**Sapientia Education Trust**

**CAEIG Policy Old Buckenham High School**

**Vision:**

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| At Old Buckenham High School, we appreciate the importance of inspiring and informing students, providing effective and impartial advice and guidance to enable them to make decisions about their future.  We aim to equip students with the skills, qualifications and experience they need to realise their aspirations.  Throughout their time at Old Buckenham High School, we help students to   * identify their individual strengths and weaknesses * be aware of education, training, the world of work and career opportunities * be able to make informed choices about the opportunities available at post 16 * be aware of the flexible nature of career development at the present time   The key elements of a good Careers Education, Information, Advice and Guidance (CEIAG) Programme should be to develop the self- awareness, opportunity awareness, decision making and transition planning skills of its students. It should also look to raise aspirations, broaden horizons and breakdown stereotypes. It should help students to understand the purpose, and benefits, of education and it should aim to inspire them to greater achievement in their formal qualifications as well as successful progression into the next stage of their lives, and the ‘world of work’ in the longer term.  A robust and inspiring CEIAG programme is an integral part of the school and, as a result, OBHS’s CEIAG programme incorporates both formal careers education, information, advice and guidance activities, as well as other opportunities linked to each of the students’ subjects, whether this is delivered through/by bespoke lessons, external speakers, educational visits or developing our staff’s knowledge of the careers and opportunities linked to their subject areas. We believe that the whole school staff has a responsibility for the ‘careers education’ of its students and, therefore, it is important that all staff maintain an up-to-date knowledge of the opportunities that relate to their subjects, encourage students to explore ideas and are happy to provide additional information to students, or to refer them to other resources/colleagues with a more specific knowledge.  In addition to the proposed CEIAG programme, we should also aim to provide students with opportunities to experience the ‘world of work’ and to develop their key employability and enterprise skills throughout Years 7 – 11 and beyond. This will be achieved through their formal education as well as through extra and super-curricular activities both in school and outside of school. This part of the CEIAG programme should be built around the form tutor and, once again, will be an opportunity for the school to draw the links between academic achievement and the students’ future progression and should aim to confirm to the students that they will need more than just qualifications in order to be successful in their future plans.  Finally, we aim to continue to develop a range of different resources, to support the students (and their parents/carers) in researching and planning their futures, and we will work closely with other organisations, including the local authority, Further and Higher Education providers (including apprenticeship providers) and employers to offer appropriate information and support for all of our students so that they can all make successful transitions within, and beyond, OBHS and have successful and fulfilling lives in the future. |

**Quality in careers:**

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| For students in Years 7 to 11 impartial advice and guidance is delivered as part of the Personal Development programme. Outside speakers and contributors are invited whenever appropriate.  As part of their impartial advice and guidance students will   * go on a one-week work experience placement in the summer term of Year 10, * be offered guidance in how to fill in application forms, write a C.V, prepare for interviews etc. * have a variety of careers lessons and enrichment activities where they will investigate different careers, training and education routes, learn how to action plan and make informed decisions.   Students are offered a one-to-one interview with our Careers Adviser who works closely with the school throughout the year.  Old Buckenham High School is fully committed to ensuring that all students are made fully aware of the choices post 16. To this end, at the Year 10 & 11 Post 16 Information Evening, information about applying for Sixth Form, College and Apprenticeships is provided by representatives from these sectors.  We are also keen to have more engagement from parents and carers. If you would like to be involved in future careers events please contact Miss Bentley, Careers Leader, by email [lbentley@obhs.co.uk](mailto:).  Careers programme  A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:   |  |  |  |  | | --- | --- | --- | --- | |  | **Autumn Term** | **Spring Term** | **Summer Term** | | **Year 7** | * Assembly slots for guest speakers from training providers. * Gender stereotypes drop down with external employers. | * National Careers Week * Apprenticeships week * Workshops with x2 employers. | * Personal Development – careers modules built into tutor time. (My future) * School based careers fair. | | **Year 8** | * Assembly slots for guest speakers from training providers. | * Workshops with x2 employers | * Personal Development – careers modules built into tutor time. * School based careers fair | | **Year 9** | * Assembly slots for guest speakers from training providers * Workshops with employers x 9 offered across the year | * Personal Development – careers modules built into tutor time – Options and careers, job adverts and person specifications, salaries. * National Careers Week * Apprenticeships week * Skills festival at the Norfolk showground. * Various workshops with employers x9 offered through out the year. | * Various workshops x9 offered throughout the year. * School based careers fair * Personal guidance (one to one appointments with action plans given) | | **Year 10** | * Post 16 Information Evening with education providers. * Work Experience Launch * Careers activities in tutor time * Assembly slots for guest speakers with several education providers * Workshops with employers x 9 offered across the year | * National Careers Week * Apprenticeships week * Apprenticeships workshop * Personal guidance (one to one appointments with action plans given) * WEX application support * Workshops with employers x 9 offered across the year | * Personal Development lessons – Money management and My future * CV writing workshop with Midwich * Employer interviews * Work Experience placement * School based careers fair * Workshops with employers x 9 offered across the year. * Personal guidance (one to one appointments with action plans given) | | **Year 11** | * Post 16 Information Evening with education providers. * Careers activities in tutor time - Aspirations * Assembly slots for guest speakers with several education providers * Workshops with employers x 9 offered across the year * Personal guidance (one to one appointments with action plans given) * Post 16 application support | * National Careers Week * Apprenticeships week * Apprenticeships workshop * Personal guidance (one to one appointments with action plans given) * Workshops with employers x 9 offered across the year | * Year 11 GCSE Results Day | |

**The careers strategy:**

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| We use the **Gatsby Benchmark** as guidance to ensure our students are getting the best career education as opportunities possible. We ensure that we are meeting the needs of each of our students be ensuring we are meeting the guidance as outlined below.   * Opportunities to learn from employers about work, employment and the skills that are valued in the workplace. * Experiences of workplaces with work visits, work shadowing and/or work experience to help their exploration of career opportunities.  1. **A stable careers programme** which enables young people to make well informed decisions about education, training, apprenticeships and employment opportunities. 2. **Learning from career and labour market** information to inform future study and employment options for students and parents/carers. LMI can be found on the school website. Students will have a careers session on LMI during tutor time sessions. 3. **Addressing the needs of each pupil** through bespoke guidance support sessions. We also run workshops on interview techniques and how to write CV’s. 4. **Linking curriculum learning to careers** by making careers visible in every subject. Allowing subjects to bring external providers in to talk to students about the different career options available in those subject areas. 5. Encounters with employers and employees. This is done in a variety of ways. Through year group assemblies or small workshops where students can ask questions. Students will also can attend a careers fair at the end of the year to enable engagement with employers. 6. **Experiences of workplaces.** Students in year 10 are all encouraged to complete a week of work experience during the final week of the summer term. 7. **Encounters with further and higher education. We** invite guest speakers from higher education providers to talk to students about life post A-levels. 8. **Personal guidance.** All students are offered the opportunity to speak with our guidance advisor. Predominantly the autumn term is spent with year 11 to aid them in applying for colleges and Sixth form. The spring term we focus on year 10 to help with ensuring they have found work placements and to assist in writing e-mails to employers. Summer term we focus on KS3. The head of year will direct us to students who need some additional support. |

**Stakeholder monitoring and evaluation:**

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| * We aim to ensure our careers curriculum is robust and meeting the needs of our pupils. As such all stakeholders such as pupils, parents, external providers and staff and inviting to take part in a feedback form at the end of the academic year. We value the opinions if stakeholders highly as we know this will lead to an improved curriculum which benefits our students. * We use Compass + as a school, which tracks our progress against the Gatsby benchmarks, so we are fully informed where improvements need to be made. * We monitor the destinations of our year 11 students carefully. Where no placements have been applied for we will ensure students and parents are in touch with appropriate authorities to ensure students are fully informed about the options available to them. |

**Personnel and contact details:**

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| * The school Careers Advisor Is currently Mrs E De Winnar who is available to students once per week. Invitations are sent out via form tutors. Actions plans are also given to students after each meeting. [edewinnaar@beacon-east.co.uk](mailto:edewinnaar@beacon-east.co.uk) * The school careers lead is Miss L Bentley. Please contact on [l.bentley@obhs.org.uk](mailto:l.bentley@obhs.org.uk) Her role is the oversee the careers programme at OBHS and liase with external providers to come into school to offer students an insight into careers or to discuss post 16 options. Meetings are also held termly with a careers advisor from the careers and Enterprise Company, along with a council representative to address areas of improvement to our current careers model. * The trust Careers lead is Kirsty Bray. Please contact on [Kirsty.bray@setrust.co.uk](mailto:Kirsty.bray@setrust.co.uk) Her roles is to support the schools source and deliver a careers programme that meets the Gatsby benchmarks, working with external parties as required and coordinating termly meetings of school careers leads to share pertinent and relevant information that can be drawn into each school’s careers programme. The trust arranges, in conjunction with each careers lead, an annual careers audit and review and a short written report against the Gatsby benchmarks is produced.   **Review date:** Annually or a required by statutory guidance updates and/or Ofsted reports |

**Provider Access Policy Statement**

**Ownership: Old Buckenham High school, a member of the Sapientia Education Trust (The Trust)**

**Responsibility: Laura Bentley**

**Last updated: 25th April 2025**

**Review date: Annual (September 2026) or in any alteration to statutory guidance and/or Ofsted advice.**

**Introduction**

This 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 provider’s education or training offer. This complies with the school’s legal obligations under Section 42B of the Education Act 1997.

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 as well as the proposed ABS.

**Student Entitlement**

Sapientia Education Trust 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 and careers/PSHE days as updated in the annual offer that can be viewed in our CAIEG statement which details the in and out of school careers and advice offer in detail. In addition, providers attending careers events at school or at each Trust schoolform a vital element of our PAL offer.

All pupils in years 7 -11 are entitled to:

* Develop knowledge and awareness 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;
* 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 before making crucial choices about their future options;
* understand how to make applications for the full range of academic and technical courses and apprenticeships.

**Management of provider access requests Procedure**

A provider wishing to request access should contact:

Laura Bentley Careers Lead

[l.benley@obhs.org.uk](mailto:l.benley@obhs.org.uk)

**Grounds for granting requests for access**

Access will be given for providers to attend during school assemblies, timetabled Careers or PSHE lessons, and Careers or Raising Aspirations events that the Trust arranging solely or in conjunction with others, such as the Anglia Careers Hub which has recently been incorporated into NCC. Students may also travel to visit another provider/s as part of the trip, subject to the usual school policies and procedures concerning trips and visits.

The Trust 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**

The Trust 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 (please see contacts, above)

**Complaints Procedure**

Any complaints about this policy should be raised to the Head of School.

**Monitoring review and evaluation**

The Policy is monitored and evaluated annually via the Central Education Team, where the Central Trust Leader on careers and PAL is Kirsty Bray.

**Providers who have been invited into** Old Buckenham High Shool **in the 24-25 academic year:**

* **Hazel Tampin – Police assemblies**

**Workshops:**

* **Army**
* **RAF**
* **Royal Navy Chefs**
* **Royal Marines**
* **NHS skills academy**
* **ARD Construction Engineering**
* **Ask apprenticeships**
* **Midwich**
* **NHS Midwifery**
* **Smith-Pinching – Finance**

**Education providers: Assemblies and events**

* **West Suffolk College**
* **Abbeygate**
* **UTCN**
* **Access Creative College**
* **City College**
* **Easton and Paston College**
* **CCN Higher education**
* **Ask apprenticeships**
* **City of Norwich School**
* **Attleborough Academy**
* **Thorpe High School**
* **University of Suffolk**
* **Sir Isaac Newton/ Jane Austin**
* **Wymondham High Academy**
* **Wymondham College**
* **Diss High School**
* **Notre Dame High School**
* **University of Suffolk**
* **Anglia Ruskin University**
* **UEA**

**Employers: Assemblies and events**

* **ARD Construction Engineering**
* **Army**
* **RAF**
* **Royal Navy Chefs**
* **Marines**
* **Ask**
* **Ben Burgess**
* **Big C**
* **Breckland Council**
* **East of England local government association**
* **First intuition**
* **Flagship group**
* **Glazing Vision**
* **Larking Gowen**
* **Lovells**
* **Smith and Pinching**
* **Altrad**
* **Aspect group LTD**
* **Gascoigne’s**
* **Gardline**
* **Education finance**
* **Morgan Sindell**
* **Norfolk and Suffolk care support**
* **Steadfast training**
* **Midwich**
* **NHS Careers**
* **Norfolk Construction training group**
* **Nova training**
* **Saffron housing**
* **ST services**
* **Savills**
* **NHS Midwifery**
* **Permisson Homes**
* **Step teachers**
* **Police – Amy Stanton – Alumni**

**Premises and facilities**

The school will 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 all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

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Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school main reception for our Careers Hub which is available to all students.