



Careers Education, Information, Advice and Guidance Policy plus Provider Access Statement

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Intent: Careers Education, Information, Advice and Guidance (CEIAG) is vital for supporting young people in early decision making about progression and routes to employment. Dartford Science and Technology College (DSTC) provides a robust careers programme to develop an awareness of employability skills and career paths. We are committed to providing our students with a programme of careers education, information, advice and guidance for all students in years 7 – 13. DSTC endeavours to follow the **National Careers Strategy: making the most of everyone's skills and talent** for 11 – 19 in England (DfES, 2017) and other relevant guidance from DCSF, QCA and Ofsted as it appears.

Aims: The DSTC Careers Policy has the following objectives, in line with the Gatsby Eight Benchmarks for Careers Excellence, when delivering the careers programme in school:

1. To plan and provide a stable careers programme for our learners
2. To expose students to relevant labour market information (LMI)
3. To address the needs of all students
4. To link curriculum learning to careers
5. To provide opportunities for students to encounter employers and employees
6. To support students to obtain work experience placements in Year 10 and 12
7. To provide opportunities for students to encounter further and higher education
8. To provide personal guidance to students on careers education

Outcomes: As a result of the above objectives, the proposed outcomes of the DSTC Careers Education and Guidance policy are:

1. To develop and implement strategies for raising achievement, especially by increasing motivation to support inclusion, challenge stereotyping and promote equality of opportunity.
2. To encourage participation in continued learning including progression to higher education, technical qualifications and apprenticeships
3. To develop enterprise and employability skills in students.
4. To significantly reduce the likelihood of any students leaving DSTC as NEET (not in education, employment or training).
5. To involve all key school stakeholders in the careers education of students, including parents and carers.

Implementation of Careers Education: Careers Education is delivered during curriculum time, drop-down and tutor-time sessions throughout the year. This includes lessons featured within the Individual Character Education (ICE) lessons, where there are many lessons on careers and progression. ICE is taught once a week, from Years 7 – 11, by qualified teaching staff. These lessons are supported by the careers team in school.

DSTC Careers Programme Outline

	Autumn Term	Spring Term	Summer Term
Year 7	UNIFROG Onboarding and assembly (using the 'locker' and quizzes)	Careers Focus Day ICE lessons - Developing skills and aspirations	Careers guest speaker (changes annually and can include online/virtual engagements)
Year 8	UNIFROG - Engagement refresh (assemblies and form time). Share relevant quizzes/resources/events to all students	Careers Focus Day ICE lessons - Community and Careers	Careers guest speaker (changes annually and can include online/virtual engagements)
<i>Students in Year 8 are given the opportunity to be 'student receptionists' for the day. They will engage in an application process and a reflection after the event.</i>			
Year 9	UNIFROG - Engagement refresh (assemblies and form time). Share relevant quizzes/resources/events to all students	Careers Focus Day ICE Lessons - Employability Skills Careers focussed activities during Options Week	Employability skills (ICE / Tutor time)
Year 10	Careers guest speaker (<i>Technical Qualifications</i>) Unifrog - Introducing Work Experience and the Placements tool (form time activity)	Careers guest speaker (<i>Apprenticeships</i>) ICE lessons - Work Experience Preparation	Work Experience
Year 11	Education Business Partnership (EBP) - group sessions on Post 16 / careers guidance ICE Lessons - Next Steps Careers guest speaker (<i>Technical Qualifications</i>)	1:1 careers (Delivered by Education Business Partnership) Interview training Progression interviews Post 16 Taster Day	Post 16 induction
Year 12	Linked IN and Personal Finance In training ICE lessons - Living in the Wider World	1:1 careers advice (Delivered by Education Business Partnership) University visit The Education People - Technical + Apprenticeship + FE/HE advice session	EBP 1 : 1 careers advice ICE lessons - Living in the Wider World Work Experience

Year 13	UCAS and apprenticeship support ICE lessons - Living in the Wider World	Interview training and National Apprenticeship week, Alumni assemblies The Education People - Technical + Apprenticeship + FE/HE advice session	UCAS and apprenticeship support ICE lessons - Living in the Wider World
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Equality and Diversity: Careers education is provided to all students and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths which suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Implementation of Careers Guidance: All independent careers advice at DSTC is delivered by Education Business Partnership (EBP), our external careers partner for Years 11-13 . Students take part in a timetabled careers interview to explore their potential choices and opportunities for future careers.

Parents and carers: Parental involvement is encouraged at all stages. All our careers resources are easily accessed through the links on the school website, found here: <https://www.dstc.kent.sch.uk/careers>. Parents are kept up to date with careers related information through the school website and the termly Newsletter and targeted emails.

Leadership: A named member of staff (The Careers Lead) co-ordinates the Careers curriculum and is responsible to his / her senior management line manager. The Careers Leader at DSTC is Mr Matthew Allen, Assistant Vice Principal. Work Experience is led by the Careers Administrator, Mrs Paula Smith. All staff contribute to Careers Education and Guidance (CEG) through their roles as Tutors and Subject Teachers, delivering additional careers advice relating to their specialisms.

The Careers curriculum is planned, monitored and evaluated by the Careers Leader. The Careers Leader and Careers Administrator will liaise and consult with EBP to ensure specialist career guidance is available when required. The Careers Leader and Careers Administrator are responsible for maintaining all Careers resources, support and provision.

Resources Funding is allocated in the annual budget. The Careers Leader is responsible for the effective deployment of resources. Careers resources are found primarily within Unifrog, subject level careers teaching and the Post 16 Opportunities board in The Hub

Apprenticeships and Technical Education: DSTC is committed to supporting our students in making decisions about futures. We work closely with providers and “The Education People” to provide our Apprenticeship and T-Level advice. We have created a dedicated part of the school website for apprenticeship advice which is updated frequently:

<https://www.dstc.kent.sch.uk/apprenticeships-and-technical-education>

External Providers: All information for external providers can be found in the Provider Access Policy at the end of this document

Monitoring Review and Evaluation Careers Education is monitored and evaluated annually via the Faculty Review System (see monitoring policy). Careers Guidance is monitored and evaluated annually through discussion with key staff and students and appropriate observation of activities by the Assistant Vice Principal for Engagement. The Partnership Agreement with EBP is reviewed annually.

The careers programme is reviewed annually by the Careers Leader and the Leadership Team. Changes and improvements to the programme are updated on the school website. When reviewing the programme, the College Development Plan (CDP) is used to ensure the Careers Faculty is fully supporting whole school aims.

The DSTC CEIAG programme helps students to:

- Understand themselves, their interests, likes and dislikes as well as how this affects the choices they make.
- Find out about different courses, what qualifications they might need and what opportunities there might be.
- Develop the skills needed for working life.
- Make realistic, but ambitious, choices about courses and jobs.
- Develop a plan of action for the future.
- Understand the different routes after Year 11 including training, apprenticeships, further and higher education and jobs.
- Be able to make effective applications for jobs, training and further and higher education.
- Develop interview skills and improve confidence.
- Obtain a work experience placement (Year 10 and Year 12) relevant to their needs and future aspirations

Meaningful provider encounters

One encounter is defined as “one meeting/session between pupils and one provider”. DSTC is committed to providing meaningful encounters to all pupils using the Making it meaningful checklist, available to view online:

https://resources.careersandenterprise.co.uk/sites/default/files/2022-02/1540_Make%20it%20meaningful%20checklist_v3.pdf

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the ‘first keyphase’ (year 8 to 9) and two encounters for pupils during the ‘second key phase’ (year 10 to 11). For pupils in the ‘third key phase’ (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

Dartford Science and Technology College Provider Access Statement

Introduction

This statement sets out the arrangements for managing the access of providers to students of Dartford Science and Technology College, for the purposes of giving them information about the provider's education or training offer.

This complies with the College's legal obligations under Section 42B of the Education Act 1997, as amended by the Technical and Further Education Act 2017.

Management of provider access requests

Opportunities for access

Our careers provision offers various opportunities for students to access a range of events. These are embedded into our careers programme and curriculum, as well as hosting annual events that provide such opportunities. The integrated events are usually delivered internally, with the contribution of external providers where necessary.

All our students are entitled to find out about Technical Education qualifications and apprenticeship opportunities. This will be done through option events, assemblies, group sessions, ICE lessons, prospectuses in the School's Careers Library, career advice and drop down days where appropriate, depending on Year Groups and availability. Our intention is to prepare and equip all students to understand how to make applications for the full range of academic and technical courses.

The school employs a Careers Service (EBP) to provide impartial and independent careers advice and guidance. We also have a Work Experience administrator to support students across Key Stages 3, 4 and 5.

Procedure

Any provider wishing to request access should contact the following member of staff:

Name	Paula Smith
Telephone	01322 224309
Email	office@dstc.kent.sch.uk

Dartford Science and Technology College is committed to safeguarding the students in our care. At all times we ensure our students are always completely safe whilst meeting or speaking to external providers. External providers must always be with a member of staff when leading sessions involving students or when interacting with them. Any visits delivered by external providers must always be approved by the local authority.

Access to students and/or parents will be granted on the understanding information and guidance offered by providers is related to technical courses, apprenticeship opportunities and careers advice. All external providers will be expected to adhere to our Safeguarding and Child Protection Policy. Providers who interact with students without supervision from staff are required to present their DBS document and photo ID prior to or on their first visit.

Resources

Once visits have been agreed, the school will provide appropriate resources to facilitate the visit, along with any equipment requested by the provider, where it is available. Sessions can be delivered in different venues according to the number of students and the requirements of the provider. Venues include a Main Hall (250 seated max capacity, with staging and projector installed), a large Sports Hall (350 capacity sitting on the floor), a double sized multi-purpose classroom space and many standard sized classrooms.

If you plan to use a PowerPoint presentation, please notify us before the visit and email us your files to office@dstc.kent.sch.uk so we can upload them to the school system.

We are happy to work with providers to supply any other resources we can to make their visit possible and we are happy to accommodate those who need to bring extra equipment into the school in order to showcase what they do.

Providers are welcome to provide relevant brochures and other printed material specifically related to technical courses and apprenticeships; these will be made available to students in the Careers section of the DSTC Library.

Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk