seek to offer a broad, impartial and effective Careers Education, Information, Advice and Guidance (CEIAG) programme to help our students make a successful transition to the next stage of their development, be this further education, vocational training or employment. The CEIAG programme provides support for students and carers facing the challenge of choosing their career options and developing their plans for the future, helping them to make sound judgements based on current Labour Market Information (LMI), their interests and aptitudes. It provides them with opportunities to develop key employability and enterprise skills needed to succeed in the world of work.

Our careers guidance is as much about inspiration and aspiration as it is about advice. Our programmes offer contacts with people from the trust, employer networks, FE colleges, higher education institutions, alumni or other high achieving individuals, to motivate students to think beyond their immediate experiences and encourage them to consider a broad and ambitious range of career options.

All students in the school from Year 7 to Year 13 have access to a work-based learning programme that provides opportunities for self-development, knowledge of careers, career management, the world of work based on LMI (Local Market Information) and the development of employability skills.

In order for our students to be considered the employee of choice for local and national employers, we aim for students to:

- know how to access and analyse information about local and national job opportunities. Understand the range of opportunities available and the variety of routes into different careers;
- understand different businesses and the sectors to which they belong, developing a general understanding of the world of work;
- gain experiences and insight into real life working practices and environments;
- recognise their strengths and preferences to help them make informed decisions;
- identify areas of development to achieve their full potential and overcome barriers to progression;
- recognise the different entrepreneurial and employability skills that will help them succeed in the world of work and have the opportunity to develop and build on these skills;
- identify out of school opportunities to develop career aspirations, such a volunteering or the National Citizenship Service;
- understand and evaluate the requirements and possibilities within further education, higher education and apprenticeships;
- apply classroom learning to real world situations, developing life skills such as resilience, problem solving, decision making and team building to overcome real life challenges;
- understand the wide range of career choices that require success in maths and science, STEM (Science, Technology, Engineering and Maths) for both girls and boys.

## 2. Application of the policy

For secondary schools, the CEIAG programme is delivered to all year groups from Year 7 to Year 13. Students have the opportunity to take part in a number of careers and employability activities delivered through a variety of methods:

- face to face guidance;
- work experience;
- lesson delivery such as tutor time and PSHCE activities;
- employer visits;
- careers fairs and higher education fairs;
- employer activities in school;
- the subject curricula.

This is further supported through

- teacher CPD
- working with target groups such as PP or SEN
- building links with organisations and employers.

For primary schools, a variety of age-appropriate digital tools and resources will be used to introduce younger children to the world of work and the concept of personal skills and interests.

To support the new legislation in the [updated provider access legislation \(PAL\)](#) as a school we will provide at least six encounters with approved providers of apprenticeships and technical education for all their students:

- Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend
- Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend
- Two encounters for pupils during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend

This will support our students understand and take-up, not just apprenticeships, but wider technical education options such as T-Levels and Higher Technical Qualifications

This will be achieved with

- Assemblies with follow up activities – where possible 'live and interactive'
- Careers events – in school and off premises
- Work experience – continued focus on Yr 10/12 but looking at other opportunities
- Providers supporting lessons and other events in school

## 3. Evaluation

Outcomes will be referenced to school data in terms of NEETS, Destination Data outcomes by preference, student and parental feedback. The Skills Service and GCGP EP will provide an external audit of our activities on an annual basis. The CEIAG Manager will monitor progress on an on-going basis before completing an annual evaluation and looking for key developmental targets going forward.

## Appendix

ACES Academies' Trust is committed to providing a broad, impartial and effective programme of Careers Education, Information, Advice and Guidance for all students in Years 7 – 13. The provision is informed by the following legislation:

- DfE (2015) Careers guidance and inspiration in Schools
- The ACEG Framework (2012) – A framework for careers and work-related education
- DfE (2010) Towards a strong careers profession: An independent report by the Career Profession Task Force
- Equality Act (2010)
- The Gatsby Framework (2013)
- Provider Access Legislation (2023)
- CDI (2018) Framework for careers, employability and enterprise education
- DfE (2017) Career Strategy: making the most of everyone's skills and talents.
- DfE (2018) Career guidance and access for education and training providers. Statutory guidance for
  - governing bodies, school leaders and school staff

# **PAL (Provider Access Legislation)**

## **1. Introduction**

This policy statement sets out the Hinchingsbrooke School arrangements for managing the access of providers to the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

## **2. Pupil Entitlement**

All pupils in years 7 to 13 are entitled:

- 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.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies, group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses. For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for year 8 to 9 pupils and two encounters for year 10 to 11 pupils. For pupils in year 12 to 13, particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend. 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:
  - share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers.
  - explain what career routes those options could lead to
  - provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
  - answer questions from pupils

## **3. Meaningful Provider Encounters**

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils. There is a coherent plan for all year groups to have encounters with professionals and discuss different careers. This includes through assemblies, PSCE lessons, through the curriculum, external visits, Work Experience and a variety of opportunities within specialist departments.

## **4. Previous Providers**

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

**FE College** – Cambridge Regional college/Peterborough Regional College/College of West Anglia/College of Animal Welfare/Moulton College/Bedford College

**Apprenticeship Provider** – Ensors/Barford Power Station/Cambridge Precision/Top Hex/ Streets/ARU

## 5. Destinations of our Pupils

Last year our year 11 pupils moved to a range of providers in the local area after school:

- School Sixth Form 54%
- Other Sixth Form 3%
- FE College 38%
- Apprenticeship 5%
- Traineeship 0%
- NEET 0%
- Other 0%

Last year our year 13 pupils moved to a range of providers:

- University 67%
- Apprenticeship 5%
- Employment 28%
- College 0%
- Gap Year 0%
- Other 0%

## 6. Management of Provider Access Requests Procedure

A provider wishing to request access should contact Ken O’Shaughnessy, Careers Leader. Ken O’Shaughnessy may be contacted by telephone or email [koshaughnessy@hbk.acesmat.uk](mailto:koshaughnessy@hbk.acesmat.uk)

## 7. Opportunities For Access

The school offers the many provider encounters required by law and several additional events, integrated into the school careers programme. Please speak to our Careers Leader to identify the most suitable opportunity for you.

Year Group Opportunities for Access	Activities
Year 7	<ul style="list-style-type: none"> <li>➤ PSCHE programme is embedded throughout the year</li> <li>➤ Assemblies across the year groups these will be recorded, replayed within PSCHE lessons, students will record questions to be sent to the providers to respond to, either via recordings with follow up questions sent to employers/providers</li> <li>➤ Careers day – Cambridge regional college. This is a timetabled event embedded to the curriculum that includes a variety of professionals discussing careers within their sector and providing information on the careers pathway. Students have the opportunity to ask questions</li> <li>➤ Curriculum trips and events</li> <li>➤ All students have the opportunity to receive impartial careers advice from L6 careers adviser</li> </ul>
Year 8	<ul style="list-style-type: none"> <li>➤ Careers day – Cambridge regional college. This is a timetabled event embedded to the curriculum that includes a variety of professionals discussing careers within their</li> </ul>

	<p>sector and providing information on the careers pathway. Students have the opportunity to ask questions.</p> <ul style="list-style-type: none"> <li>➤ PSICHE programme is embedded through the year - students have a START account which enables them to access information on the local careers markets as well as look into local educational providers.</li> <li>➤ Assemblies across the year groups these will be recorded, replayed within PSICHE lessons, students will record questions to be sent to the providers to respond to, either via recordings with follow up questions sent to employers/providers</li> <li>➤ Curriculum trips and events</li> <li>➤ All students have the opportunity to receive impartial careers advice from L6 careers adviser</li> </ul>
Year 9	<ul style="list-style-type: none"> <li>➤ PSICHE programme is embedded through the year - students have a START account which enables them to access information on the local careers markets as well as look into local educational providers.</li> <li>➤ Assemblies across the year groups these will be recorded, replayed within PSICHE lessons, students will record questions to be sent to the providers to respond to, either via recordings with follow up questions sent to employers/providers</li> <li>➤ Curriculum trips and events such as STEM</li> <li>➤ Work experience preparation</li> <li>➤ All students have the opportunity to receive impartial careers advice from L6 careers adviser</li> </ul>
Year 10	<ul style="list-style-type: none"> <li>➤ Year 10 students complete 2 weeks of Work Experience.</li> <li>➤ students have a START account which enables them to access information on the local careers markets as well as look into local educational providers. This is embedded into the curriculum through our PSICHE programme</li> <li>➤ Assemblies across the year groups these will be recorded, replayed within PSICHE lessons, students will record questions to be sent to the providers to respond to, either via recordings with follow up questions sent to employers/providers</li> <li>➤ Curriculum trips and events</li> <li>➤ Students attend open days for FE providers</li> <li>➤ All students have the opportunity to receive impartial careers advice from L6 careers adviser</li> </ul>
Year 11	<ul style="list-style-type: none"> <li>➤ Students have an extended assembly from the National Citizen service.</li> <li>➤ All students have the opportunity to receive impartial careers advice from L6 careers adviser</li> <li>➤ My choice post 16 - students have a My choice post 16 account which enables them to access information on the local careers markets as well as look into local educational providers. This is embedded into the curriculum through our PSICHE programme.</li> <li>➤ Assemblies across the year groups these will be recorded, replayed within PSICHE lessons, students will record questions to be sent to the providers to respond to, either via recordings with follow up questions sent to employers/providers</li> <li>➤ Students attend open days for FE providers</li> <li>➤ Curriculum trips and events</li> </ul>
Year 12	<ul style="list-style-type: none"> <li>➤ Various University Open days</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Visiting speaker's in assemblies</li> <li>➤ 2 Careers fairs to include universities, colleges, apprenticeship providers, employers and UCAS</li> <li>➤ All students have the opportunity to receive impartial careers advice from L6 careers adviser</li> <li>➤ All students have access to Springpod</li> <li>➤ All students have access to "Success in schools</li> <li>➤ Curriculum trips and events</li> <li>➤ All students access UCAS</li> <li>➤ Careers embedded within the PSICHE curriculum</li> </ul>
Year 13	<ul style="list-style-type: none"> <li>➤ All students have the opportunity to receive impartial careers advice from L6 careers adviser</li> <li>➤ All students have access to Springpod</li> <li>➤ All students have access to "Success in schools</li> <li>➤ Curriculum trips and events</li> <li>➤ All students access UCAS</li> <li>➤ Various University Open days</li> <li>➤ Visiting speakers in assemblies</li> <li>➤ 2 Careers fairs to include universities, colleges, apprenticeship providers, employers and UCAS</li> <li>➤ Careers embedded within the PSICHE curriculum</li> </ul>