

# Career Guidance and Provider Access Policy

Henry David Learning

Woodfield School



**August 2024 – August 2026**

## **Vision and aims**

Our vision is for all Woodfield School pupils, regardless of background and circumstance, to make outstanding progress against their respective starting points and achieve appropriate skills and qualifications which will open the door to the future of their choice. We want our pupils to be curious and develop a thirst for knowledge; we want them to be resilient and to value effort; we want them to understand that sometimes failure is an essential part of the learning process and to recognise that developing a positive, 'can do' attitude will help them to set and achieve aspirational goals.

All pupils have an equal entitlement to high quality Careers Education, Information, Advice and Guidance (CEIAG) that helps to prepare them, for choices and transitions affecting their future education, training and employment.

Through our Careers education, Information, Advice and Guidance we aim to:

- Help pupils to develop an understanding of themselves
- Enable pupils to develop a knowledge and understanding of education, training and employment through investigating opportunities available to them at a local, national and international level
- Support pupils in developing and implementing action plans to enable them to take ownership of their own future at and beyond Key Stage 4
- Provide opportunities to develop enterprise and employment skills
- Promote equality of opportunity, challenge stereotyping and support inclusion
- Provide every pupil with, at least, one employer encounter during every school year.

## **Statutory duty**

All schools have a statutory duty to provide careers education in Years 7-11 (1997 Education act, 2003 Education regulations) and to give pupils access to careers information and impartial guidance (1997 Education Act, 2008 Education and Skills Bill).

The principles underpinning our impartial careers advice are that it:

- Empowers pupils to plan and manage their future
- Responds to the needs of each pupil
- Provides comprehensive and up to date information and guidance
- Raises aspirations
- Actively promotes equality of opportunity and challenges stereotypes
- Helps our pupils to progress to the destination of their choice and beyond

## **Entitlement**

Every pupil (equivalent Year 7 to 13) is entitled to high quality careers guidance, as part of their overall education, this raises aspirations and allows pupils to progress to the destination of their choice.

Every pupil is entitled to the following as a minimum:

- A stable careers programme delivered throughout each key stage that is informed by quality labour market information
- The opportunity to have contact with post-16 colleges, sixth forms and other providers
- The opportunity to visit and experience a place of work
- The opportunity to meet and learn from employers
- Access to higher education providers
- Impartial information, advice and guidance from a suitably qualified professional.

As well as this minimum provision each pupil is entitled to careers guidance as appropriate to meet their needs. This guidance will come in several different ways, both formal and informal at appropriate times throughout the school journey.

## **Management and delivery**

The CEIAG programme is overseen by a member of Senior Leadership Team who is the Careers Leader. The Careers Leader will report to the principal and the rest of the Senior Leadership Team. As part of a stable CEIAG programme there will be explicit links through the taught curriculum.

This policy sits alongside the Woodfield Careers Guidance April 2025 and works within the Gatsby Benchmarks.

### **Equality and diversity**

CEIAG is provided to all pupils, and provision is made for all pupils to access the curriculum. Pupils are encouraged to follow career paths that suit their interest, skills, strengths and aspirations with the absence of stereotypes. All pupils are provided with the same opportunities and diversity is celebrated. Our CEIAG provision will seek to address emerging stereotypes that are highlighted within national labour market information.

### **Provider Access Statement**

We ensure that there is an opportunity for a range of education and training providers to access pupils in equivalent years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships. As we are ambitious for all pupils at Woodfield School, we consider access to career education an essential entitlement of their education, regardless of them having an EHCP for their SEN. That said, however, we appreciate that the nature of career education and provider access at Woodfield School needs to take into careful consideration the complex needs of our pupils.

This statement sets out the school's arrangements for managing the access of providers to pupils for the purpose of giving them information about the provider's education or training offer.

### **Meaningful provider encounters**

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

Woodfield will plan events throughout the academic year to welcome providers to school and to share key information about their future education, as appropriate.

### **Management of provider access requests**

A provider wishing to request access to our pupils should contact the Assistant Principal, Juliette Brown at [juliette@henrydavidlearning.co.uk](mailto:juliette@henrydavidlearning.co.uk)

The school will ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from pupils

### **Opportunities for access**

The school will make a classroom or meeting room available for discussions between the provider and pupils, 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 the team. Meaningful online engagement is also an option, and we are open to providers that can provide live online engagement with our pupils. We use MS Teams for this usually.

### **Policy Review**

The Proprietary Body, principal and PSHE lead will review this policy in full on an annual basis.

The next scheduled review date for this policy is **August 2026**.

Any changes made to this policy are communicated to all members of the school community.