

# Dereham Neatherd High School



# Careers Education and Guidance Policy

<b>Responsible:</b>	<b>Assistant Headteacher and Careers Leader</b>
<b>Approved:</b>	<b>18/04/2024</b>
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<b>Next Version to be Approved:</b>	<b>Spring 2025</b>

# Dereham Neatherd High School: Careers Education and Guidance Policy

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## **Introduction**

Pupils need a planned programme of activities to gain the knowledge and skills required to make informed choices about their 14 -19 pathways. This will enable pupils to manage their careers and sustain employment in the future.

As a school we have a statutory duty to provide careers education for pupils from year 7 to year 11. Students must have access to careers information and impartial guidance. This is a responsibility that we take very seriously to ensure we are meeting the needs of all our different stakeholders.

Key terms are defined in the glossary in Appendix 1.

## **Aim of the policy**

The aim of this Careers and Work-Related learning policy is to acknowledge and clarify the role of the school in providing guidance to pupils about future careers and further education.

## **Policy objectives**

- To fulfil the statutory requirements for delivery of careers education within the curriculum.
- To provide a planned programme of careers education in the curriculum that gives pupils knowledge and skills for planning and managing their careers.
- To provide up-to-date and relevant careers information, including information about learning options, occupations and progression routes.
- To provide work-related learning experiences within and outside of the curriculum which help pupils to learn about the world of work.
- To provide personalised support and guidance, which helps pupils to manage their learning, and plan for future progression.
- To reduce the number of pupils registered as NEET.

## **Responsibilities of different groups affected**

Appendix 2 shows who has responsibility for the delivery of our CEIAG provision. This includes those that have a specific function to those that are fulfilling their wider responsibilities. The ethos of the structure is that a number of stakeholders play a role. This ranges from:

- Dedicated careers team providing 1-1 guidance and careers events
- Curriculum teams to ensure careers is embedded across different subject areas and the specific delivery in Society & Ethics
- The support of the pastoral team
- Identifying SLT oversight

## **Statutory Requirement**

The statutory guidance was provided in January 2023. As a school we look to go above this, hence we have revalidated with Career Mark to achieve the Gold Award (which was achieved for the second time in November of 2023)

The governing body must ensure that the independent careers guidance provided:

- Is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;
- Includes information on a range of education or training options, including apprenticeships and technical education routes;
- Includes guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.

The full statutory guidance can be accessed [here](#) (January 2023 version).

## **Ofsted Guidance**

Careers education plays an important role in the updated School Inspection Handbook (2024) in relation to personal development. It states that:

*Secondary schools prepare pupils for future success in education, employment or training. They use the [Gatsby Benchmarks](#), a framework that defines the best careers provision in schools and colleges, to develop and improve their careers provision and enable a range of education and training providers to speak to pupils in Years 8 to 13. All pupils receive unbiased information about potential next steps and high-quality careers guidance; the school meets the requirements of section 42B of the Education Act 1997. The school provides good quality, meaningful opportunities for pupils to encounter the world of work.*

Link to the full inspection handbook can be found [here](#) (updated for January 2024)

Ofsted carried out a careers review (September 2023) with the findings being:

- Leaders and staff understand the importance of a quality careers programme.
- Close working between school leaders, careers leaders, teachers and careers specialists is important for effective careers guidance.
- Most schools and FE and skills providers are linking curriculum learning to careers well.
- Many schools find it difficult to collect and use destinations data.
- Schools and FE and skills providers understand the need to promote both technical and academic pathways. However, not all are achieving this.
- Parents can be an important partner in supporting informed decision-making but are under-used.
- Schools and FE and skills providers see work experience and other encounters with employers as important. However, pandemic restrictions have had some long-term adverse impact.

The full document can be accessed [here](#).

## **Monitoring, Evaluation and Review of Policy**

The policy will be reviewed in relation to school governance which is at the very latest every two years. Amendments may happen before that time period.

## **Policy Statement on Provider Access (updated January 2023)**

The updated provider access legislation (PAL) requires Dereham Neatherd High School to 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

All pupils in these year groups will be expected to attend. A full policy is included within appendix 3.

## **How careers education is delivered at Neatherd High School**

As a school we take our responsibility to work with pupils from year 7 to year 11 very seriously. This is reflected in our careers program that can be accessed on the school website and is included **in appendix 5**. This is a summary document of an evolving provision.

Within this, a summary document has been produced which highlights, as a school, how we meet the 8 Gatsby Benchmarks. This document can be found in appendix 4.

## **Careers Website**

To meet the statutory requirements as a school, we have to provide:

- The name, email address and telephone number of the Careers Leader;
- A summary of the careers programme, including details of how pupils, parents, teachers and employers may access information about the careers programme;
- How the school or college measures and assesses the impact of the careers programme on pupils;
- The date of the school's or college's next review of the information published.

The Dereham Neatherd careers website can be accessed [here](#).

## **INSET**

- An annual staff survey is sent to gain an understanding of the wider staff perception of careers
- Staff are updated about any careers related changes i.e. the 2024 amendment to the provider access legislation and the impact that would have

### **Involving parents and carers**

- Parents are invited to attend a Post-16 Options Evening where they are given information about how pupils should make the next step. Pupils are then able to speak to different providers about the provision that they provide.
- Parents are invited to an apprenticeship event to accompany their child. The apprenticeship event is aimed at year 10 pupils with some targeted year 11 pupils
- Parents are regularly contacted referencing work experience and finding a suitable place. This includes a work experience evening designed to support parents.
- Communication will be made to parents and careers of those pupils that risk becoming NEET.
- Parental expertise is sought to help with flexible learning day for year 10, to act as guest speakers.

### **Leavers' destinations**

The school will review and evaluate the relevant leavers' data from the departing cohort. The data will be provided via the local authority. If no such data is available, the school will generate their own information. The data will be shared with senior leaders in the school and discussed at governors' meetings to discuss suitable actions.

### **Careers Appointments**

Appointments will be made on a basis of need. Pupils are able to make a self-referral through their form tutor or the careers page on the website. Parents are invited to contact the school if they would like to make an appointment. At key events this is promoted to parents and a sign-up sheet is included.

We secure independent careers guidance for pupils in school years 7 to 13 via an outsourced advisor Beacon East ([link here](#)) and a qualified level 6 guidance advisor who is employed at Neatherd.

### **Governing Body**

The governing body at Neatherd have oversight of the careers provision and policy. There is a link governor which at the time of writing is Julie Tyler.

**Appendix 1 – Glossary**

Key term	Definition
Apprenticeship	An apprenticeship is a real job with training which would allow the individual to earn while they learn, whilst gaining a nationally recognised qualification.
CIEAG	Careers Education Information Advice and Guidance.
NEET	Not in employment, education or training post-16.
SLT	Senior Leadership Team.
Work Related Learning	Planned activity that uses the context of work to develop knowledge, skills and understanding useful in work, including learning through the experience of work, learning about work and working practices, and learning the skills for work.

## Appendix 2: Careers Staffing Structure Date: Ongoing

### SGE (Assistant Headteacher)

- Strategic oversight for CEIAG provision within the school.
- Reports to the governing body and senior leadership group
- LMM for the careers leader

### Robert Hodges (Careers Leader)

- Supports with post 16 event and work experience
- Career Mark responsibility
- Tutor support and link
- Analysis of leavers and future applications
- Employer engagement
- Supervision of curriculum delivery
- Ensures Neatherd meets statutory requirements
- Benchmarking programme against Gatsby

### MBR (School support officer for careers and 1-1 guidance advisor)

- Co-ordinates careers appointments and manages action points
- Liaison for post 16 options evening and apprenticeship events
- Work experience coordinator
- Co-ordinates mock interviews
- 1-1 careers guidance

### PCI (Subject leader for Society and Ethics)

- Oversees the specific delivery of CEIAG within the curriculum
- Prepares long term and short-term plans for careers lessons and topics

### Society & Ethics teachers

- Deliver CEIAG curriculum

### MOC (Careers Adviser via Beacon East)

- 1-1 careers guidance
- In on a Monday and Wednesday (subject to change)
- Attend EHCP reviews
- Attendance at careers events

### “In it together approach”

- **SENCO** – review of RONI information to identify referrals for 1-1 guidance interviews
- **Directors of Behaviour**– referral information, point of contact for tutors and promotion of events. Main leads on assemblies to ensure WRL agenda is met
- **Subject Leaders** – promotion and management of WRL within their curriculum area
- **Subject teachers** – delivery of lessons with an emphasis upon WRL
- **STEM coordinator** – promotion of STEM subjects within school curriculum and as extra-curricular activities
- **MAPCo**– promotion of HE and FE provision (**this role is attributed to the assistant head**)

### **Appendix 3 - Policy statement on provider access**

#### **Dereham Neatherd High School : Provider Access Policy Statement (To include The Department of Education, July 2021: “Baker Clause” and the Provider Access Legislation, January 2023)**

**Ownership:** Dereham Neatherd High School (Enrich Learning Trust)

**Date updated: February 2023**

#### **Rationale**

High quality careers education and guidance in school or college 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 career management skills they need to achieve positive employment destinations. This helps pupils to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

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 and Higher Technical Qualifications.

#### **Commitment**

Dereham Neatherd High School is committed to ensuring there is an opportunity for a range of education and training providers to access pupils, for the purpose of informing them about approved technical education qualifications and apprenticeships. Dereham Neatherd High School is fully aware of the responsibility to set pupils 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. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

Dereham Neatherd High School endeavours to ensure that all pupils are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: “Baker Clause”: supporting pupils to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

#### **Aims**

The Dereham Neatherd High School policy for Access to other education and training providers has the following aims:

- To develop the knowledge and awareness of our pupils of all career pathways available to them, including technical qualifications and apprenticeships.
- 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.
- To reduce drop out from courses and avoid the risk of pupils becoming NEET (Young people not in education, employment or training).



## **Student Entitlement**

Dereham Neatherd High School fully supports the statutory requirement for pupils to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. Pupils will have at least two encounters in years 8 and 9, and two encounters in year 10 and 11. All pupils will be expected to attend. This will be carried out by assemblies throughout the academic year. All pupils in years 8 -11 are entitled to:

All pupils in years 8-13 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 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 and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

## **Development**

This policy has been developed and is reviewed annually by the Careers Leader and Line Manager (member of SLG) based on current good practice guidelines by the Department for Education.

## **Links with other policies**

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

## **Equality and Diversity**

Access to other providers is available and promoted to allow all pupils to access information about other providers of further education and apprenticeships. Dereham Neatherd High School is committed to encouraging all pupils to make decisions about their future based on impartial information.

## **Management of provider access requests**

Requests for access should be directed to Robert Hodges (Careers Leader) who may be contacted by telephone or email. His e-mail address is Robert\_hodges@neatherd.org and the school telephone number is: 01362 697981

## **Grounds for granting requests for access**

Access will be given for providers to attend during school assemblies, timetabled Careers or Life lessons, and Careers or Raising Aspirations events that Dereham Neatherd High School is arranging. Pupils may also travel to visit another provider as part of the trip to be organised in partnership with another school from the Enrich Learning Trust.

### Details of premises or facilities to be provided to a person who is given access

Dereham Neatherd High School will provide an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. Computer rooms can also be arranged. The Careers Leader or Careers Co-ordinator (Marion Broughton) will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

### Live/Virtual encounters

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

### Opportunities for access

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

	Autumn Term	Spring Term	Summer Term
Year 8	Assemblies Tutorial programme	Assemblies Tutorial programme	Assemblies Tutorial programme
Year 9	Assemblies Tutorial programme	Year 9 Options Evening Apprenticeship Event Tutorial programme	Assemblies Tutorial programme
Year 10	Assemblies Tutorial programme	Apprenticeship Event Tutorial programme	Work experience
Year 11	Post 16 Options Evening Year 11 tutorial enrichment programme Year 11 interview day	Assemblies	Assemblies

In addition to this we run a year 7 business breakfast in the spring term.

We actively encourage you to engage with us to help improve our provision.

### Parents and Carers

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers i.e. Post 16 Options evening and the Apprenticeship Event.

### Management

The Careers Leader coordinates all provider requests and is responsible to his/her senior management line manager.

### Complaints Procedure

Any complaints about this policy in the first instance should be raised to Robert Hodges, email: [Robert\\_hodges@neatherd.org](mailto:Robert_hodges@neatherd.org). Robert Hodges will raise the complaint to the senior leader who has responsibility for careers at Dereham Neatherd High School.

**Monitoring review and evaluation**

The Policy is monitored and evaluated annually via the Senior Leadership Group in partnership with the governing body.

**Policy Coordinator: Jaime Mallet (Headteacher)**

**Policy Reviewed: February 2023**

Approved [date] by Governors at Curriculum and Standards Committee

Next review: *February 2025*

Signed: *Alex Bucher* Chair of Governors

*Jaime Mallet* Head teacher

**Notes:**

**Providers who have been invited into Dereham Neatherd High School to date include:**

- University Technical College Norwich
- Poultec
- City College (Norwich)
- Easton College
- College of West Anglia
- JTL training
- Nova Training
- Norwich University of the Arts

**Destinations of previous pupils from Dereham Neatherd High School Name of School include:**

- Top Providers in 2023:
- City College (77)
- Dereham Sixth Form College (49)
- Easton College (24)
- Sir Isaac Newton Sixth Form Free School 20
- Notre Dame High School (10)
- Jane Austen College (8)

Top six providers in 2022:

- City College Norwich (43)
- Dereham Sixth Form College (43)
- Easton College (19)
- Sir Isaac Newton (16)
- The College of West Anglia (11)
- Jane Austen College (10)

Top six providers in 2021:

- City College Norwich (88)
- Dereham Sixth Form (57)

- Easton College (10)
- Sir Isaac Newton (8)
- Jane Austen College (8)
- Notre Dame High School (6)

**Appendix 4: Gatsby Benchmarks: 2024 ongoing**

Gatsby Benchmark	How we meet it
<p>1. A stable careers programme</p>	<ul style="list-style-type: none"> <li>• Our policies and provision are written down and displayed on the website.</li> <li>• Has an appointed member of SLT (SGE) who feeds into governors and the wider leadership team</li> <li>• Has an allocated budget which is used for work experience, personal guidance and day-to-day resources</li> <li>• Evaluation takes place i.e. stakeholder survey (pupils , staff, employers and parents). The careers advisor also collects termly feedback sheets which are shared. A development will be that the Careers Leader will observe the guidance advisor during a 1-1 appointment</li> <li>• Feedback is sought from employers i.e. work experience</li> <li>• A careers leader is in place (RHO qualified to level 6). He is supported by a careers co-ordinator (MBR who is also a qualified level 6 advisor) and personal guidance advisor (MOC). A link with Enterprise Coordinator for Breckland and North Norfolk</li> <li>• Links to local networks</li> <li>• Use of Compass+ to track activities and identify individual provision for different pupils</li> </ul>
<p>2. Learning from career and labour market information</p>	<ul style="list-style-type: none"> <li>• Labour market information is delivered in personal guidance meetings</li> <li>• Society &amp; Ethics lessons delivers careers specific lessons and would address this. This is supported by a trial with sessions being delivered by form tutors</li> <li>• Year 11 pupils take part in an interview process</li> <li>• Work experience program</li> <li>• Pupils have access to HelpYouChoose</li> <li>• Student publications i.e. Norfolk Work &amp; Skills: Information and guidance for young people</li> <li>• Labour market information is displayed in the library as separate section</li> <li>• Information will be displayed in the lower school core knowledge books</li> <li>• Careers homework in year 7</li> <li>• Tutorial sessions for years 7,8, 9 and 10</li> </ul>
<p>3. Addressing the needs of each pupil</p>	<ul style="list-style-type: none"> <li>• Significant work takes place in the assembly programme when challenging stereotypical thinking i.e. encouraging girls into STEM careers</li> <li>• Destination data is tracked but at present to 2 years</li> <li>• Works with the LEA to share information i.e. destinations data</li> <li>• Careers advisor attends ECHP meetings</li> <li>• Utilises RONI information to identify potential NEET pupils</li> <li>• Year 9 options event</li> <li>• Year 11 mentoring program established with identified pupils</li> <li>• The Careers Advisor also offers a drop-in session which is available to all pupils on a Monday, 12.30-1pm</li> </ul>

4. Linking curriculum learning to careers	<ul style="list-style-type: none"> <li>• Society &amp; Ethics specifically covers careers</li> <li>• Curriculum handbooks identify what is delivered. Links can then be identified to careers i.e. in geography there is a unit on economic geography in year 9</li> <li>• Departmental extra-curricular i.e. trips, science fair, SNAG club etc</li> <li>• Subject ambassadors are in place for science, maths, English, MFL, technology, food tech and PE. They have implemented careers provision into their subject areas</li> </ul>
5. Encounters with employers and employees	<ul style="list-style-type: none"> <li>• Work experience program in year 10</li> <li>• Trips</li> <li>• Assembly program. Specifically, in the Autumn term with year 11</li> <li>• STEM program has specific links with employers</li> <li>• Some ad-hoc examples within subject areas i.e. computing a gaming expert</li> <li>• Mentoring program established via employers</li> <li>• Year 7 business breakfast</li> </ul>
6. Experiences of workplaces	<ul style="list-style-type: none"> <li>• Work experience program in year 10 (whole year group)</li> <li>• Trips</li> </ul>
7. Encounters with further and higher education	<ul style="list-style-type: none"> <li>• Assembly program. Specifically, in the Autumn term with year 11</li> <li>• Post 16 Options Evening. This include sixth form colleges, apprenticeship provides, FE colleges, training providers and HE providers</li> <li>• Apprenticeship event in January</li> </ul>
8. Personal guidance	<ul style="list-style-type: none"> <li>• All pupils would have had an interview with a professional and impartial careers advisor by the end of year 11. This is outsourced to Beacon East and provision stands at 45 days</li> <li>• Clear referral system in place to determine student need</li> <li>• Appointments are made for pupils from year 9 and self-referral is available to all pupils</li> <li>• All adults who provide guidance are level 6 qualified (MOC and MBR)</li> </ul>

## Appendix 5 – CEIAG Overview



### Dereham Neatherd CEIAG overview

	This programme was produced by Robert Hodges (Careers Leader). This is a working document as we continue to add to our provision. This overview is careers-specific events and activities. For each academic year we produce a Compass+ report which shows subtle changes between the years i.e. who the assembly providers were			
Term	Activity		Year group	Gatsby
Autumn (1)	Post 16 assembly programme. This was involving an extensive range of providers from sixth forms, colleges, apprenticeship training providers and an employer. Assemblies have typically included. Wymondham High Sixth Form, Poultec Training, Sir Isaac Newton Sixth Form, Easton / City and Paston Colleges, Dereham Sixth Form College, Reepham Sixth Form, University Technical College Norwich, the local authority in relation to Technical Levels, Breckland District Council and NR Fitness.		11	2, 5, 7
		Year 11 tutorial enrichment programme. This looks at post 16 options, higher education and considering the individual aspirations of pupils	11	2
		Post 16 Options Evening. Over 40 providers typically attend covering all the different post 16 options routes that exist	11	2,5,7
		1-1 guidance appointments with a level 6 qualified advisor. All pupils receive a personalised action plan which is shared with stakeholders. Systematic records of each appointment are kept.	11	3,8
	Ongoing	Careers Newsletter which is weekly and shared with pupils and parents / carers.	11, 10	2
	Ongoing	Year 11 Careers group on Microsoft. A wide range of careers related information is shared i.e. upcoming events, post 16 information and labour market information. The information is well populated and regularly updated.	11	2
	Ongoing		7,8,9,10,11	4

		SNAG gardening group. Ongoing working group that runs all year round.		
		Year 11 geography trip to London. Student take on the role of researchers to investigation urban deprivation. The trips links to town planning and GIS for supermarkets.	11	4
	Ongoing	Comprehensive careers library which all pupils have access to. This is continually added to with new material.	11,10,9,8,7	2
Autumn (2)		Year 7 careers tutorial programme. Topics covered include: skills & qualities, gender stereotypes, strengths & weaknesses, understanding what a career is, job satisfaction and understanding local employers	7	2,4
		Year 11 interview day. Pupils take part in a mock interview process with a wide range of employers. The process takes place over a period of two days.	11	5
	Ongoing	Brilliant Club run in conjunction with Cambridge University	10,9	7
Spring (1)		Year 8 tutorial programme. Topics will cover: what is work, changes in the job market, where to seek advice, understanding sources of information and any potential bias that it may contain, understanding different sectors of work and the qualifications needed to work in, employment rights in the workplace, personal finance and the idea of being self-employed.	8	2,4
		Year 9 options evening. Pupils have the opportunity to explore what choices that they would like to at GCSE. The evening is supported with a comprehensive options booklet	9	3
		Year 9 tutorial programme. Topics will cover: what is work, changes in the job market, where to seek advice, understanding sources of information and any potential bias that it may contain, understanding different sectors of work and the qualifications needed to work in, employment rights in the workplace, personal finance and the idea of being self-employed.	9	2,3,4
Spring (2)		Apprenticeship Fair. Over 30 training providers and employers in attendance. Years 10 and 9 invited. Parents / carers can also attend.	10,9	5,7
		National Careers Week. A range of careers related activities take place i.e. Displays, tutorial information, assemblies and interactive student activities	All years	2,4
		Year 10 tutorial programme. Introduction to an interview, filling in an application form, going on work experience, different employment documents, post 16 choices and understanding STEM opportunities.	10	2,4



		Business Breakfast. Over 50 year 7 pupils to engage with a range of different employers via a networking event.	7	5
Summer (1)		Year 10 work experience. A week-long placement in a wide range of placements.	10	5
Summer (2)		Science Fair. Pupils taking part in a science fair, supported by employers.	10,9,8,7	5

