



**Careers Education,  
Information, Advice and  
Guidance (CEIAG)  
&  
Provider Access Policy**  
September 2023 – August 2024

Date Adopted:	September 2023
To be Reviewed:	July 2024
Signed by Governors	
Signed by Headteacher:	

## CEIAG & Provider Access Policy

### Vision

To ensure every pupil leaves us with the knowledge and skills to have a positive career.

A **'positive career'** will mean something different to everyone, but it will typically mean –

- Being happy with the way you spend your time
- Being able to make a contribution to your community
- Be able to have a decent standard of living

At Holly Lodge, we recognise the importance of excellent Careers Education, Information, Advice and Guidance (CEIAG) which is designed to prepare pupils for life in modern Britain by providing the knowledge, understanding, confidence and skills that they need to make informed choices and plans for their future.

Our CEIAG programme runs from Year 7 to Year 13, and prepares our pupils for life after Holly Lodge and we ensure we meet all aspects of Government guidance – **'Careers guidance and access for education and training providers – statutory guidance for schools January 2023'** and this Policy and information displayed on our website demonstrates how we fulfil these statutory requirements.

Our pupils receive the benefit of developing skills that allow them to progress personally and professionally through teaching and learning from staff at Holly Lodge and receive 'impartial' 1-1 careers guidance from Sandwell Connexions Careers Service.

At Holly Lodge we provide our pupils with lots of opportunities to learn -

- **Through work** – our pupils take part in work experience in Year 10 or Year 11 and 6<sup>th</sup> form.
- **For work** – our pupils are taught a wide range of skills needed to succeed within the world of work
- **About work** – our pupils have many encounters with employers and learn about different careers and the various routes into these careers and will be inspired to challenge the stereotypes and discrimination.

We have a dedicated **CAREERS** tab on our website that gives the following information in a format that can be read by pupils, teachers, governors, parents/careers, employers and community organisations:-

- **Our careers team** – who are they and how to contact them
- **What we deliver and how this helps pupils**
- **Who can help us enhance our CEIAG programme and how this helps our pupils**
- **Evaluation / measures / destinations** – where our pupils go onto after Year 11 – post 16 options
- **Review date**
- **Suggestions/Complaints**
- **Useful links**

### Pupils' entitlement to learn about technical qualifications and apprenticeships & Provider Access Legislation

Every pupil, whatever their ambitions, should have the opportunity to explore what it is like to learn at the full range of learning providers. We comply with the Skills and Post-16 Education Act 2022 which states that we must ensure that a range of education and training providers can have access to all Year 8 - Year 13 pupils for the purpose of informing them about approved technical education qualifications and apprenticeships. We deliver this from Year 7 and pupils will have 6 encounters from Year 7 – Year 13.

## **Holly Lodge High School Provider Access Policy Statement**

**Includes the Department of Education, July 2021: “Baker Clause” and the Provider Access Legislation, January 2023.**

**Ownership** - Holly Lodge High School

**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 pupils 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**

Holly Lodge High School is committed to ensuring there is an opportunity for a range of education and training providers to access pupils, for the purpose of informing them about approved technical education qualifications and apprenticeships. Holly Lodge High School is fully aware of the responsibility to set pupils 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.

Holly Lodge High School endeavors to ensure that all pupils 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 pupils to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

### **Aims**

Holly Lodge High School’s policy for Access to other education and training providers has the following aims:

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

### **Pupil Entitlement**

Holly Lodge High School fully supports the statutory requirement for pupils 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 embedded in our Personal Development Programme in specific Careers lessons during National Apprenticeship Week and National Careers Week, in addition to providers attending relevant careers events at school.

### **Development**

This policy has been developed and is reviewed annually by the Careers Leader, Fiona Burgess and the

Strategic lead for Careers – Kelly Dunn 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 pupils to access information about other providers of further education and apprenticeships. Holly Lodge High School is committed to encouraging all pupils to make decisions about their future based on impartial information.

## **Requests for access**

Requests for access should be directed to our Careers Leader - Fiona Burgess who may be contacted by telephone or email – [fburgess@holly-lodge.org](mailto:fburgess@holly-lodge.org) 0121 558 0691 ext 3154.

## **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 Holly Lodge is arranging. Pupils may also travel to visit another provider as part of the trip to be organised in partnership with Holly Lodge High School.

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

Holly Lodge High School 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**

Holly Lodge High School 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 co-ordinates all provider requests and is responsible to his/her senior management line manager.

## **Complaints Procedure**

Any complaints about this policy should be raised to Fiona Burgess, Careers Leader email: [fburgess@holly-lodge.org](mailto:fburgess@holly-lodge.org)

Fiona Burgess will raise the complaint to Kelly Dunn, Strategic Lead for Careers – email: [kdunn@holly-lodge.org](mailto:kdunn@holly-lodge.org)

## **Monitoring review and evaluation**

The Policy is monitored and evaluated annually via our governing body.

## **Policy Coordinator**

Fiona Burgess, Careers Leader.

**Providers who have been invited into Holly Lodge High School to date include:**

- Nova Training
- Skills Training
- Juniper Training
- Sandwell College

**Destinations of previous pupils from Holly Lodge High School include:**

- Holly Lodge 6<sup>th</sup> form
- Neighboring school 6<sup>th</sup> forms
- Sandwell College
- Dudley College
- Halesowen College
- Nova Training, Skills Training, Juniper Training

**Approval and review**

Approved date by Governors at the Curriculum and Standards Committee

Next review date

Signed

Chair of Governors

Head Teacher

Name

Name