

Local Procedure Title	Careers Guidance
Service	Unsted Park School
ACS Policy number and title	ACS 57 Careers Guidance / Provider Access Policy Statement
Local Procedure template reference	ACS LP 57
Local Procedure date	1/9/25
Local Procedure review date	1/9/26
Local Procedure Author(s)	Jamie Dowsett
Local Procedure Ratification	Checked and Approved by: Shane Kenny

1. Rationale

updated provider access legislation (PAL) embedded in the May 2025 guidance.

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy. As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

2. Commitment

Unsted Park School is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. Unsted Park School is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

Unsted Park School ensures that all students are fully informed of the full range of education and training pathways available to them. In line with the Department for Education's updated statutory guidance (May 2025) and the strengthened Provider Access Legislation, we provide every student in Years 8 to 13 with at least six meaningful encounters with providers of technical education, apprenticeships and training. These encounters are designed to help students explore higher skills pathways and make well-informed decisions about their next steps."

3. Aims

Unsted Park School policy for Access to other education and training providers has the following aims:

To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.

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To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.

To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

4. Student Entitlement

Unsted Park School fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to put on at least four encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies in National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at school or at each Trust school.

5. Development

This policy has been developed and is reviewed annually by the Careers Leader and Line Manager (Deputy Head Teacher) based on current good practice guidelines by the Department for Education.

6. Links with other policies

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

7. Equality and Diversity

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. Unsted Park School is committed to encouraging all students to make decisions about their future based on impartial information.

8. Requests for access

Requests for access should be directed to Jamie Dowsett (Deputy Head Teacher) and can be contacted by telephone or email – jamiedowsett@aspriscs.co.uk / 01483 892061

Grounds for granting requests for access

Access will be given for providers to attend during school assemblies, timetabled Careers or Life lessons, and Careers or Raising Aspirations events that Unsted Park School is arranging. Students may also travel to visit another provider as part of the trip to be organised in partnership with Unsted Park School

Details of premises or facilities to be provided to a person who is given access

Unsted Park School will provide an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. Computer rooms can also be arranged. The Careers Leader or Careers Adviser will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

Live/Virtual encounters

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Unsted Park School will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems

9. Parents and Carers

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

10. Management

The Careers Leader coordinates all provider requests and is responsible to his/her senior management line manager

11 Complaints Procedure

Any complaints about this policy should be raised to Shane Kenny, email: shanekenny@aspriscs.co.uk

12 Monitoring review and evaluation

The Policy is monitored and evaluated annually via the Senior Leadership Team.

Appendix

Providers who have been invited into Unsted Park School Include:

Surrey Choices

Destinations of previous pupils from Unsted Park School include:

Burlington House Sixth Form
 Frensham Hights school
 Guildford college
 Collyer's College
 Cirencester College
 City of Oxford College
 Long Road 6th form
 South Downs College/ Animal care
 Basingstoke College
 Brooklands College
 Kingston College
 Farnham College
 Farnborough College
 Merrist Wood College
 Orchard Hill College
 Guildford ACM
 Gloucestershire University
 Plymouth University
 Brighton University
 Northampton University
 Reading University

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Contents Checklist (Local Services may add additional items – this is a core list)			
Key Responsibilities: Including named Careers Guidance Co-ordinator		Any arrangements for the use of local partnerships	

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions
1/9/25	Jamie Dowsett	Updates rationale / updated commitment to may guidance 2025