

CAREERS EDUCATION & GUIDANCE:

Policy Statement & Programme including Provider Access Policy 2023 – 2024

Policy of	North Hampshire Education Alliance
Applicable to	Queen Mary's College
Policy owned by	Kate Need – Deputy Principal
Point of contact (if different to above)	Victoria Renault – Careers Lead

Revision and approval	<p>Revised April 2024 – minor updates only Revised April 2023 in line with updates to DfE guidance.</p> <p>1st May 2024: approved SLT 23rd May 2024: approved NHEA Board of Trustees</p>
Cycle of review	Annually and as required.
Source documents	<ul style="list-style-type: none"> • <i>Dept of Education Careers Guidance</i>
Associated Policies/documents	<ul style="list-style-type: none"> • <i>QMC Work Experience Policy & Procedures,</i> • <i>QMC Gatsby Audit</i> • <i>QMC External Speakers' Policy & Procedures</i>
<p>This Policy is available in larger font upon request</p>	

INTRODUCTION

This policy statement sets out the Academy Trust's arrangements for managing the access of providers to Queen Mary's College for the purpose of giving students information about the provider's education or training offer. This complies with the Academy Trust's legal obligations under Section 42B of the Education Act 1997.

CAREERS EDUCATION & GUIDANCE: Policy Statement

Our Vision is:

- a) to help and support any student or prospective student (regardless of age, gender, race or ability) in making informed decisions about their future, in line with the College Mission to invest in individuals to build better futures.
- b) to offer guidance which is impartial and independent, committed to equality of opportunity, and personalised to the needs of the individual.
- c) to ensure that individual programmes of study are, and continue to be, appropriate to the career aspirations of the student.
- d) to seek to develop student awareness of equal opportunities and encourage students to consider career pathways which depart from patterns traditionally dictated by stereotyping.
- e) to deliver a robust Careers Guidance Programme, in line with the Department for Education guidance¹ and The Gatsby benchmarks² through the tutorial, Unifrog and progress review systems. This will include lectures, presentations, group tutorials, one-to-one tutoring, visits and trips, and Student Portal/careers library materials.
- f) to work in partnership with a range of employers, representatives from Higher and Further Education and apprenticeship providers.

All our careers advice is written up on VISTA where appropriate, and any concerning issues raised are referred on in line with the Safeguarding & Child Protection Policy.

Students are made aware of the Careers service and programme at Induction, in tutorial, on Progression Days, through the student guide, through College News and other promotional work in college, and through attending careers and HE talks. Our student Portal (college intranet) houses all of our careers information, and we have a specialist Careers Library.

Staff are informed of the programme and trained regularly, including in new staff Induction. INSET needs will be identified at appraisal and provided for all staff as required. Personal Tutors will have regular opportunities for training to develop their knowledge of HE and Careers.

Parents/guardians receive regular careers communications via email and the termly mailings and have access to this policy on the website. They can contact relevant staff at any time.

¹ [Careers Strategy Doc](#)

² [Gatsby Guidance](#)

STAFFING

The QMC Careers Team are **Victoria Renault (Careers Lead)**, **Lizzie Allars (SUN/Careers)**, **Libby Sharpe (UCAS)**, **Annie Wheeler (Progression Assistant)**, **Sam Lay (Admissions)** and **Mia Stewart (WEX)**.

Additional Careers Advice is provided by **Basingstoke Consortium (EBP South)**, who are Matrix accredited.

Careers staff will have the necessary training to deliver the College CEG policy.

The careers department is staffed at the advertised times, including for post-exam results advice in the holidays. Individual appointments with the specialist Careers advisor are available at the advertised times weekly.

The team will support the work of the Personal Tutor, the Subject Teachers and Directors of Learning in promoting careers education in QMC.

The Admissions team offer advice and guidance to prospective students by telephone or in person during the normal working week.

Our Careers Education, Information and Guidance programme is scrutinised and supported by Chris Thomas the CEIAG Link Governor for the QMC Local Governing Body.

EVALUATION & MONITORING

The impact of our policy is measured and evaluated through:

- Feedback from stakeholders collected through such mediums as Google Forms.
- External feedback from such visitors as Ofsted or EQR/PQR reviewers.
- Any parental feedback received and collected through surveys.
- Student destinations – via UCAS reports, questionnaires and tutor interviews, which are compared with national and county data.
- Student retention.
- Regular SLT and Governor/Trustee policy and data review.

Programme

In order to achieve our aims, and as part of our ongoing careers programme throughout the year, the College will:

Pre-College:

- a) Construct a close partnership between 'feeder' and other local schools and the College, including Open Days and specialist school events.
- b) Undertake a series of detailed school interventions (e.g. presentations, Q&A sessions, form-filling advice) which will provide a solid foundation for the individual to make informed decisions and enable them to proceed on that basis.
- c) Supply relevant and up-to-date careers materials which will enable the individual concerned to make informed judgements appropriate to their situation and aspirations;
- d) Provide the opportunity to attend an interview, taster events and/or open events for all those considering progression to College in order to help inform decision-making;

- e) Provide details of specialist support available at the College and seek to inform the prospective student of alternatives and external agencies where available;
- f) Offer each prospective student who applies an individual and impartial guidance consultation with a senior member of college staff, or a member of the College admissions team, followed up with further information, advice and guidance during one to one enrolment consultations;
- g) Offer further, on-going specialist advice subsequent to initial interview and pre-enrolment if mutually deemed necessary.

In College (throughout the year):

Careers Interviews & Guidance

- h) offer independent and impartial careers interviews with a qualified Careers Advisor or careers assistant to all students who require one.
- i) offer group careers advice to the Aspire program students in the spring term.
- j) offer group careers interview provision and careers talks to all students, both subject and career specific.
- k) offer mock-interviews for university, apprenticeships and employment on request.
- l) provide specialist coaching to students not going to university through our Careers Coaches program.
- m) provide specialist assistance for Oxbridge, medical, veterinary, conservatoire, art foundation, performing arts courses, SUN students, European and American university applications
- n) through regular one-to-one tutorials and three college Progression Days (October, February, June) encourage the development of personal/employability skills, self-appraisal, confidence and interpersonal communication.
- o) Tutorial one-to-ones (once per half term) will include progression work and reflection, goal setting and research on Unifrog, UCAS and other websites as a regular point of discussion.

Resources

- p) maintain and develop on site interactive and paper-based careers and HE information to which students have easy access, including materials on CV writing, job applications, student finance and HE applications.
- q) ensure the Progression Hub is effective and current to support student preparation and progression readiness.
- r) through the use of Unifrog, offer all students a careers tool which meets all Gatsby benchmarks and is aimed at students wanting university and apprenticeship progression routes.
- s) ensure that all tutor bases are equipped with posters and materials on HE, apprenticeships and employment opportunities.
- t) provide weekly progression notices in the College News, Student Portal, Apprenticeship Academy & via email.
- u) advertise any part-time or full time job opportunities we are aware of in the Progression Hub as well as on our Student Portal.

Talks

- v) provide regular talks and presentations to students both general and subject/career specific. These include general presentations from the 2nd term of the 1st year on HE research, finance and personal statement/CV writing, apprenticeship access and employability skill talks given as part of the tutorial programme.
- w) provide talks to parents on HE and on financing HE (March each year) and deliver talks on apprenticeship to all first year parents.

- x) provide specialist talks for Oxbridge/Russell Group applicants, for medical/veterinary applicants and for art and sport applicants.
- y) apprenticeship and degree apprenticeship talks

Encounters with Employers/HE/FE

- z) provide opportunities for students to experience, sample and progressively gain knowledge of the working environment through work experience, volunteering, work shadowing, Insight Days, visits by and to employers, professionals working in the field, HE lecturers, apprenticeships and degree apprenticeships. etc.
- aa) offer a work experience placement to every student who would like one, and help to organise these, and check all relevant Health & Safety, paperwork etc (see separate policy)
- bb) organise an annual trip to a UCAS HE fair, and regular trips to local universities.
- cc) organise an annual College Careers Week (February) and Futures fair (March) with stands and talks from a wide variety of institutions/employers and HE partners.
- dd) offer and support a wide range of summer school opportunities.

Adults

- ee) provide adult students or potential adult students one-to-one advice by telephone or by interview. Where appropriate adults not in college and deemed to be in need of further support will be directed to the impartial services of external agencies.
- ff) identify progression opportunities and raise awareness of IAG support available that is particular to 19+ cohorts.

SEND

- gg) provide 1-1 interviews for SEN students with appropriately qualified advisors.
- hh) provide specially produced careers materials for students with learning difficulties and disabilities.

USEFUL LINKS

[Gatsby Benchmark Info](#) for more information of Gatsby @ QMC, please email progress@qmc.ac.uk

[**Work Experience Policy**](#)

Last revised Jan 2023 with minor amendments April 2024

Annex 1: Provider Access Policy

Providers have access to college students in line with a broad and full ranging careers program that acknowledges the need for information about providers' education and or training offer. All visitors must abide by our External Speakers' Policy.

Management of Provider Access Requests

In the first instance a provider must contact:

Lizzie Allars
progress@qmc.ac.uk
01256 417500

This complies with the college's legal obligations as per Section 42B of the Education Act 1997 (Baker Clause).

Student Entitlement

All students in years 12 to 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 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.

For students 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 students to attend

These provider encounters will be scheduled during the main college hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and students from the provider)
- answer questions from students

Meaningful provider encounters

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students using the Making it Meaningful checklist. Making it Meaningful: Benchmark 7 | CEC Resource Directory (careersandenterprise.co.uk)

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

Management of provider access requests

Procedure

A provider wishing to request access should contact Lizzie Allars using progress@qmc.ac.uk

Opportunities for access

The college offers the two provider encounters required by law and a number of additional events, integrated into the college careers programme. We will offer providers an opportunity to come into college to speak to students or their parents or carers.

Please speak to our Careers Lead to identify the most suitable opportunity for you.

Premises and facilities

The college will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The college 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.

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

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre. The Resource Centre is available to all students at lunch and break times.

Complaints: Any complaints with regards to provider access can be raised following the college complaints procedure (available on college website: qmc.ac.uk) or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk