



Newark Academy: Provider Access Policy Statement

(To include The Department of Education, July 2021: “Baker Clause” and the Provider Access Legislation, January 2023)

Ownership: Newark Academy / Nova Education Trust

Date updated: September 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 students 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

Newark Academy is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. Newark Academy is fully aware of the responsibility to set students 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.

Newark Academy endeavours to ensure that all students 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 students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

Aims

Newark Academy’s policy for Access to other education and training providers has the following aims:

- To develop the knowledge and awareness of our students 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 students becoming NEET (Young people not in education, employment or training).

Student Entitlement

Newark Academy fully supports the statutory requirement for students 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. This will be done in assemblies in National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at school or at each Trust school.

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 experience a minimum of 6 encounters with a provider of technical education or apprenticeships.
- to understand how to make applications for the full range of academic and technical courses.

Any encounter that takes place, must include the following elements of information:

- information about the provider and the approved technical education qualifications or apprenticeships that the provider offers,
- information about the careers to which those technical education qualifications or apprenticeships might lead,
- a description of what learning or training with the provider is like,
- responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships.

Development

This policy has been developed and is reviewed annually by the Careers Leader and Line Manager (**Ali Brown / Jeannie Hamilton-Smith**) 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 students to access information about other providers of further education and apprenticeships. Newark Academy is committed to encouraging all students to make decisions about their future based on impartial information.

Requests for access

Requests for access should be directed to **Ali Brown**, Careers Leader. **Ali Brown** may be contacted by telephone or email, abrown@newarkacademy.co.uk, Tel **01636 615000**

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 Newark Academy is arranging. Students may also travel to visit another provider as part of the trip to be organised in partnership with **Newark Academy**.

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

Newark Academy 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 Adviser 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

Newark Academy 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.

Parents and Carers

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

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 should be raised to Karen Barber, email: kbarber@newarkacademy.co.uk

Karen Barber will raise the complaint to **Inma Pena, Head Teacher**


Monitoring review and evaluation

The Policy is monitored and evaluated annually via the Careers Leader, SLT link and link Governor
Policy Coordinator: Ali Brown


Policy Reviewed: September 2023

Signed by:

Careers Leaders



Chair of Governors



Head Teacher



Date

Appendix

Providers who have been invited into Newark Academy to date include:

Newark College
Lincoln College
You Can Do Sport
Savage Performing Arts Academy
University of Lincoln
NTU
Grantham College
Brackenhurst College
Access Creative College

Destinations of previous pupils from Newark Academy include:

Newark College
Lincoln College
Grantham College
Brackenhurst College
Nottingham College
You Can Do Sport
University of Lincoln
University of Nottingham
Bishop Grosseteste University



Newark Academy

Policy for Careers Education Information Advice and Guidance (CEIAG) 2023 / 2024

Date adopted: *Sept 2023*

Date to be reviewed: *Sept 2024*

Agreed by:

Ali Brown, Careers Leader: *[Signature]*

Inma Pena, Head Teacher : *[Signature]*

Governing Body lead for CEIAG: *[Signature]*

Introduction

Newark Academy is committed to careers education information advice and guidance (CEIAG) as a vital means of giving all students the skills, knowledge and understanding they need to make informed decisions about the choices open to them, and to make a successful transition through learning and into work. Careers education will prepare all students for the opportunities, responsibilities and experiences of education, training and employment and also the challenges of adult life. CEIAG at Newark Academy will both compliment and integrate with the Personal Development and Crew programme. Particular emphasis is placed on making effective career decisions at key transition points through the delivery of impartial, confidential and informed advice, delivered within a framework of Equal Opportunities.

Statutory duty

In January 2018, the Department for Education (DfE) produced statutory guidance for schools in relation to career guidance and access for education and training providers which states that schools have a legal duty to:

- Ensure that pupils are provided with independent careers guidance from year 8 to year 13 and that such guidance:
 - 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.
- 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 apprenticeships.

The school's CEIAG provision is developed and delivered in accordance with the Gatsby Benchmarks which define all elements of an excellent career programme. The school is committed to meeting all eight benchmarks in accordance with current statutory guidance. The Gatsby Benchmarks are:

1. A stable, careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of the workplace
7. Encounters with further and higher education
8. Personal guidance

In line with current statutory guidance, the school has appointed a Careers Leader, whose role is to assist students' career learning, planning and development by leading and managing the development of CEIAG. The Careers Leader advises the Senior Leadership Team, facilitates the contribution of

colleagues and partners, develops the careers programme, organises resources and secures a high standard of career education and guidance.

Aims and objectives

In line with Gatsby Benchmark 1, Newark Academy has developed a stable careers programme that has the explicit backing of the senior leadership team, and which is known and understood by students, parents, teachers, governors and employers. The careers programme will be rigorously monitored, evaluated and improved through student voice, impact surveys and feedback from employers and other external partners. Going forward, we aim to continually improve communication with all stakeholders, to ensure there is a clear understanding of what the CEIAG programme entails.

Through this robust programme of CEIAG the school aims to:

- Ensure that all students receive a stable careers programme.
- To enable all students to learn from information provided by the career and labour market
- The CEIAG programme should be individual and address the needs of each student
- To link the curriculum learning to careers learning
- To provide students with a series of encounters with employers and employees
- To provide students with experiences of workplace(s)
- To ensure that students have a series of encounters with further and higher education
- To provide each student with the opportunity to receive personal guidance
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- Help students learn to understand themselves, develop their skills, qualities and attributes and increase their employability.
- Help students develop an understanding of the range of opportunities available at 14+, 16+ and 18+, including technical training/education routes and higher-level apprenticeships.
- Raise students' confidence and self-esteem and encourage them to have high aspirations which will allow them to reach their full potential and achieve economic well-being.
- Support student in making well-informed, realistic career decisions.
- Support students to develop effective career management skills and encourage them to make good use of the resources available to them.
- Enable students to manage transitions through education and into work and support them to overcome potential social and cultural barriers to progression.
- Increase the CEIAG opportunities for all students by developing and maintaining partnerships with relevant external agencies such as the Careers and Enterprise Company, Careers Local, D2N2, DANCOP, the Enterprise Adviser Network, Newark and Sherwood District Council, employers, training providers, FE colleges and universities.

The CEIAG policy is underpinned by the school's provision for Personal Development, pastoral care and behavioural support. Students identified as most at risk of becoming NEET, looked after children, students receiving Pupil Premium and those identified as having special educational needs are given additional support from specialist staff in school and are referred to the independent careers adviser where relevant. The CEIAG policy has been developed alongside other whole school policies reinforcing those aims that are appropriate to CEIAG.

Newark Academy is an integral part of the local community and continues to develop strong links with local and regional employers. In line with statutory guidance and Gatsby Benchmarks 5 and 6, the school will endeavour to provide all students with the opportunity to access at least one meaningful employer encounter each year from Year 7 to Year 13.

As a further commitment to raising the standard of quality of our CEIAG provision, we have obtained the Quality in Career Mark and will continue to work hard to hold onto this accreditation (due again July 2025).

The school endeavours to adhere to the following statutory and non-statutory guidance:

- Career guidance and access for education and training providers: statutory guidance for governing bodies, school leaders and school staff, Department for Education, January 2018
- Careers Strategy: making the most of everyone's skills and talents, Department for Education, December 2017
- The Gatsby Charitable Foundation framework for Good Career Guidance
- The Career Development Institute, Framework for careers, employability and enterprise education, January 202
- Ofsted inspection framework.
- SEND policy.

Student Entitlement

Students are entitled to receive CEIAG that is both impartial and confidential and based on the individual needs of the student. The school's CEIAG programme encourages students to follow a career path that suits their own particular strengths, skills and interests without prejudice or stereotyping. All students are given the same opportunities and diversity is encouraged and celebrated in line with Gatsby Benchmark 3 'Addressing the needs of each pupil'. Newark Academy students will be exposed to a range of interventions which will include (but will not be limited to):

- A planned programme of career education from Year 7 onwards, delivered as part of the Personal Development curriculum during crew time, as part of the larger PD programme. These sessions are tailored around the Gatsby Benchmarks and the CDI framework.
 - Access to a Level 6 qualified independent impartial career guidance practitioner, including at least one career guidance interview by the end of Year 11 and another by the end of year 13.
 - One week of work experience in Year 10. The school works in partnership with Safety Measures Limited to ensure that the school meets its health and safety and safeguarding obligations in relation to work experience. Through Safety Measures, students have access to a large database of local and regional employers who provide work placements. Year 10 students are expected to take ownership of the negotiation and management of their work experience placement and preparation and reflection time is built into daily crew to facilitate this. This will be adapted when circumstances do not allow WEX to take place.
 - A full week of WEX is also offered to all year 12 students, during the summer term.
 - Access to up-to-date and impartial careers information relating to future study options and labour market opportunities in accordance with Gatsby Benchmark 2 'Learning from careers and labour market information'. Students will explore a range education and training options at 16 and 18, including apprenticeships and technical training routes.
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- Encounters with local employers – examples of employer encounters are mentoring, job shadowing, work experience, mock interviews, career spotlights and workplace visits.
- Information about and/or visits to further education colleges, universities and other training providers to gain an understanding of the full range of courses, apprenticeships and technical education/training routes available.
- Opportunity to engage with nationally recognised programmes such as the Duke of Edinburgh's Award, National Citizen Service and World Challenge.
- Whole school use of Unifrog. Students are encouraged to conduct individual research and careers familiarisation.
- Off-site trips to career conventions such as the Future First Expo organised by Newark and Sherwood District Council and UCAS Exhibition.
- One STEM Careers Fair per year – whole school.
- Collapsed timetable days designed to develop employability and career management skills including CV writing, interview skills, job application workshops.
- Access to university outreach activity including residential trips.
- Adapt all elements of the CEIAG programme when needs arise.
- Provide all students will relevant and up to date LMI through 'job of the week' emails, which will also be shared with parents / carers.

Equal opportunities and differentiation

All information, advice and guidance will provide impartially to all students and will be provided free of bias. Students will be given equal opportunity to explore careers and courses irrespective of gender, race, religion, disability, social background or sexual orientation. Where a student has an Education Health Care Plan, all reviews of that plan will include a focus on preparing them for adulthood, independent living, employment and participation in society. Students with SEND will receive independent and impartial advice about mainstream education, training and employment opportunities, regardless of their individual circumstances to support them for the next phase of education or training and beyond into adult life.

Management and key staff

Careers Position Named Staff Member

SLT Lead	Jeannie Hamilton-Smith
Link Governor	Martin Booth
Careers Leader	Ali Brown
English	(position currently to be filled)
Maths	Alice Davies
Science	Beth Mortiboy / Aiden Thomas
PE	Josh Piper
Social Science	Sophie Rudd
MFL	Carly Williams
Drama	Kara Bailey
Music	Ash Williams
Technology	Anthony Wagstaffe
RE	Annie Daw

All staff have a role to play in the delivery of CEIAG, including the pastoral team, the special educational needs coordinator, heads of crew and heads of department. Each faculty will have a careers champion who will be responsible for disseminating relevant career-related information within their faculty and making links between their subject and careers. In line with Gatsby Benchmark 4, 'Linking curriculum learning to careers' this will help to embed careers more firmly into the school curriculum by highlighting the relevance of their subject for a wide range of future career paths.

Evaluation, review and dissemination

This policy will be reviewed annually by the Careers Leader and the senior leadership team as part of the whole-school assessment process for continuous improvement. The delivery of CEIAG, including external provision to students will be evaluated annually through discussion with students, evaluation forms, impact surveys and during the supervision of the day. When reviewing the CEIAG programme, the School Improvement Plan will be used to ensure that the Careers Department is fully supporting the whole school aims.

All staff will be made aware of the CEIAG Policy and their role in supporting it. Both the policy and the CEIAG programme for 2023 / 2024 will be published on the school's website in a way that enables pupils, parents, teachers, employers, stakeholders and external agencies to access and understand it.
