

Careers Policy

Believing in Excellence means that the school has key values that all members of our school community live by. These are:

- Respect;
- Resilience;
- Responsibility.

These values apply to three important spheres of life:

- Believing in Excellence for ourselves;
- Believing in Excellence for others;
- Believing in Excellence for our environment.

Date of Policy	September 2018
Date agreed by Lead Governors	September 2018
Date of next review	September 2021
Lead Member of Staff	Katy Moore

Access Policy Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils 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. Pupil entitlement.

All pupils in years 8-11 at Cavendish School 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.

Management of provider access requests: Procedure

A provider wishing to request access should contact Katy Moore, Careers and Aspirations Lead, Email: kmoore@cavendish.e-sussex.sch.uk

Opportunities for access:

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	Brighton University in school	Kidzania Trip	
Year 8	'Choosing your Options' evening	Careers Fair – Big Futures Show Careers Fair - Bedes	Job Centre workshop on local labour market
Year 9	Year 9 evening	Careers Fair – Big Futures Show Careers Fair - Bedes	Brighton University campus tours
Year 10	Year 10 evening	Work Experience	College Taster Days
Year 11	Mock Interview day Steps to Progress evening UCAS Progress Guidance Interviews	Guidance Interviews	Guidance Interviews

(Please note: the above programme is subject to change as more events are confirmed and added)

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.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers office. This can be accessed by any pupils who wish to read it.