Chesterton Community College

Careers Information Advice and Guidance Policy

September 2023

Approved by LGB	17-10-23
Review cycle	Annually, next review September 2024

Document Control

New Version Number	Key changes from previous version	Date of ratification
1	Provider Access Legislation in pupil entitlement	01 09 2023

Chesterton Community College

Careers Information Advice and Guidance Policy

Introduction

The careers policy statement below sets out Chesterton Community College'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 receive 6 encounters (as per Provider Access Legislation 2023) in order 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.

The Gatsby Benchmarks

Chesterton Community College willingly uses the Gatsby Charitable Foundation's Benchmarks to develop and improve careers provision. This is reviewed annually.

Benchmark 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 pupils, teachers, governors and employers.

Benchmark 2 -Learning from Career & Labour Market Information

Every pupil, 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.

Benchmark 3 - Addressing the Needs of each Pupil

Every pupil, and their parents, should have access to personalised guidance to ensure they know all the career paths and helpful information open to them.

Benchmark 4 - Linking Curriculum Learning to Careers

Careers and enterprise education should be part of and included in a pupil's standard lessons, linking curriculum to real-world career paths.

Benchmark 5 - Encounters with Employers & Employees

All pupils should have encounters with employers and employees that result in them understanding the workplace and potential career paths better.

Benchmark 6 - Experiences of Workplaces

It's important for pupils to experience the workplace environment to understand the context in which they could one day be working.

Benchmark 7 - Encounters with Further and Higher Education

Careers provision should cover further education (FE) and higher education (HE) as well as potential professions. Pupils should have encounters with these organisations whilst at school.

Benchmark 8 - Personal Guidance

Careers provision should cover further and higher education as well as potential professions. Pupils should have encounters with these organisations whilst at school.

Management of provider access requests

Procedure

A provider wishing to request access should either contact:
Mr Arthur Desbois, Lead Careers and Post-16 Coordinator.
Email: adesbois@ccc.tela.org.uk
Or
Mr Aaron Kirkland, Assistant Careers and Post-16 Coordinator
Email: akirkland@ccc.tela.org.uk

Opportunities for access

As part of the careers education and guidance, a number of events, integrated into Chesterton Community College's careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. Below is the career's programme commencing September 2023 to be amended, updated and reviewed as and when necessary.

	Autumn Term	Spring Term	Summer Term
Year 7	Author Visits Careers Tutor time programme (PSHE link: Character Education) Chesterton Lectures	"What's my line" with Form the Future (FTF). Careers tutor time programme. Subject specific jobs shared with students in all subject areas for National Careers Week. Careers Tutor time programme (PSHE link: Money Matters) trip to RSPB site - conservation work (Science)	Careers Tutor time programme (PSHE link: Careers). Assembly.
Year 8	Author Visits Introduction to technical levels and apprenticeship (CRC) Careers Tutor time programme (PSHE link: Character Education) Chesterton Lectures Y8 and 9 Lecture from storytellers at the BBC	"The Real Game" (the world of work, job roles and budgeting) Careers Tutor time programme (PSHE link: Money Matters) Subject specific jobs shared with students in all subject areas for National Careers Week.	Work shadowing Careers Tutor time programme (PSHE link: Careers)
Year 9	Options pathways guidance - parent/student meeting with a member of SLT to discuss GCSE options and pathways GCSE Options Assembly Careers Tutor time programme (PSHE link: Character Education) Chesterton Lectures Y8 and 9 Lecture from storytellers at the BBC	Transition programme of targeted Y9 students. Careers Tutor time programme (PSHE link: Money Matters) Subject specific jobs shared with students in all subject areas for National Careers Week. Museum visit (History) aim higher trip to Cambridge University (English)	Enterprise Day with Innovative Enterprise (designing a product, marketing, advertising and sales pitch). FE/HE - presentation from CRC Careers Tutor time programme (PSHE link: Careers).
Year 10	Targeted students for target Work Experience/ enriching careers experiences are identified. Targeted students for mock interviews Careers Tutor time programme (PSHE link: Character Education) Guidance Adviser interviews. Chesterton Lectures	Careers Carousel Day with Form the Future. Subjects Fair (Alumni in current Post 16 destinations) Careers Tutor time programme (PSHE link: Money Matters) Subject specific jobs shared with students in all subject areas for National Careers Week.	College taster days. Work related learning and Careers Tutor time programme. Careers advice and guidance for targeted students. Work Experience Assembly in conjunction with FTF Careers Tutor time programme (PSHE link: Careers) Guest speaker for journalism carer Careers Drop Down Day (includes AIM group)
Year 11	Post-16 assembly. Post-16 preparation day. Finance, apprenticeships, Technical qualifications information Post-16 progression evening for students and parents. Post-16 Centres open evenings Guidance Adviser interviews. Careers Tutor time programme (PSHE link: Character Education) Drop ins for students seeking help with Mychoice@16 Progress applications.	January: interview guidance meetings – what to expect. January: mock interviews March onwards: support our Y11s with their choices. Extra college/sixth form visits Mock interviews Careers Tutor time programme (PSHE link: Money Matters) Subject specific jobs shared with students in all subject areas for National Careers Week.	Careers Tutor time programme (PSHE link: Careers)

Please speak to Chesterton Community College's Careers Lead: Mrs Carter to identify the most suitable opportunity for you.

Premises and facilities

Chesterton Community College will do their best to make learning spaces such as; the Auditorium, Atrium, Halls, classrooms or private meeting rooms available for discussions between outside agencies and students, as appropriate to the activity.

Chesterton Community College will do their best to make sure audio, visual and other specialist equipment are available to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead 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 school librarian. The Resource Centre is available to all students at lunch and break times. The Careers Lead will also have prospectuses for reference.

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