



Pendle Education Trust

Policy/Procedure/Guideline Review

Policy/Procedure/Guideline:	Careers Policy and Provider Access Statement
Senior Manager Responsible:	Jack Farmer – Assistant Principal
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Review date:	Annually



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1. Introduction

Colne Primet Academy seeks to provide quality careers advice and guidance; to support our students so they can be high achieving and ambitious young people. This is developed throughout our student's time at the academy and is always supportive of their aspirations, strengths and skills. The focus of the support is aimed at destinations which promote equality of opportunity, celebrates diversity and challenges stereotypes. It is designed to conform with statutory requirements, including meeting the Gatsby Benchmarks and the Baker Clause.

The academy ensures that appropriate advice and guidance is available, including information and support regarding apprenticeships, technical qualifications, and employment. In addition, we are committed to providing all students in Years 7-11 with a careers program which is embedded into the curriculum and includes a variety of enrichment activities. The program has been developed in line with the eight Gatsby Benchmarks for ensuring best practice and to meet the requirements of the Department for Education's Statutory Guidance 2021.

The Gatsby Benchmarks include:

1. **A stable careers programme:** A consistent and well-resourced careers programme.
2. **Learning from career and labour market information:** Understanding future labour market trends and different career paths.
3. **Addressing the needs of each pupil:** Tailoring careers support to the individual needs of every student.
4. **Linking curriculum learning to careers:** Connecting what students learn in the classroom to potential careers and future opportunities.
5. **Encounters with employers and employees:** Providing opportunities for students to meet people from the world of work.
6. **Experiences of workplaces:** Offering students first-hand experience of workplaces, such as work visits, shadowing, or work placements.
7. **Encounters with further and higher education:** Presenting students with information on the full range of learning options, including academic and vocational routes.



2. Aims

The academy Careers Policy aims to:

- prepare students for the transition to life beyond secondary school (including higher education and the world of work)
- support students in making informed decisions which are suitable and ambitious for them
- provide students with well-rounded experiences
- develop personal characteristics, traits and habits, for example, social skills, communication, innovation, resilience and leadership, which support students in the curriculum and in their careers
- inspire and motivate students to develop their aspirations

This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

3. Statutory requirements and recommendations

The Careers Policy sets out how Colne Primet Academy will follow the statutory guidance from the Department for Education **Careers guidance and access for education and training providers** from the Department for Education (DfE) published May 2025. This includes from September 2025, strengthened benchmark 6. Schools should ensure that every pupil has multiple first-hand experiences of workplaces by the age of 16.

This guidance refers to:

- Section 42A, 42B, 45 and 45A of the Education Act 1997
- Section 72 of the Education and Skills Act 2008
- Schedule 4 (15) of the School Information (England) Regulations 2008

This policy is also in line with the [Education \(Careers Guidance in Schools\) Act 2022](#), which amends the existing duty in The Education Act 1997, so that:

- Our school must now secure independent careers guidance for pupils from Year 7
- As an academy in England, we're now required to provide and publish careers guidance

The above guidance requires that we publish information about the careers programme on our website, and that it is communicated in a way that enables learners, parents and carers, staff, and employers to access and understand it. This includes:

- The name and contact details of the careers leader
- A summary of the careers programme
- Details of how pupils, parents and carers, teachers, and employers can access information about the careers programme
- How our school measures and assesses the programme's impact on learners
- The date by which we will review information

We also act in line with our statutory duty under the provider access legislation (also known as the 'Baker Clause'), to be impartial and not show bias towards any route, be that academic or technical. This policy should be read in conjunction with our provider access policy statement, which sets out how our school meets this duty, which can found in Appendix B of this policy document.

This policy is to make sure that all young people in school get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience. It builds on the existing



structures to secure independent careers guidance for pupils, to provide opportunities for access to a range of providers to inform pupils about technical education qualifications or apprenticeships.

4. Related Policies

This policy should be read in conjunction with the following policies:

- Child Protection & Safeguarding Policy
- Curriculum Policy
- Pupil Premium Policy
- Special Educational Needs/Accessibility Policy
- Educational Visits Policy

5. Roles and Responsibilities

All staff contribute to the implementation of this policy through their role as Form Tutors and subject specialists. Subject specialists will embed careers into their subject area.

Careers Team

Jack Farmer: Assistant Principal – SLT Lead

Dianne Bielby: Head of Personal Development, including Careers

Nicholi Morris: Careers Administrator

James Ainsworth: Education Business Partnership: Independent Careers Adviser

6. Careers Provision

All students have access to the following:

- An understanding of how to make applications for the full range of academic and technical courses
- extra-curricular clubs and trips to support students in developing their understanding of a range of different subjects, for example, taster sessions
- talks and events on a range of career-related aspects to inspire and motivate students
- the opportunity to speak with a Careers Adviser on an individual basis
- the careers section on the academy website
- the National Careers Service via the academy website
- information leaflets and resources available from external organisations and providers
- external opportunities, which are shared with students via the Careers Adviser and Student Briefing.

Provision for Year 7 and 8 Students

- Year 7 and 8 students will have an opportunity to explore and develop their employability skills and will learn about how to link possible future careers to their learning style and preferences.
- Employers and local colleges interact with them at appropriate times during the year to support their needs and aspirations, challenge stereotypes and encourage social mobility through talks, educational visits, assemblies, form activities, live online events and employer videos where appropriate. Students will receive regular 20-minute careers-related tasks and activities during Personal Development.
- Students consider their future career path and the impact their educational choices play in this. They are signposted to careers guidance they can access.
- Optional activities are made available to pupils and parents through the noticeboard, Student Briefing, online platform, newsletters and academy website.
- Students will be provided with opportunities to conduct further careers exploration to begin understanding which skills are required for specific jobs,
- At appropriate times during the year to support their needs and aspirations, with careers stereotypes challenged and social mobility encouraged.



- Additional opportunities are provided by local colleges to explore opportunities for the future.

Provision for Year 9 Students

- Students take part in a variety of activities to focus on developing their employability skills such as written communication, numeracy skills and team working which can be accessed.
- To support their needs and aspirations, challenge stereotypes and encourage social mobility.
- They also attend the Pendle Education Trust Annual Careers Fair and attend other relevant offsite careers inspiration events.
- Parents and options evening also have a major focus in Year 9.

Provision for Year 10 Students

- All students will engage with Barclays Life Skills in either face-to-face workshops or via the Barclays life skills website to learn how to write a CV, gain interview skills and how to communicate professionally in a digital world. This is followed up and further explored in form development time to build their confidence in their own employability skills.
- To support their needs and aspirations, challenge stereotypes and encourage social mobility.
- Employers and experiences offered are tailored to student interests and aspirations following the future skills questionnaires.
- Students in year 10 have a wide variety of experiences with post 16 providers and are given the opportunity to visit appropriate colleges, and other relevant offsite careers inspiration events.
- 1-2-1 Careers advice and guidance sessions are offered to all students to support their work experience and career choices.
- In Year 10, work experience placement is an opportunity for pupils to try out a career, take part in the world of work, try new activities, develop their employability skills and undertake a placement which will give them direct experience of the world of work.
- Students who are unable to undertake this placement, take part in a virtual employability week with bespoke support.

Provision for Year 11 Students

- Year 11 students are supported to make informed decisions about their post 16 options through careers talks in assemblies and lunch-time drop-in sessions attended by local colleges, university, training and apprenticeship providers.
- All students are offered a practise/mock interview with a local employer to gain valuable experience and feedback.
- 1-2-1 careers advice and guidance sessions are offered to all pupils to explore their career choices with a Careers Action Plan.
- Student applications and intended destinations are tracked throughout year 11. With applications support offered to all students and intensive support given to vulnerable students from the Careers Team.
- Once students have left the academy, they are offered 'Beyond Primet' support which they can access via the academy website.
- Students continue to be supported up to the age of 19 by external agencies such as Youth Futures who work with the school to identify any potential NEET students.

Students with Special Educational Needs or Disabilities (SEND)

- Students with SEND will be prepared and supported so they are able to access fulfilling jobs and careers, and as such will follow the careers program that incorporates the Gatsby Benchmarks.
- Personalised support from the SENCO, Careers Team and external bodies is used where appropriate.



Students in receipt of Pupil Premium funding

Personalised support will be given to these students, and they will receive an extra career appointment in Year 10 and/or 11 if identified to be required.

7. Work Experience Provision

In line with the 2025 statutory guidance **Careers guidance and access for education and training** providers the school will develop a programme of work experience across all years, based on the following set of principles:

- one weeks' worth of work experience activities in years 7 to 9
- one weeks' worth of work experience placement(s) in years 10 to 11

The school recognises that experiences should be aspirational and inspirational, giving young people the opportunity to access a wide range of career opportunities, aligned to their interests and talents, local skills needs and national growth sectors. Opportunity should go beyond the horizons of their immediate friends and family.

Work experience activities in Years 7 to 9

Work experience activities in Years 7 to 9 should consist of multiple, varied and meaningful employer-led activities to explore different industries and careers and involve active engagement with a diverse range of employers, including small and medium sized enterprises. Activities could include:

- multi-day work visits involving employer-set tasks or projects
- work shadowing
- in-person or virtual employer talks in the workplace, including technical demonstrations or tours of working premises.

Work Experience in Year 10

The aim of work experience is to provide an opportunity for students to learn in the workplace and gain an insight into the world of work. All students in Year 10 are offered the opportunity of work experience in the latter half of the academic year. The overall organisation of work experience is undertaken by the Academy Career's Team, with support from the independent Careers Adviser, who will liaise with the Head of Year 10 and other members of staff to support students with their work experience placement.

Students are encouraged to arrange their own work experience; and will either book their placement digitally via the Changing Education App or by completing an application form with the employer details. All placements booked are overseen by the careers team. The school has links with many businesses and organisations in the local area. All students will be supported in securing suitable placements by the Careers team. Students that require SEND or EAL support will be given additional targeted support and suitable placement found that can accommodate their needs. Parents/Carers are informed and communicated with throughout the process through communications such as e-Bulletin, Academy Newsletter and social media.

A work experience letter and placement form will also be sent home for agreement. Parents/Carers are encouraged to share any concerns with the Careers Team where more bespoke support is felt necessary.

Changing Education Group checks that the placement meets with the schools' and legal requirements. All students on placement are covered by the employers' liability insurance and places are risk assessed by the work experience contractor.



Where students are going to be working with their parents/carers, then an accident waiver can be signed. The students will be treated fairly, and they will undertake meaningful work. A member of school staff will assign themselves to conduct an initial welfare call and then visit them whilst they are on placement. Guidance is provided to all staff supporting students whilst on work experience by the careers lead who monitors this centrally. A record will be kept of all communications with employers and the school during the duration of the placement. At the end of their placement, students will evaluate their experience, and this is recorded as part of the work experience evaluation completed by the careers lead.

8. Monitoring and Evaluation

- All careers' activities experienced by pupils at Colne Primet Academy will be tracked on the CEC Compass Plus Data Base and can have their activities reported on and experience gaps easily identified.
- The Assistant Principal will work with the Careers Team to develop the careers program.
- An evaluation of the data of retention, destinations, trips, expedition participation and attendance at careers events and activities will enable measurement of success of the careers input.
- Destination data is tracked and monitored over 3 years, with support from Youth Futures.
- Areas for development and actions identified in the Personal Development Quality
- Assurance will be used inform planning for the subsequent year.
- The Careers team will report back on Work Experience annually to SLT and Governors

9. Alumnae

Alumnae are encouraged to be the speakers at careers events at the academy and share their profession, career path and further education with current students. Alumnae also share their experiences and career journey at award events, such as the Shine Awards Evening, or speak to interested groups of students and provide potential links for work experience placements.

10. Appendix A: Careers Entitlement

Students attending the academy are in their careers program entitled to:

- receive a stable careers programme from Year 7 that continues until they leave school (or attend University, if taking a gap year)
- receive relevant careers guidance and have access to independent careers information and guidance, including labour market data where relevant
- receive personal advice that helps students to achieve their individual career's goal – whether this is Higher Education, an apprenticeship, technical qualification or employment
- be equipped with the necessary skills to prosper in HE and employment
- have the relevant knowledge to make realistic and achievable goals based on their own interests and skills, whilst considering local job market information and relevant entry requirements
- receive up-to-date information about careers and skill-development opportunities
- understand how different subjects help keep different options open
- have access to additional help, whether this need is generated from a change of decision, personal circumstances or additional needs
- have meaningful and helpful encounters with employers and other education providers
- have two weeks of work experience

Students are expected to:

- fully engage with careers lessons, guidance appointments and activities



- utilise the available careers resources, including those online such as Barclays LifeSkills.
- record careers-related skills, participation and research, reflect upon what has been learnt
- identify and set goals for the future with support from the careers adviser and agreed on their Careers Action Plan
- actively participate in workshops, presentations and visits from external employers or providers
- attend informative events such as Options Evening and careers events at colleges
- take advantage of opportunities offered outside school, such as school trips and projects

Parents are entitled to have:

- access to links to the National Careers Service information and other independent websites and resources via the school website
- the opportunity to contact the independent careers advisor
- access to information and guidance through parent information events and activities including choosing options.

11. Appendix B: Provider Access Policy Statement

This statement sets out the school's arrangements for managing the access of Providers to students at the school for the purposes 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. Student entitlement (see Careers Policy: Appendix A)

All students in Year 8-13 are entitled to:

- find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education 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 option events, assemblies, group discussions and taster sessions.
- 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:

Dianne Bielby (Head of Personal Development, inc. Careers) via 01282 863 970 or dbielby@colneprimet.co.uk

Opportunities for access

The academy welcomes input into our careers provision from employers, employees, apprenticeship and further education providers. Our connections include former students, parents and local employers and providers and we are keen to widen this participation. A number of events, integrated into the academy careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers. Outside agencies are also invited to support the curriculum in subject areas; examples include author visits and outdoor element experts for fieldwork linked to the environment.

Premises and facilities

Rooms and presentation resources will be made available for discussions between the provider and students, as appropriate to the activity. This will be discussed and agreed in advance of the visit with the Careers Adviser. Providers are welcome to leave a copy of their prospectus or other relevant



literature to be distributed by the Careers Team or Head of Year.

12. Appendix C: Overview of Careers Provision

	Term 1	Term 2	Term 3
Year 7	<p>Careers and Aspirations Assembly Compass+ Transition questionnaire Careers education in PD Personal Time Employers and colleges involved in curriculum areas MEGA Hub workshops NCC assembly</p>	<p>Employers and Colleges involved in curriculum areas Careers education in PD Personal Time Extraordinary Minds Event – ELLC PET Careers Fair</p>	<p>Pendle Education Trust Careers Fair Employers and colleges involved in curriculum areas Careers education in PD Personal Time 1:1 Guidance available Introduction to Careers and Stereotypes Session – ELLC</p>
Year 8	<p>Careers and Aspirations Assembly Careers education in PD Personal Time Employers and colleges involved in curriculum areas Careers workshop with ELLC – Escape into your future NCC assembly</p>	<p>Employers and Colleges involved in curriculum areas Escape to the Future Sessions – ELLC Careers education in PD Personal Time PET Careers Fair</p>	<p>Pendle Education Trust Careers Fair Employers and colleges involved in curriculum areas Careers education in PD Personal Time 1:1 Guidance available</p>
Year 9	<p>Careers and Aspirations Assembly Careers education in PD Personal Time Employers and colleges involved in curriculum areas Employer encounter experience day at Burnley Football Club Post-16 provider assemblies</p>	<p>Employers and colleges involved in curriculum areas Choosing Your Options workshop – ELLC Taster session at Nelson and Colne College NCC & Burnley College speakers in assembly Options decision making sessions in Form Development time Careers education in PD Personal Time MEGA Hub workshops Pendle Careers Fair at Nelson and Colne College PET Careers Fair</p>	<p>Pendle Education Trust Careers Fair Employers and colleges involved in curriculum areas Weekly Careers Personal Development Time 1:1 Guidance available</p>



Year 10	<p>Work Experience & Young Enterprise Assembly 1:1 Careers Guidance Employers and colleges involved in curriculum areas Work Experience preparation Careers education in PD Personal Time Employability Skills Day NCC & Burnley College speakers in assembly Pendle Careers Fair Post-16 provider assemblies</p>	<p>Employers and colleges involved in curriculum areas ASK Apprenticeship speaker in Assembly 1:1 Guidance and follow ups National Apprenticeship Week – Assembly speakers National Careers Week – Assembly speakers Armed Forces speaker in Assembly Burnley FC in the Community Work Experience preparation in weekly Careers Personal Development Time Cyber Festival Pendle Careers Fair PET Careers Fair MEGA Hub workshops</p>	<p>Work Experience preparation assembly Work Experience preparation in weekly Careers Personal Development Time Employers and colleges involved in curriculum areas Work Experience, including virtual work experience option Boat Race Challenge – Trip to University</p>
Year 11	<p>Introduction to Careers Assembly Assembly speakers – Local Colleges, Employers and University (widening participation, T levels and NCC Apprenticeship team) Mock Interview Day 1:1 Guidance Interviews Drops in sessions with Nelson and Colne College College and Training Provider Drop-in Sessions (NCC. Burnley College, Training 2000, NLTG) MEGA Hub workshops Pendle Careers Fair Post-16 provider assemblies</p>	<p>Employers and colleges involved in curriculum areas 1:1 Guidance and follow ups Compass+ GCSE questionnaire ASK Apprenticeship speaker in Assembly Guidance follow up appointments College and Training Provider Lunch Time Drop-ins (NCC. Burnley College, Training 2000, NLTG) Employers and Armed Forces involved in curriculum areas National Apprenticeship Week – NCC & ASK CV checking PET Careers Fair</p>	<p>Careers guidance follow up appointments Initial Apprenticeship Interviews in School CV checking</p>

