



GTS Policy on Careers guidance and access for education and training providers 2024-2025

Approving Committee:	FGB (usually T&L)
Approval date:	18.07.24
Minute Reference:	2023/24/FGBB/76
Staff Sponsor:	LL/JSR
Date of next review:	Summer 2025
Placed on shared drive:	Yes
Placed on website:	Yes

Contents

Summary	3
Implementation of the Gatsby Benchmarks at GTS.....	4
Requirements and expectations of GTS	10
Statutory duties	10
What is the governing body expected to do?	13
What is the Careers Leader expected to do?	13
What is the Careers & Employer Engagement Officer expected to do?	14
What is the PSHE lead expected to do?	14
Appendix.....	15
Appendix 1: Targeted support for vulnerable and disadvantaged young people	15
Appendix 2: Information sharing.....	16
Appendix 3: Careers guidance for pupils with special educational needs or disabilities	16
Appendix 4: GTS Careers Related Learning Programme	18
Appendix 5: GTS Policy Statement on provider access	19
Introduction.....	20
Pupil entitlement	20
Management of provider access requests procedure	20
Opportunities for access	20
Premises and facilities	22

Summary

- GTS is committed to preparing its pupils to manage their future education and career path throughout adult life through a good programme of Careers Education and Work Related Learning. GTS recognises its statutory duties to secure independent, impartial face-to-face careers guidance for pupils in years 8-11. We will ensure that all pupils have equity of access to impartial careers advice and guidance.
- GTS recognises that this is achieved through the implementation of the Gatsby Benchmarks¹
- GTS recognises that high quality careers education makes a major contribution to preparing pupils for the opportunities responsibilities and experiences of life by
 - Supporting young people to achieve their full potential
 - Empowering young people to plan and manage their own futures
 - Providing comprehensive information on all options
 - Raising aspirations
 - Promoting equality, diversity, social mobility and challenges stereotypes
 - Supporting young people to sustain employability and achieve personal and economic wellbeing throughout their lives.
- This policy is to be considered alongside the Policy Statement on provider Access (appendix 5) and the summary of Careers related Learning published on the website (also in appendix 4)

¹ Holman, J. (2014) Good Career Guidance. London: Gatsby Charitable Foundation

Implementation of the Gatsby Benchmarks at GTS

1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.	<ul style="list-style-type: none"> GTS will have a stable, structured careers programme that has the explicit backing of the senior management team and has an identified and appropriately trained person responsible for it. The careers programme is to be published on the GTS website in a way that enables pupils, parents, teachers and employers to access and understand it. The programme will be regularly evaluated with feedback from pupils, parents, teachers and employers as part of the evaluation process.
2. Learning from career and labour market information	Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.	<ul style="list-style-type: none"> By the age of 14, all pupils should have accessed and used information about career paths and the labour market to inform their own decisions on study options. Parents should be encouraged to access and use information about labour markets and future study options to inform their support to their children.
3. Addressing the needs of each student	Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.	<ul style="list-style-type: none"> GTS's careers programme will actively seek to challenge stereotypical thinking and raise aspirations. GTS will keep systematic records of the individual advice given to each pupil, and subsequent agreed decisions using the SIMS and Compass+ systems. All pupils should have access to these records to support their career development. GTS will collect and maintain accurate data for each pupil on their education, training or employment destinations.
4. Linking curriculum learning to careers	All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths.	<ul style="list-style-type: none"> By the age of 14, every pupil should have had the opportunity to learn how the different STEM subjects help people to gain entry to, and be more effective workers within, a wide range of careers.

5.Encounters with employers and employees	Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.	<ul style="list-style-type: none"> Every year, from the age of 11, pupils should participate in at least one meaningful encounter* with an employer. <p>*A 'meaningful encounter' is one in which the student has an opportunity to learn about what work is like or what it takes to be successful in the workplace.</p>
6.Experiences of workplaces	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.	<ul style="list-style-type: none"> By the age of 16, every pupil should have had at least one experience of a workplace, additional to any part-time jobs they may have.
7.Encounters with further and higher education	All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.	<ul style="list-style-type: none"> By the age of 16, every pupil should have had a meaningful encounter* with providers of the full range of learning opportunities, including Sixth Forms, colleges, universities and apprenticeship providers. This should include the opportunity to meet both staff and pupils. <p>*A 'meaningful encounter' is one in which the student has an opportunity to explore what it is like to learn in that environment.</p>
8.Personal guidance	Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.	<ul style="list-style-type: none"> Every pupil should have at least one such interview by the age of 16

Requirements and expectations of GTS

Statutory duties

1. Section 42A of the Education Act 1997 requires governing bodies to ensure that all registered pupils at the school are provided with independent² careers guidance³ from year 8 (12-13 year olds) to year 13 (17-18 year olds).
2. 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 the range of education or training options, including apprenticeships and technical education routes;
 - is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.
3. The Technical and Further Education Act 2017 inserts section 42B into the Education Act 1997 and came into force on 2 January 2018. This new law requires the proprietor of all schools and academies to ensure that there is an opportunity for a range of education and training providers to access all pupils in year 8 to year 13 for the purpose of informing them about approved technical education qualifications⁴ or apprenticeships⁵.
4. The proprietor must prepare a policy statement setting out the circumstances in which education and training providers will be given access to pupils, and to ensure that this is followed. The policy statement must be published and must include:
 - any procedural requirement in relation to requests for access;
 - grounds for granting and refusing requests for access;
 - details of premises or facilities to be provided to a person who is given access.
5. GTS may revise the policy statement from time to time. GTS must publish the policy statement and any revised statement.

² Independent is defined as external to the school. External sources of careers support could include employer visits, mentoring, website, telephone and helpline access and personal guidance provided externally to the school. Taken together, the external sources must include information on the range of education and training options, including apprenticeships. Personal guidance does not have to be external

– it can be delivered by school staff, if trained. Where this advice or any other element of the careers programme is internal, it must be supplemented by external sources of support to ensure compliance with the legal duty.

³ Careers guidance is understood in this document to be the full range of activity delivered under the eight Gatsby Benchmarks.

⁴ “Approved technical education qualification” means a qualification approved under section A2DA of the Apprenticeships, Skills, Children and Learning Act 2009

⁵ An apprenticeship is a paid job with training, lasting a minimum of twelve months. Further information for schools can be found at [Amazing Apprenticeships](#).

What is the governing body expected to do?

1. The governing body should provide clear advice and guidance to the head teacher on which he can base a strategy for careers education and guidance which meets the school's legal requirements, is developed in line with the Gatsby Benchmarks and informed by the requirements set out in this document. Every school should have a member of their governing body who takes a strategic interest in careers education and guidance and encourages employer engagement.
2. The governing body must make sure that arrangements are in place to allow a range of education and training providers to access all pupils in years 8-13 to inform them about approved technical education qualifications and apprenticeships, and that a policy statement setting out these arrangements is published. This should be part of a broader approach to ensuring that young people are aware of the full range of academic and technical routes available to them at each transition point.

What is the Careers Leader expected to do?

1. The Careers Leader will hold the Level 6 Certificate in Careers Leadership
2. The Careers Leader needs to ensure that the GTS careers strategy ensures that good careers guidance connects learning to the future. It motivates young people by giving them a clearer idea of the routes to jobs and careers that they will find engaging and rewarding whilst complying with the statutory DFE guidance and Ofsted framework.
3. The Careers Leader needs to ensure that GTS' policy on Careers and Employer engagement and Annexe A is available on the GTS Website alongside the schools careers related learning programme.
4. The Careers leader needs to ensure that the statutory framework requirement for every school to secure independent careers guidance for all year 8 to 11 pupils is met. This makes sure that all pupils have access to external sources of information on the full range of education and training options. At GTS we will continue to use Peninsula Training and CSWgroup.
5. The Careers Leader will implement the Gatsby Benchmarks and will utilise the compass assessment tool and their Careers & Enterprise Advisor to ensure that they monitor the impact of the 8 Benchmarks on the pupils and careers provision at GTS.
6. The Careers Leader will Liaise with the Careers & Employer Engagement Officer and the PSHE Lead to ensure that the above are met and implemented at GTS.

What is the Careers & Employer Engagement Officer expected to do?

1. The Careers & Employment Engagement Officer will work at the direction of the Careers Leader to ensure the school fully complies with the Gatsby benchmarks
 - a. by providing administrative support
 - b. coordinating work experience
 - c. sourcing and building an alumni network
 - d. sourcing and building a network of business links
 - e. managing the employers forum
 - f. liaising and booking independent CEIAG appointments for pupils
 - g. providing support for teaching staff delivering the GTS careers programme
 - h. attending local and regional networking events as required

What is the PSHE & Citizenship lead expected to do?

1. The PSHE & Citizenship lead will work with the Careers Leader to ensure that the school complies with Gatsby Benchmark 1 – providing a stable careers programme
 - a. by assisting in the planning of the careers lessons in the citizenship and careers teaching periods
 - b. by ensuring teaching staff are appraised and trained in the delivery of the content of the lessons that they are teaching

Appendix

Appendix 1: Targeted support for vulnerable and disadvantaged young people

1. Local authorities have a range of duties to support young people to participate in education or training which are set out in [statutory guidance](#) on the participation of young people. Local authorities should have arrangements in place to ensure that 16 and 17 year olds have agreed post-16 plans and have received an offer of a suitable place in post-16 education or training under the 'September Guarantee', and that they are assisted to take up a place.
2. GTS will continue to work with local authorities, particularly children's social care, to identify young people who are in need of targeted support or who are at risk of not participating post-16. This includes young people with particular vulnerabilities or who are receiving support to safeguard them and promote their welfare, such as Children in Need (including those who are on child protection plans or who are looked after). It also includes young people with additional needs, such as special educational needs and disabilities, or those who may leave care between the ages of 16 and 18. Schools will need to agree how these young people can be referred for support drawn from a range of education and training support services available locally. This may require multi-agency working with other professionals involved in supporting the young person, such as social workers.
3. GTS will ensure that young people understand the programmes available to support them with the costs associated with staying in post-16 further education.
4. GTS may also work with their local authority and local post-16 education or training providers to share data on students who are likely to need support with post-16 participation costs, such as care leavers or those on Free School Meals.
5. Looked after children and previously looked after children, and care leavers may need particularly strong support to ensure high levels of ambition and successful transition to post-16 education or training. The designated careers lead (Jacqui Royse/ DHT) should engage with the school's designated teacher for looked after and previously looked after children to (Helen Whiterod/ INCO) 1) ensure they know which pupils are in care or who are care leavers; 2) understand their additional support needs and 3) ensure that, for looked after children, their personal education plan can help inform careers advice. For these young people, careers advisers should also, in co-ordination with the school's designated teacher, engage with the relevant Virtual School Head or personal adviser to ensure a joined up approach to identifying and supporting their career ambitions.

Appendix 2: Information sharing

1. All schools (including academies and other state-funded educational institutions) must continue to provide relevant information about all pupils to local authority support services. This includes:
 - i) basic information such as the pupil's name, address and date of birth;
 - ii) other information that the local authority needs in order to support the young person to participate in education or training and to track their progress. This includes for example: young people's contact details including phone numbers, information to help identify those at risk of becoming NEET post-16, young people's post-16 and post-18 plans and the offers they receive of places in post-16 or higher education. However, schools must only provide the basic information, and not this additional information, if a pupil aged 16 or over, or the parent/carer of a pupil aged under 16, has instructed them not to share information of this kind with the local authority. The school's privacy notice is the normal means of offering young people and their parents/carers the opportunity to ask for personal information not to be shared.

Appendix 3: Careers guidance for pupils with special educational needs or disabilities

1. GTS will ensure that careers guidance for pupils with special educational needs and disabilities (SEND) is differentiated, where appropriate, and based on high aspirations and a personalised approach. GTS should ensure every pupil, whatever their level or type of need, is supported to fulfil their potential. The overwhelming majority of young people with SEND, including those with high levels of need, are capable of sustainable paid employment, with the right preparation and support. All staff working with them should share that presumption, and should help them to develop the skills and experience, and achieve the qualifications they need to succeed in their careers. Schools should also work with families of pupils with SEND to help them understand what career options are possible, with the right support, for their child. Careers guidance for pupils with SEND should be based on the pupils' own aspirations, abilities and needs. Research by The Careers & Enterprise Company highlights the need to put the individual with SEND at the centre, working with the family, to start transition planning early, and the value of supported encounters with the workplace and work experience.
2. Careers guidance for pupils with SEND should take account of the full range of relevant education, training and employment opportunities, such as traineeships and apprenticeships, supported internships (for young people with Education Health and Care plans) or routes into higher education. It should be well informed about ways in which adults with SEN or disabilities can be supported in the workplace (e.g. supported employment, ways in which jobs can be "carved" to fit a person's abilities, job coaching, reasonable adjustments for disabled people in the workplace and Access to Work (DWP support)). Advice on self-employment (e.g. micro-enterprise) may also be relevant.

3. GTS will build partnerships with businesses and other employers, employment services, and disability and other voluntary organisations, to help broaden the pupil's horizons. Encounters with employers can be transformational for pupils with SEND, particularly hands on experience in the workplace, and schools should facilitate this. The opportunity to experience lots of different work sectors can be particularly helpful. GTS will prepare pupils well for these experiences, match them carefully to each employer and provide any special support the pupil may need to benefit fully from the experience.
4. GTS will ensure that careers guidance for pupils does not simply focus on finding a post-16 destination to meet their immediate needs. Support should focus on the pupil's career aspirations, and the post-16 options which are most likely to give the young person a pathway into employment, or higher education, and give them the support they need to progress and succeed.
5. GTS will make use of the SEND local offer published by the local authority. Where pupils have EHC plans, their annual reviews must, from year 9 at the latest, include a focus on adulthood, including employment. GTS will ensure these reviews are informed by good careers guidance. GTS will co-operate with local authorities, who have an important role to play through their responsibilities for SEND support services, EHC plans and also the promotion of participation in education and training. Statutory guidance on the SEND duties is provided in the [0-25 Special Educational Needs and Disability Code of Practice](#).

-

Appendix 4: GTS Careers Related Learning Programme 2023-2024

Year 7	Year 8	Year 9	Year 10	Year 11
<i>Dreams & Goals</i> <i>How do I fit into the world I live in?</i>	<i>Responsible Choices</i> <i>Can I choose how I fit into the world?</i>	<i>Dreams, Goals, Options & Choices</i> <i>To what extent does the world I live in affect my identity?</i>	<i>Work experience & Post 16 courses</i> <i>How do I prepare for the world of work?</i>	<i>Future Me!</i> <i>Are we in the adult world at 16?</i>
<ul style="list-style-type: none"> • All about me! • My pathways after I leave GTS • What career can I do? • Animal me (personality profiles) • Why do we work? • Meet your Alumni? • Needs and Wants (financial management) 	<ul style="list-style-type: none"> • Safe Working • Employability skills • The Real Game – choices in our life/career path • Saving Situations • Making the most of your money 	<ul style="list-style-type: none"> • Personal strengths and weaknesses • Planning for success (career pilot) • Getting ready for your career and option choices • What career can I do? • Feedback is good for me • Be your own boss! 	<ul style="list-style-type: none"> • Princes Trust Employability Modules • The perfect CV & covering letter • NSSW: Amazing Apprenticeships • NSSW: Mock Interviews • NSSW: Why would you? (HE) • Career Pilot Profile and FE choices • Preparation for Work experience • Work experience • University Trip • University Maths Trip • How do I make borrowing choices: So, Debt must be bad, right? • How do I make borrowing choices: making informed choices. 	<ul style="list-style-type: none"> • Applying to College or for an Apprenticeship • Mock Results Day • Interview skills revisited. • NSSW: introduction to student life and Budgeting • Higher Education...Why would you? • What are the big financial decisions I'll need to make? • Earnings, payslips, and tax!

Green = careers programme in citizenship

Purple = financial management lessons as part of citizenship/careers programme

For content of PSHE & Citizenship lessons please look at the website.



GTS Policy statement on provider access 2023-2024

Required as part of 'Careers guidance and access for education and training providers' statutory guidance for governing bodies, school leaders and school staff.

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at 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.

Pupil entitlement

All pupils in years 8-11 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 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.

Management of provider access requests procedure

A provider wishing to request access should contact.

Louise Leonard, Careers and Employer Engagement Officer

Telephone: 01805 623531 ext. 231 Email: lleonard@gts.devon.sch.uk

Jacqui Royse, Deputy Headteacher and Careers Lead

Telephone: 01805 623531 Email: jroyse@gts.devon.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 pupils and/or their parents/carers. These are shown as **bold**. Opportunities for FE and HE providers are shown in **green**. Other events and aspects of careers education are also shown:

Please speak to our Careers Leader to identify the most suitable opportunity for you.

	Autumn Term	Spring Term	Summer Term
Year 7	<ul style="list-style-type: none">• Appledore Book Festival Author visits.• Army Cadets Assembly	<ul style="list-style-type: none">• Bikability Level 3• Apprenticeship talks	<ul style="list-style-type: none">• Bikability Level 3• Junior Lifeguard Training UK• Maths Challenge• DWP – Why do we work?• Introduction to Careers• Identifying personal dreams and goals• Taster Day for SEND & Vulnerable at local college.• Wimbledon
Year 8	<ul style="list-style-type: none">• Elite Sporting Performance, Manchester• ATC Assembly	<ul style="list-style-type: none">• IET Faraday Challenge Day• Introduction to Careerpilot to think about career pathways and Labour Market Information (LMI)20 Apprenticeship talks	<ul style="list-style-type: none">• UK Maths Challenge• Taster Day for SEND & Vulnerable at local college.• Bikability Level 3 (Mop up)• Junior Lifeguard Training UK• Wimbledon

Year 9	<ul style="list-style-type: none"> • Duke of Edinburgh Award Bronze • Elite Sporting Performance, Manchester • ATC Assembly 	<ul style="list-style-type: none"> • Apprenticeship talks • Careerpilot focusing on subjects & skills profiles • Guided Choices Evening with IAG with FE/Sixth & Apprenticeship Providers • Tutor Tracking 	<ul style="list-style-type: none"> • EHCP Careers interviews CSW • UK Maths Challenge • Taster Day for SEND & Vulnerable at local college. • Junior Lifeguard Training UK • Wimbledon
Year 10	<ul style="list-style-type: none"> • EHCP Careers interviews CSW • Prince's Trust • Army Work Experience • Advertising Unlocked Bray Leino • North Devon Aspire – Uni of Exeter Campus trip • National Manufacturing Day • NHS Application & Interview • Royal Navy Chef Challenge • CV writing • Career pilot focusing on job sectors & LMI • Elite Sporting Performance, Manchester 	<ul style="list-style-type: none"> • EHCP Careers interviews CSW • Prince's Trust • Apprenticeship talks • Academic Insight Day, Exeter College (A Level & IB focus) • Weeks Work Experience • Army Work Experience • North Devon Aspire – Skills, Confidence & Leadership • Work Experience alternative <ul style="list-style-type: none"> ○ DWP Interactive games, presentations ○ Employer visits and talks ○ Alumni talks ○ Virtual Work Experience 	<ul style="list-style-type: none"> • EHCP Careers interviews CSW • UK Maths Challenge • Prince's Trust • Assemblies Petroc, Exeter & Bideford about Post 16 options & invite to taster day • Taster Day at Exeter, Petroc, Duchy, Bicton, Bideford • Army Work Experience • NHS Work Experience • Duke of Edinburgh Award Silver • University of Exeter Maths • Careers IAG • Junior Lifeguard Training UK • Wimbledon
Year 11	<ul style="list-style-type: none"> • EHCP Careers interviews CSW • Tutor Tracking • Careers IAG • 1-1 Advice & Guidance on applications & CVs • Prince's Trust • Taster Day for local Sixth Forms (West Buckland, Shebbear, Kingsley) • Post 16 Option Assemblies with FE/Sixth Form establishments • FE offer 1to1 in school • College/Sixth Form Interviews • Small group "specialist" career sessions • 1-1 Advice & Guidance on applications & CVs • NSSW Higher Education talk 	<ul style="list-style-type: none"> • EHCP Careers interviews CSW • Tutor Tracking • Careers IAG • 1-1 Advice & Guidance on applications & CVs • Prince's Trust • NCS Assembly work/life skills • Apprenticeship talks • Tutor Tracking • Driving Theory Practice with UK Highways • FE offer 1to1 • College/Sixth Form Interviews • Small group "specialist" career sessions i.e with Training providers and employers 	<ul style="list-style-type: none"> • Prince's Trust • UK Maths Challenge • Destination Tracking, applications to college, leavers forms. • College/Sixth Form Interviews • NCS Work/Life Skills • Transition days to college on a needs must basis.

	<ul style="list-style-type: none"> • Elite Sporting Performance, Manchester 		
--	--	--	--

Open to all Years	<ul style="list-style-type: none"> • Enrichment Programme that can include Employer & Alumni talks Enrichment & Intervention Great Torrington School (gts.devon.sch.uk) • Future Opportunities Evening (Open to Parents, Pupils Community, FE, HE, Employers & Training Providers) • Rotary Young Chef Competition • Teachers Rock Choir • Green Skills Week • Young Musician Support • Paris Trip Y8-10 • Exeter Maths School Outreach programme 	<ul style="list-style-type: none"> • Enrichment Programme that can include Employer & Alumni talks Enrichment & Intervention Great Torrington School (gts.devon.sch.uk) • National Careers Week • National Apprenticeship Week – Assembly to all year groups with guest speaker. • Rotary Young Chef District & National Finals • Teachers Rock Choir • Young Musician Support • Ski Trip Y8-10 • Exeter Maths School Outreach programme 	<ul style="list-style-type: none"> • Enrichment Programme that can include Employer & Alumni talks Enrichment & Intervention Great Torrington School (gts.devon.sch.uk) • Teachers Rock Choir • Young Musician Support • Volunteers Week • Exeter Maths School Outreach programme
--------------------------	--	--	---

Parents/Carers	<ul style="list-style-type: none"> • Future Opportunities Evening • Amazing Apprenticeship Monthly Newsletter • Parent Forum SEND Aspirations of Employment 	<ul style="list-style-type: none"> • Amazing Apprenticeship Monthly Newsletter 	<ul style="list-style-type: none"> • Amazing Apprenticeship Monthly Newsletter
----------------	--	---	---

Premises and facilities

The school will make the main hall, 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 *Careers and Employer Engagement Officer*. The Resource Centre is available to all students at lunch and break times and before and after school as per the library opening times.