



PRENTON HIGH SCHOOL FOR GIRLS

CAREERS POLICY

Reviewed:	Spring 2026
Ratified:	Spring 2026
Next Review:	Spring 2027

1 INTRODUCTION

The Careers Education, Information, Advice and Guidance (CEIAG) programme at Prenton High School for Girls is designed to inspire, inform and prepare students for their future pathways. Our aim is to equip every student with the knowledge, skills and experiences they need to make successful transitions into further education, training and employment. We are committed to raising aspirations, challenging stereotypes and promoting equality of opportunity for all learners.

This updated policy reflects current statutory requirements, government updates and best practice, including the development of modern forms of work experience.

2 STATUTORY DUTIES

Prenton High School complies with all statutory duties relating to careers guidance, including:

2.1 Education Act 1997 (Section 42A)

We ensure access to independent, impartial careers guidance for all pupils in Years 7–11. Careers guidance provided:

- Is impartial and free from bias.
- Explores the full range of education, training and employment opportunities, including apprenticeships and technical pathways.
- Promotes the best interests of every student.

2.2 Technical and Further Education Act 2017 (Section 42B)

Prenton High School meets the requirements of the Provider Access Legislation (PAL) by ensuring that a range of external training and education providers have access to students to discuss technical qualifications and apprenticeships.

2.3 Provider Access Legislation (2023 Update)

The school meets all requirements of the January 2023 update, including:

- Guaranteeing **a minimum of four encounters** with providers of apprenticeships and technical education across Years 8–11.
- Ensuring encounters are meaningful, timely and integrated into the wider careers programme.
- Publishing a Provider Access Statement on the school website.

We commit to aligning this policy with all future updates to DfE statutory guidance.

3 POLICY STATEMENT: PROVIDER ACCESS

This policy sets out the arrangements for providers to access students to discuss apprenticeships, technical qualifications or other approved training routes.

All pupils in Years 7–11 are entitled to:

- Learn about approved technical and vocational pathways.
- Hear directly from a range of local and national providers.
- Receive guidance on applications for academic, vocational and technical courses.

All students will be offered at least one personal guidance interview with a qualified careers adviser by the end of Year 11, with additional guidance provided where appropriate.

Providers should contact:

Charlotte Goode – Careers Lead
Email: goodec@prentonhighschool.co.uk
Telephone: 0151 644 8113 (ext 213)

4 OPPORTUNITIES FOR ACCESS

Prenton High School for Girls complies fully with the **Provider Access Legislation (January 2023)**, which requires schools to provide opportunities for a range of education and training providers to access students in **Years 8–11**.

The school guarantees that students receive **a minimum of four provider encounters** during their secondary education. These encounters are designed to be meaningful and of educational value.

Prenton High School welcomes and encourages provider engagement across a wide range of events such as careers fairs, assemblies, curriculum-linked activities, employer encounters and parent information events. Access is managed by the Careers Lead.

Requests for provider access should be directed to the **Careers Lead**. All visitors are subject to the school's safeguarding and visitor procedures. The school reserves the right to decline requests where appropriate.

Key Contacts:

- **Careers Lead:** C. Goode – goodec@prentonhighschool.co.uk
- **Assistant Headteacher (Careers):** N. Jones – jonesn@prentonhighschool.co.uk
- **Link Governor for Careers:** James McCall

5 STUDENT ENTITLEMENT

All students in Years 7–11 will receive:

- A planned programme of CEIAG supporting transition at each key stage.
- Information on the full range of pathways, including apprenticeships, T Levels, A-levels and vocational qualifications.
- Encounters with employers, employees, FE and HE institutions.
- Support in making applications for future education and training.

6 RESPONSIBILITIES OF THE CAREERS LEADER

The Careers Leader is accountable for the planning, delivery and evaluation of CEIAG provision. Responsibilities include:

6.1 Leadership

- Leading the careers team and external providers.
- Advising SLT and governors on strategy and resources.
- Ensuring compliance with statutory duties.
- Publishing an up-to-date careers programme on the school website.
- Monitoring legislative updates and ensuring policy alignment.

6.2 Management

- Planning a comprehensive CEIAG programme.
- Supporting teachers delivering CEIAG through the curriculum.
- Monitoring progress against the **Gatsby Benchmarks** using Compass+.
- Managing the work of careers advisers and external partners.
- Overseeing CPD for staff involved in careers delivery.

6.3 Coordination

- Managing all careers-related information, including Labour Market Information (LMI).
- Coordinating employer encounters and work experience.
- Liaising with SENCo, pastoral staff and subject leads to meet student needs.

- Referring students to independent careers guidance where appropriate.

6.4 Networking

- Maintaining partnerships with FE, HE, apprenticeship providers and employers.
- Building and sustaining an alumni network.
- Securing funding for careers-related initiatives.

7 CAREERS AND SEND

CEIAG for students with SEND is tailored to individual needs, aspirations and abilities. The Careers Leader works with the SENDCo to ensure personalised support, including:

- Supported career exploration.
- Guidance for families.
- Awareness of inclusive employment practices.
- Information about supported internships, traineeships and apprenticeships.

8 THE GATSBY BENCHMARKS

Prenton High School for Girls delivers its careers programme in line with the **updated Gatsby Benchmarks of Good Career Guidance (from September 2025)**, as referenced within the Department for Education's statutory guidance *Careers Guidance and Access for Education and Training Providers (May 2025)*.

1. A stable careers programme
2. Learning from labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces (updated to include modern forms)
7. Encounters with further and higher education
8. Personal guidance

The school is committed to providing a stable, structured and progressive careers programme that:

- *Is informed by accurate and up-to-date labour market information (LMI)*
- *Promotes equity of access to all pathways, including academic, technical and vocational routes*
- *Actively engages parents and carers in careers learning and decision-making*
- *Uses student-level information and data to tailor support and guidance*

The school evaluates its provision against the Gatsby Benchmarks through regular review and self-assessment using Compass+.

9 MODERN WORK EXPERIENCE

Prenton High School recognises that high-quality workplace experiences are vital for developing real-world skills. Our provision includes:

9.1 Traditional Work Experience

- In-person placements with employers.
- Structured and supervised experiences.

9.2 Modern and Virtual Work Experience

To reflect changes in the labour market and working practices, we also offer:

- Virtual work experience programmes.
- Employer-led digital projects and challenges.
- Sector-based workshops and workplace simulations.
- Skills development days delivered in partnership with employers.

All experiences are designed to meet Gatsby Benchmark 6 and support students in developing employability skills.

10 EXTERNAL PARTNERSHIPS

Our key partners include:

- FR Careers
- Shaping Futures
- Unifrog
- National Careers Service
- Local employers and enterprise networks
- FE and HE institutions

These partnerships are reviewed annually.

11 TRACKING DESTINATIONS

We track student destinations at post-16 and post-18, using this data to evaluate the impact of our CEIAG provision and guide future planning.

12 MONITORING, REVIEW AND EVALUATION

- Annual review of CEIAG provision.
- Regular evaluation of partner contributions.
- Student voice surveys to obtain meaningful feedback.
- Ongoing review using the Compass+ tool.
- Inclusion of CEIAG development within the School Development Plan.
- Commitment to achieving the **Quality in Careers Standard**.

13 BUDGET

Funding for CEIAG is allocated annually in line with school priorities. The Careers Leader manages the effective deployment of resources.

14 POLICY REVIEW

This Careers Policy will be reviewed annually or earlier if government guidance changes.