



# LUX MUNDI

LIGHT OF THE WORLD ~ CATHOLIC ACADEMY TRUST

## Careers Education Information and Guidance Access Policy

**CARDINAL POLE CATHOLIC SCHOOL**

Status Public 2025

**APPROVED BY THE LOCAL GOVERNING BODY ON:.....1st October 2025**

**CHAIR OF GOVERNOR'S SIGNATURE:.....**

*David Rhans*

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## Cardinal Pole School Vision

Cardinal Pole Catholic School is a learning community for all based upon partnership and respect. It is a strong and vibrant place which recognizes the importance and individual needs of every pupil and member of staff.

Praise and encouragement are vital in creating a climate of learning and high expectations supported by teaching of the highest quality.

The school is full of confident, creative and fulfilled young people and staff. They are celebrated as individuals – unique creations of God – who deserve our support, love and trust as they begin the great journey of life.

## Mission Statement

Cardinal Pole Catholic School is a community of **service** guiding young people on a path to **opportunity**, **aspiration** and **reward**, founded on Catholic values.

## 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.

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. Cardinal Pole endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

## Pupil Entitlement

A number of planned events, integrated into the school careers programme, will offer providers an opportunity to come into the school to speak to pupils and/or pupils and/or their parents/carers. This will be listed via the school website. In accordance with this plan, we are always open to suggestions and new opportunities, so please do contact the school should any suitable opportunities arise.

All pupils in years 7-13 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;

- The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies in National Apprenticeship Week and National Careers Week and across the academic year, in addition to providers attending careers events at the school.

### **Development**

This policy has been developed and is reviewed annually by the Careers Leader and Line Manager (*Matthew Tisi – Assistant Headteacher*) based on current good practice guidelines by the Department for Education.

### **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. **Cardinal Pole** is committed to encouraging all students to make decisions about their future based on impartial information.

### **Procedure**

A provider wishing to request access should contact Jonathan Howard Careers Guidance Manager, Telephone 020 895 5150 ext. 2137 Email: [jonathanhoward@cardinalpole.co.uk](mailto:jonathanhoward@cardinalpole.co.uk)

### **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 at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

### **Management**

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