



CREATING A CLIMATE FOR GREAT LEARNING,
SUCCESS AND OPPORTUNITY

Careers Education, Information, Advice & Guidance & Provider Access Policy

Approved: October 2024

Date of Next Review: October 2025

Responsible Officer: Careers Lead

Introduction This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the providers education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Student Entitlement

All students in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeship 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.

At Benton Park School we also provide CEIAG for students in Year 7.

Management of provider access requests

A provider wishing to request access should contact Miss Sarah Swales – Careers Lead

sarah.swales@bentonpark.net, tel.: 0113 2502330

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or Parent/Carers:

Year Group	Autumn Term	Spring Term	Summer Term
Year 7	<ul style="list-style-type: none">• Transition activities• Personal Development Sessions• Opportunities for providers to speak via morning meetings• BPS Careers Fair	<ul style="list-style-type: none">• Personal Development Sessions• Opportunities for providers to speak via morning meetings• National Apprenticeship Week Activities• National Careers Week Activities	<ul style="list-style-type: none">• Personal Development Sessions – including Enterprise Fair Preparation• Opportunities for providers to speak via morning meetings• Year 7 Pathways Assembly (Baker Clause Talk)
Year 8	<ul style="list-style-type: none">• Transition activities• Personal Development Sessions• Opportunities for providers to speak via	<ul style="list-style-type: none">• Personal Development Sessions• Opportunities for providers to speak via morning meetings	<ul style="list-style-type: none">• Personal Development Sessions – including Enterprise Fair Preparation• Opportunities for providers to speak via

	morning meetings	<ul style="list-style-type: none"> • National Apprenticeship Week Activities • National Careers Week Activities 	<ul style="list-style-type: none"> morning meetings • Year 8 Pathways Assembly (Baker Clause Talk)
Year 9	<ul style="list-style-type: none"> • Transition activities • Personal Development Sessions • Opportunities for providers to speak via morning meetings • Year 9 Pathways Assembly (Baker Clause Talk) 	<ul style="list-style-type: none"> • Personal Development Sessions • Opportunities for providers to speak via morning meetings • National Apprenticeship Week Activities • National Careers Week Activities • GCSE Options event 	<ul style="list-style-type: none"> • Personal Development Sessions – including Enterprise Fair Preparation • Opportunities for providers to speak via morning meetings
Year 10	<ul style="list-style-type: none"> • Transition activities • Personal Development Sessions • Opportunities for providers to speak via morning meetings • Year 10 Pathways Assembly (Baker Clause Talk) • BPS Career Fair 	<ul style="list-style-type: none"> • Personal Development Sessions • Opportunities for providers to speak via morning meetings • National Apprenticeship Week Activities • National Careers Week Activities 	<ul style="list-style-type: none"> • Personal Development Sessions – including Enterprise Fair Preparation • Opportunities for providers to speak via morning meetings • Workplace Placement Visits
Year 11	<ul style="list-style-type: none"> • Transition activities • Personal Development Sessions • Opportunities for providers to speak via morning meetings • Post-16 Options Assembly • Year 11 Pathways Assembly (Baker Clause Talk) 	<ul style="list-style-type: none"> • Personal Development Sessions • Opportunities for providers to speak via morning meetings • National Apprenticeship Week Activities • National Careers Week Activities • College Experience Day event 	<ul style="list-style-type: none"> • Personal Development Sessions • Opportunities for providers to speak via morning meetings
Year 12	<ul style="list-style-type: none"> • Transition activities 	<ul style="list-style-type: none"> • Personal Development Sessions 	<ul style="list-style-type: none"> • Personal Development Sessions – including

	<ul style="list-style-type: none"> • Personal Development Sessions • Post-18 Assemblies • ASK Apprenticeship talk • Targeted lunchtime and after school sessions • BPS Career Fair 	<ul style="list-style-type: none"> • National Apprenticeship Week Activities • National Careers Week Activities • Small group sessions: future education, training and employment options. • Targeted lunchtime and after school sessions 	<ul style="list-style-type: none"> Enterprise Fair Preparation • Opportunities for providers to speak via morning meetings • UCAS Convention • Open Days • Targeted lunchtime and after school sessions • Work Experience
Year 13	<ul style="list-style-type: none"> • Transition activities • Personal Development Sessions • Opportunities for providers to speak via morning meetings • Post-18 Assemblies • ASK Apprenticeship talk • Targeted lunchtime and after school sessions • Open Days • BPS Career Fair 	<ul style="list-style-type: none"> • Personal Development Sessions • National Apprenticeship Week Activities • National Careers Week Activities • Targeted lunchtime and after school sessions 	<ul style="list-style-type: none"> • Personal Development Sessions – including Enterprise Fair Preparation • Opportunities for providers to speak via morning meetings • Targeted lunchtime and after school sessions •

In order to fulfil the expectations of the 'Baker Clause' in respect of access to information regarding technical education providers we will also be arranging for students in Years 7-13 to hear from a technical education / apprenticeship provider each year.

We are also able to host lunchtime careers talk for students across the school which can be used by external providers as a route to reach our students, although we are happy to provide access to students through Morning Meeting sessions where appropriate.

Our CEIAG Advisor produces information for the school parental bulletin to keep parents informed of events and opportunities that are relevant to our school community.

Our CEIAG Advisor also meets with students from Year 9-13 throughout the year and is able to inform students about providers, events and opportunities with them as is appropriate.

Please speak with our careers lead to establish the most suitable opportunity to come in.

Premises and facilities

The school can make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will be discussed and agreed in advance of the visit with the Careers Lead or other appropriate members of staff

Providers are welcome to leave a copy of their prospectus or other relevant course literature which will be displayed in either our 6th Form Centre or in our Learning Recourse Centre depending on the target audience. These areas are available to students at break-time, lunch-time and after school.

Review

The Careers Lead meets half termly with the Local Enterprise Partnership to discuss careers opportunities and to get support on progress with the COMPASS+ careers tool, which is completed termly. Advice is also taken from C&K Careers who provide our CEIAG Advisor to ensure that our careers provision either meets or exceeds the Gatsby Benchmarks.

Students will be provided with opportunities to review their experiences of careers events through a Yearly Careers Questionnaire distributed via MS Teams and evaluation questionnaires after each event. Outgoing Year 11 students will also be offered the opportunity to provide feedback through a review co-ordinated by our CEIAG Advisor.