**Introduction**

This policy statement sets out the St Vincent College arrangements for managing the access of providers to every student in Years 12 – 13 to discuss both academic and non-academic routes that are available to them as part of a holistic careers programme enabling all our students to make an informed choice about their post 16 provision. This is also measured regularly against the careers standards of the Gatsby benchmarks using a Compass Assessment framework and evaluation with students, teachers and SLT as part of a progressive careers programme.

St Vincent College proactively seeks to build relationships with universities, apprenticeship providers, further education colleges and employers as we plan our careers programme and project week activities throughout the school year to ensure all our students have access to the most current and up to date careers information at key transition points and that providers have multiple opportunities to speak to students and their parents across Years 12 -13 to offer information on vocational, technical and apprenticeship qualifications and pathways.

St Vincent College ensures that their staff involved in personal guidance and pastoral support and are up to date with their knowledge through a programme of Continuing Professional Development.

**Management of Provider Access Requests**

Providers wishing to request access should contact Jemma Cheviot, Careers & Progression Manager / Careers Leader

Telephone: 02380 514736 or email jemma.cheviot@lighthouselearningtrust.ac.uk

**Pupil Offer and Opportunities for Access:**

We have a range of flexible programmes to ensure our students and parents have access to a full careers programme of information through assemblies, drop-in lunch times, parents evenings, careers fairs, apprenticeship workshops, newsletters and project week activities.

Any provider is welcome to contact us to discuss what they can provide for our students and how we can best accommodate your support.

**All pupils in Years 12 – 13 are offered:**

|  |  |  |
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| **Topic** | **Gatsby Benchmark** | **Learning Objective** |
| **Autumn (Sept – Dec)** |
| * Pathways
 | 2, 3, 5, 7 | To understand options after L2 and progression routes |
| * Work experience overview
 | 3, 5, 6 | To introduce the idea of work experience for students to start thinking about and planning |
| * Apprenticeships
 | 2, 3 | To understand apprenticeship routes, sectors, levels, opportunities available |
| * Why University
 | 2, 3, 7 | For students to start understanding options, myth busting  |
| * Researching & Picking a University
 | 2, 3, 7 | To be confident in making an informed decision about going to university  |
| * Writing a personal statement
 | 2, 3, 7 | To feel confident writing a personal statement and understanding what is required, what to include |
| * UCAS Days
 | 2, 3, 7 | Dedicated time for students to complete their personal statements and UCAS applications with support from their teachers  |
| * Non-UCAS Events
 | 2, 3, 5 | For students to understand options other than university and to receive information on employability, skills, training, alternative pathways |
| * University Fair
 | 2, 3, 7  | To understand the range of learning opportunities available and to be able to meet with providers to ask questions, broaden knowledge |
| **Spring (Jan – April)** |
| * 1:1 Careers sessions

 | 8 | For students to be able to access personal guidance |
| * Not too late campaign
 | 2, 3, 7 | For students to understand options available and a chance to make any last minute applications |
| * Decision making workshop
 | 1, 3 | To build confidence in making decisions and understanding how people make decisions.  |
| * Understanding student finance
 | 2, 7 | Myth busting and information on the options available |
| * Careers Fair
 | 2, 3, 4, 5, 6, 7 | To inform students of choices and options after college. To meet with employers and education providers so they can make informed decisions  |
| * University Clearing explained
 | 2, 7 | To understand options available with university in the event of changes  |
| **Summer (May – July** |
| * Resilience workshop
 | 3 | To build self-awareness, confidence and to take ownership of decisions |
| * Student finance deadline reminder
 | 2, 7 | To ensure applications are made to ensure receipt of funding in time |
| * Work experience weeks
 | 5, 6 | To experience workplaces and meet employers |
| * CV Writing
 | 2, 3, 8 | To understand what is necessary on a CV to build on employability skills  |
| * Employability skills
 | 2, 3, 8 | To improve confidence and to prepare for the future world of work |
| * Transition Programme
 | 2, 3, 5 | To build confidence to support progression  |

Any provider wishing to access or provide IAG to our students as part of our careers programme will be supported by our teaching staff throughout their visit and never left unattended. We will make available appropriate resources to support provider presentations, which will be discussed and agreed in advance to ensure material meets our quality assurances and security measures.

Providers are welcome to leave copies of their prospectus’ or course literature and we will distribute them to relevant students and have them available in our careers library.

Students can drop in to our careers library to access this information or will be provided relevant information in their careers guidance interviews.

We can promote and distribute details of careers and apprenticeship literature and vacancies to all relevant students and parents through direct Email, parent-mail or promotion in our weekly newsletter.