

Policy Statement:

Our Careers Provider Information Policy outlines the standards and expectations we have for all careers providers who wish to engage with our learners. The policy applies to all careers providers, including those who visit our school in person, provide information remotely, or engage with our learners online.

Pupil entitlement

All pupils in years 8-13 are entitled to:

- find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education, apprenticeships 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;
- to understand how to make applications for the full range of academic and technical courses

Our Employee Encounters curriculum

Our employee encounters curriculum covers a range of job roles across 6 sectors.

Overview of Pathway to Employment curriculum						
	KS1	KS2	KS3	KS4 P2L	KS4 R2L	KS5
Employee Encounters	Informally through class visits in the community recorded on Compass Plus		At least 3 encounters per year: 3 timetabled in school plus external visits where appropriate and recorded on Compass Plus			

Middle and Upper School Employee Encounters - visitors into school						
Term	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Sector	Retail	Hospitality	Leisure	Public services	Care	Manual / STEM
Cycle A 2022 - 23		Hotel		School		Agriculture/GKN Aerospace
Cycle B 2023 - 24	Tesco		Cinema		Childminder	
Cycle C 2024-25		Cafe		Refuse / recycling		Wilmott Dixon
Cycle D 2025-26	Charity shop		Leisure centre		NHS - Hospital	
Cycle E 2026-27		Caravan/camping site		First Bus		Motor vehicle/Hinkley Point
Cycle F 2027-28	Clothes shop		Pier		Care home	
Cycle G 2028-29		Restaurant		Wessex Water		Factory / Rolls Royce

Guidelines for Careers Providers:

All careers providers must:

1. be approved by the Careers Leader before they can engage with our learners
2. comply with our school's safeguarding policies and procedures
3. provide accurate and up-to-date information about their organization and the opportunities they offer
4. provide information that is relevant to our learners' interests, abilities, and career aspirations
5. be open and transparent about any costs or fees associated with their opportunities
6. respect the confidentiality and privacy of our learners' personal information and data, and comply with our school's data protection policies
7. inform the Careers Leader on what facilities they require to host their event e.g. venue; IT facilities
8. not discriminate against any individual or group of learners based on their race, ethnicity, gender, sexual orientation, religion, or any other protected characteristic

The Careers Leader is responsible for:

- reviewing all careers providers' information to ensure it is appropriate, relevant, and unbiased
- collecting feedback from careers providers to inform future planning

Consequences for Non-Compliance:

Failure to comply with our Careers Provider Information Policy may result in the immediate termination of any engagement with our school. We reserve the right to refuse access to any careers provider who does not comply with our policy, and we will take appropriate steps to protect our learners from any potential harm.

Conclusion

At Westhaven School, we are committed to providing our learners with the best possible information and guidance about their career options. We welcome input from careers providers who share our commitment to supporting our learners' aspirations and potential.

Management of provider access requests

Procedure

A provider wishing to request access should contact:

Darren Burgess (Careers Lead)

Telephone: 01934 632171 (212)

Email: darren.burgess@westhavenschool.org.uk

Zoe Payne (Deputy Headteacher)

Telephone: 01934 632171

Email: zoe.payne@westhavenschool.org.uk