



**Careers Education
(inc. Provider Access)
Policy**

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Review Cycle	2 Years
Next Review Date	May 2020

“Learning together; to be the best we can be”

1. Scope

- 1.1. This policy relates to all academies across Nexus MAT where provision is in place for Key Stages 3, 4 and 5.

2. Context

- 2.1. This document sets out the Nexus Multi Academy Trust Careers policy including arrangements for managing the 'access' of providers to pupils in academies.
- 2.2. This 'access' is for the purpose of giving pupils information about a provider's education, work or training offer. This complies with the MAT's legal obligations under: Section 42A of the Education Act 1997 which requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from year 8 (12-13 year olds) to year 13 (17-18 year olds) and is in line with the DfE legislation Careers guidance and access for education and training providers: Statutory guidance for governing bodies, school leaders and school staff (January 2018).
- 2.3. In addition, the Education Act (2002) places a statutory duty on schools to secure access for pupils to independent and impartial careers guidance. This guidance will promote the best interests of the individual pupil and will include information on all options available to them, including apprenticeships and other work-based learning.
- 2.4. Key points in the Statutory Guidance includes "*the duty on schools, to secure independent careers guidance for all year 8-13 pupils. This is intended to expand advice and guidance for young people so they are inspired and motivated to fulfil their potential*".

3. Our strategic intent

- 3.1. Nexus academies will support every pupil to realise and develop high aspirations *and* consider a broad and ambitious range of careers through a combination of direct/indirect experiences and learning opportunities.
- 3.2. At Nexus our vision is that we are constantly "**Learning together; to be the best we can be.**"

- 3.3. In order to be the best and achieve meaningful lifelong outcomes for our pupils we stand by and put our energy into effective working partnerships, exemplified by part of our mission statement:

Our employees and partners are passionate about being the best that they can be; providing opportunities for enriched learning and pathways to employment and independence.

- 3.4. We aim to inspire every pupil through 'real-life' contacts with the world of work as we know this can help them understand where different meaningful choices can take them in the future. Nexus MAT and individual academies will work with a range of organisations and local authorities to achieve this for our young people placed within our schools.
- 3.5. Nexus academies will measure the effectiveness of their careers activity by considering both the attainment and the destinations of their pupils. Success will be reflected in more numbers progressing to work placements, apprenticeships, traineeships, and other positive destinations such as employment or a further education college. This will help to close the destinations gap (i.e. reduce the number of NEET¹s) between young people from disadvantaged backgrounds and others.
- 3.6. Nexus academies will provide 'Advice and Guidance' as part of a coherent programme of activities that inform, inspire and motivate young people, preparing them for work and helping them to understand where different education and training choices could take them in the future. (This is in line with DfE statutory guidance 2014)
- 3.7. We understand this 'programme' must take into account pupil's potential life-long careers not just their immediate 16+, 17+ or 18+ placements.

4. Training

- 4.1. Key staff in our academies will be identified and encouraged to access and complete appropriate levelled training in careers advice and guidance. The designated course will be determined at a suitable level following forthcoming recommendations from area Careers coordinators/advisers.

5. Role and Responsibilities

¹ **N**ot in **E**ducation, **E**mployment or **T**raining – Local Authorities have statutory duty to monitor and report statistics. <https://www.gov.uk/government/collections/statistics-neet>

- 5.1. As the responsible authority, the MAT has a duty to ensure that statutory duties are being exercised effectively and that compliance with guidance is enabled and facilitated at a local academy level.
- 5.2. The individual academy will secure and work directly with its allocated 'Careers Adviser' for expert guidance and advice. This advice and guidance may take many different forms, including planning meetings, networking, practice sharing events, information evenings, outside speakers in classes, general studies programmes, careers fairs meetings with mentors, transition meetings for pupils and advice given on work experience programmes as well as face-to-face interviews with an independent adviser.
- 5.3. In order to provide for the real needs and circumstances of all our pupils, face-to-face interviews with independent advisers will be provided for those pupils to whom the academy deems it to be the most suitable form of support. This will be in addition to or alongside interviews offered by the academy's own careers staff, where information will also be given in a differentiated, impartial way, in line with their communicative needs.
- 5.4. The individual academy will provide information and verbal briefings on pupil profiles to help independent advisers and mentors to understand their potential outcomes and current performance and will expect this information to be given due consideration and to be used in confidence in line with General Data Protection Regulations (2018).
- 5.5. The individual academy will quality assure careers guidance, including that offered independently, to ensure that pupils are receiving advice that is impartial and is relevant to their needs, and will raise any concerns that might emerge in good time with advisers.
- 5.6. The individual academy will provide a range of careers activities, which may include work-related learning, work experience and provider accessed events.
- 5.7. The individual academy will work with a range of other schools/providers (Mainstream and Special designation), further education and higher education providers, and work-based training and apprenticeship providers in order to ensure that pupils have access to a range of options at each stage of their education.
- 5.8. The journey of education and lifelong learning can take many different turns and it will be each Academy's responsibility to achieve and sustain a person centred and responsive 'careers offer' throughout the pupil's time with them. As a reference to work to; the Academy will look to establish a person centred pathway for each pupil, capturing the aspirational goals and planning

needed to achieve their desired destination. This individual pathway plan alongside a child's Education, Health & Care Plan will form the key planning and reference tool for the team around the child and act as a reference to the multidisciplinary planning/support required by the pupil going forward.

- 5.9. Pupils will have access to on-line advice, including the National Careers Service website. Pupils will also be advised of the NCC (National Careers Centre) telephone helpline number. The academy will evaluate its success in supporting pupils to take up education and training which offers good long term prospects through analysis of internal destination measures.
- 5.10. This data will be shared with the local authority, parents and significant others in line with data protection.
- 5.11. Effective partnership links are set up with numerous organisations, businesses, training providers and enterprising bodies, some of these include:
- Students/ parents/ carers
 - Local SEND transition Officer
 - Staff at Annual Reviews and Transition Reviews
 - Further Education Colleges
 - Enterprise Advisor Network
 - Business Education South Yorkshire
 - School Governors
 - Children's' and Adult Disability Services
 - The Careers and Enterprise Company
 - Special Schools Employment Forum
 - LEAF –Local Employment Advisory Forum
 - Job Centre Plus
 - National Citizen Service
 - The Gatsby Foundation

6. Expectations

- 6.1. Nexus Multi Academy Trust complies with the following requirements and expectations of its academies:

6.2. Table 1

Timing	Action
Ongoing (legal duty came into force in September 2012)	Every academy must ensure that pupils are provided with independent careers guidance from year 8 to year 13.
From January 2018 (legal duty came into force on 2 January 2018)	<p>Every academy must 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 qualifications or work/apprenticeships.</p> <p>Every academy must publish a policy statement setting out their arrangements for provider access and ensure that it is followed.</p>
From January 2018 to end 2020	<p>Every academy should begin using the Gatsby Benchmarks to improve careers provision and meet them by the end of 2020.</p> <p>For the employer encounters Benchmark, every school should begin to offer every young person seven encounters with employers – at least one each year from year 7 to year 13 – and meet this in full by the end of 2020. Some of these encounters should be with STEM employers.</p>
From September 2018	Every academy should appoint a named person to the role of Careers Leader to lead the careers programme.
From September 2018	Every academy will be expected to publish details of their careers programme for young people and their parents.

6.3. In addition, Yrs 8-13 pupil entitlement includes opportunities:

- to find out about education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education/training options available at each transition point;

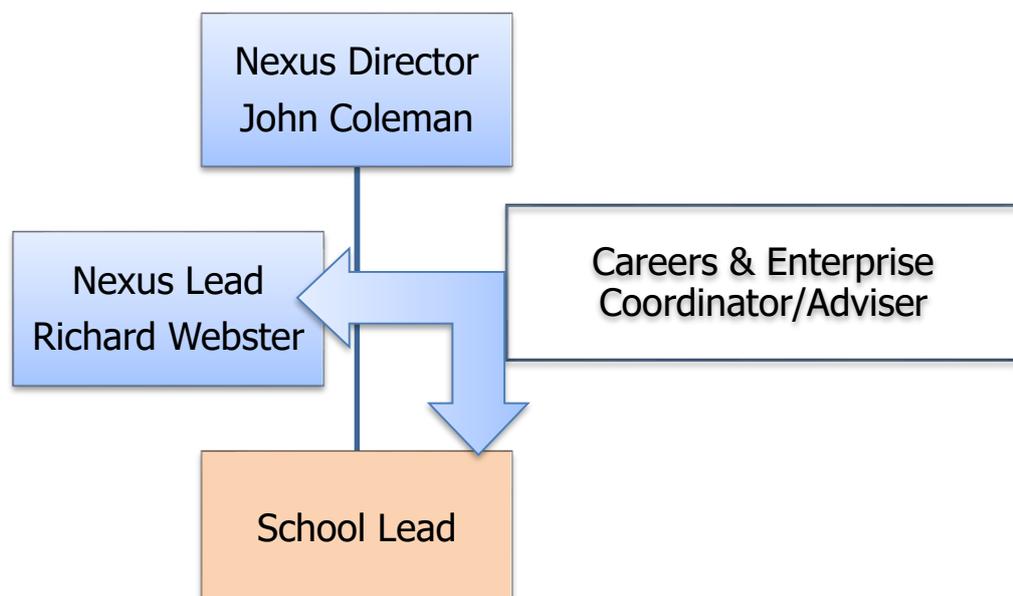
- to hear from a range of local providers about the opportunities they offer, including: through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of courses.

7. Management of provider access requests

- 7.1. A provider wishing to request access should contact the designated individual in each academy.

8. Nexus MAT Careers Education Governance structure

- 8.1. In Nexus Multi Academy Trust governors will, through this policy and associated quality assurance systems, reaffirm their long standing commitment to ensuring high quality careers guidance that promotes pupils' best interests and meets their real needs.



9. Premises and facilities

- 9.1. The academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity.
- 9.2. 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.
- 9.3. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the academy. This information will be made available to pupils at all times and should be adapted to meet the communicative needs of the pupil.

10. Monitoring, Review and Evaluation

- 10.1. The academy's Careers Lead and SLT will assess the appropriateness of the careers programme on a yearly basis and monitor accredited achievement, the success of transition from school to other providers and destination data.
- 10.2. Academies will use the online 'Compass' audit tool to perform annual review of its careers provision and where deemed appropriate, the associated 'Tracker' to plan, record and monitor activity in this area.
- 10.3. The Nexus Careers Steering Group will consist of the following members from across the RMBC/DMBC areas:
 - Nexus Careers Lead;
 - Academy Careers Lead;
 - Enterprise Advisers for each school;
 - Enterprise Coordinators;
 - Representatives from Businesses/employers/enterprise by appointment/invite.
- 10.4. This group will meet at appropriate intervals to lead on strategic direction for careers within the Nexus MAT and will provide both advice and guidance on such matters to its academies, the Careers Governor and the Nexus standards committee.
- 10.5. The Steering Group will review NEETs data as part of tracking outcomes and measuring the success/impact of this policy.