



CAREERS EDUCATION, INFORMATION, AD- VICE AND GUIDANCE (CEIAG) POLICY (Including Provider Access Policy Statement)

Reviewing Member of Staff: Mr John Martin
Date of Latest Update: 15/01/2025
Date Approved By Governors: 28/01/2025
Review Date: Spring Term 2026
Committee: Learning, Education & Teaching

Introduction

It is important that every young person who attends Prince Henry's High School is given the opportunity to fulfil their potential in the career path they choose. It is essential that Careers Education, Information, Advice and Guidance (CEIAG) is independent and impartial and that the wide range of options available from education to training via apprenticeships and other vocational pathways is given in the form of guidance that is in the best interest of the young person to whom it is given. This is achieved through a planned programme of activities to help them make decisions and plan their careers both in school and after they leave. The Statutory Careers Guidance and Access for Education and Training Providers places a duty on school to give students in Years 9 -13 independent careers guidance that is intended to expand advice and guidance for young people so they are inspired and motivated to fulfil their potential. Prince Henry's High School endeavours to follow the statutory guidance, the National Curriculum framework for Personal, Social, Health and Relationships Education (PSHRE) and the guidance given on work-related learning as well as fulfilling the requirements of the Career Mark.

Prince Henry's High School is committed to providing a planned programme of CEIAG for all students in Years 9-13 in partnership with higher and further educational establishments, employers, parents/carers and students.

This policy was developed and is reviewed annually with teaching staff, parents/carers and students, the independent careers advisor, governors, advisory staff and other external partners.

The policy is underpinned by the Prince Henry's High School's policies for teaching and learning, assessment, recording and reporting achievement, PSHRE, work-related learning, equal opportunities, health and safety and special educational needs and disabilities.

Objectives

The careers programme is designed to meet the needs of students at Prince Henry's High School. It is differentiated to ensure progression through activities that are appropriate to the student's stages of career learning, planning and development.

Students are entitled to careers education that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on partnership with their parents or carers. The programme will uphold the principles of equal opportunity and diversity.

Implementation

Mr J Martin, the Careers Leader, is responsible for co-ordinating the careers programme and work experience, working with Miss S Thomas, Head of PSHRE (Personal, Social, Health & Relationships Education). The Careers Leader is responsible to Mrs C Webb, Assistant Headteacher. Student guidance is managed through a combination of the Careers Leader, Heads of Year, Tutors, and the Independent Careers Adviser, Chris Brewster, RCDP (Registered Career Development Professional). Work experience is planned and implemented by the Careers Leader.

All staff are expected to contribute to CEIAG through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the Careers Leader, in consultation with the Head of PSHRE, who co-ordinates the delivery of careers education as part of the PSHRE programme. The Careers Leader will provide appropriate training in relation to careers education to PSHRE staff. Careers information is available in the Learning Resource Centre in a dedicated Careers Library, which is maintained by the Learning Resources Administrator. Administrative support is available to the Careers Leader by Mrs C Whiteley, who administers the work experience and Destinations Day.

The careers programme includes careers education lessons as part of the CEIAG carousel; careers guidance activities, group work and individual interviews; information and research activities in the Learning Resources Centre; work-related learning including one week's work experience in Year 11; action planning and recording progress. In addition, careers education takes place in the assembly programme, eg assemblies giving information about Sixth Form entry and alternative next step plans. Prince Henry's High School also provides a system of consultation to all individuals in Year 11 contemplating entry into Sixth Form either at Prince Henry's or elsewhere, in addition to an individual interview with the Independent Careers Adviser. Other events run throughout the academic year such as a Careers Fair, the Higher Education Fair, the Next Step Conference, Destinations Day and external speakers covering topics such as Apprenticeships. Work experience preparation and follow-up take place in careers lessons and tutor time in addition to other appropriate parts of the curriculum.

Funding is allocated in the annual budget planning round.

Policy Review

The school policy is reviewed by the Careers Leader ~~and Independent Careers Adviser~~, together with the Assistant Headteacher on an annual basis. Key priorities are incorporated in to the School Improvement and Development Plan where necessary.

Signatures



Dr A Evans, Headteacher



Mr S Butcher, Chair of Governors



APPENDIX:

Prince Henry's High School Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under the Skills and Post-16 Education Act 2022.

Student entitlement

Students in years 8-13 are entitled to six meaningful encounters; two in each Key Stage:

- 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 each transition point.
- To hear from a range of local providers about the opportunities they offer, including vocational qualifications and apprenticeships - through options evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and vocational courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact Mr John Martin, Careers Leader,

Telephone: 01386 765588 Email: JPM@princehenrys.worcs.sch.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 9	Careers fair held biennially	Option choice support through PSHRE lessons, Booklet & Assemblies. Assembly on Apprenticeships & T Levels Tutor Programme in support of career choices	Extension work for most able Enterprise Day - links with employers
Year 10	Careers fair held biennially Careers lessons in the PSHRE carousel Life Skills - work experience for one week	Careers lessons in the PSHRE carousel Assembly to introduce work experience Skills Show trip Destinations Day	Careers lessons in the PSHRE carousel Meeting with Mr C Brewster, RCDP
Year 11	Careers fair held biennially Careers lessons in the PSHRE carousel Sixth Form Individual meeting with Mr C Brewster, RCDP Choices fair	Careers lessons in the PSHRE carousel Assembly on Apprenticeships	Careers lessons in the PSHRE carousel
Year 12	Careers fair held biennially Careers advice through EAG sessions - apprenticeships Individual meeting with Mr J Martin	Higher Education Fair UCAS National Apprenticeship Show trip Careers advice through EAG sessions Individual meeting with Mr J Martin	UCAS application University visit Careers advice through EAG sessions Individual meeting with Mr J Martin Next Step Conference
Year 13	Careers fair held biennially Tutor programme UCAS	Tutor programme Apprenticeships EAG sessions - links with employers and universities	EAG sessions Individual meeting with Mr J Martin

	Autumn Term	Spring Term	Summer Term
	Individual meeting with Mr J Martin	Individual meeting with Mr J Martin Job workshop	

All year groups will have assemblies and STEM opportunities throughout the year.

Our named Careers Leader will be able to identify the most suitable opportunity for you.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

The school will make the main hall, theatre, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

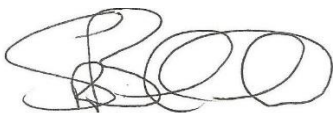
Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the Learning Resource Co-ordinator. The Careers Resource Centre is available to all students at lunch and break times.

Approval and review

Updated on 15th January 2025 and approved by Governors at Academic, Pastoral & Teaching Learning, Education and Teaching Committee on 28th January 2025.

Next review: Spring Term, 2026

Signed:



Mr Steve Butcher
Chair of Governors



Dr Tony Evans
Head teacher