



# Fulbrook Careers Information, Education and Guidance (CIEG) Policy

<b>Author or Reviewer</b>	<b>Date Written or Reviewed</b>	<b>Date Approved by PEAP</b>	<b>Date Approved by Full Governors</b>	<b>Next Review Date</b>
Head Teacher	Spring 2026	May 2026	N/A	May 2027

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### 1. Aims

This policy statement aims to set out our school’s arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

The Careers Programme is designed to meet the needs of its students; it is differentiated and personalised to ensure progression through activities that are appropriate to their stage of career learning, planning and development.

The school endeavours to fulfil its statutory duty by adhering to the eight Gatsby Benchmarks, namely:

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

### 2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in Years 7 to 11 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of four encounters with technical education or training providers to all students in Years 7 to 11 (see more detail in section 2.1 below).

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#)

, the [Skills and Post-16 Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how our school complies with these requirements.

## 2.1 The four encounters schools must offer to all students in Years 7 to 11

Schools must offer:

- two encounters for students during the 'first key phase' (Year 7, 8 or 9)
  - All students must attend
  - Encounters can take place any time during Year 7 or 8, and between 1 September and 28 February during Year 9
- two encounters for students during the 'second key phase' (Year 10 or 11)
  - All students must attend
  - Encounters can take place any time during Year 10, and between 1 September and 28 February during Year 11

These encounters must happen for a reasonable period of time during the standard school day. Schools can continue to provide complementary experiences, but encounters outside of school hours will not count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from students

## 2.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all students.

One encounter is defined as one meeting/session between students and one provider.

The [Making it Meaningful checklist](#) from the Careers & Enterprise Company can support us in our choice of encounters.

Meaningful live online engagement is also an option at our school.

## 3. Student entitlement

All students in Years 7 to 11 at Fulbrook are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our 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, e.g. through activities and events such as options events, assemblies and taster events
- Understand how to make applications for the full range of academic and technical courses
- A personal guidance meeting with a qualified careers adviser
- At least one week of work experience in Years 7-9 and another in Years 10-11.

- We are committed to providing students with a planned and progressive programme of careers education, information, advice and guidance that will increase their knowledge and understanding of the world of work and the qualification pathways suitable for their individual needs. This is delivered through Life Skills lessons, assemblies, drop down activities, work experience and personal guidance meetings (Y11 only).

## **4. Management of provider access requests**

### **4.1 Procedure**

A provider wishing to request access to students should contact Mr Darren Ward, staff member with responsibility for Personal Development and Careers.

Telephone: 01908 582022

Email: [dward@fulbrook.school](mailto:dward@fulbrook.school)

### **4.2 Opportunities for access**

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers.

Note for students: please speak to your form tutor, head of year or a senior leader to identify the most suitable opportunity for you.

### **4.3 Granting and refusing access**

Students have timetabled lessons for Personal Development and Careers (for students in Years 5-9, this is one hour per week; for students in Years 10 and 11, this is one hour per fortnight). Please contact the school for details of days and times and/or to express an interest in attending any timetabled lesson, assembly or careers-related event for students and/or their parents.

### **4.4 Safeguarding**

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

### **4.5 Premises and facilities**

The appropriate facilities will be available to enable providers to access students, e.g. rooms, specialist equipment such as audio and visual devices, on request and by prior arrangement.

Providers can leave prospectuses or other material for students to read, by arrangement with the school.

Events and visits will run in line with any measures related to public health incidents.

## **5. Previous providers**

*We shall list all providers who visit our school, as we develop this area of our curriculum and provision. Please note: 2024-25 is the first year of being a fully extended secondary with students from Year 5 through to Year 11.*

## **6. Student destinations**

We shall publish details of the destinations of our students at the end of Key Stage 4 and the range of providers in the local area to where our Year 11 students moved at the end of Key Stage 4 and their time with us at Fulbrook.

## 7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure: [Complaints Policy](#) or directly with [The Careers & Enterprise Company](#).

## 8. Links to other policies

- [Safeguarding/child protection policy](#)
- [Personal Development and RSE policy](#)

*Please see also the school's Career Provider Access Statement.*

## 9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Darren Ward, staff member responsible for Careers.

This policy will be reviewed by the Head Teacher or another appropriate member of staff, annually. At every review, the policy will be approved by the governing board.