



**Worcestershire Careers Hub
Member School**



WORCESTER SIXTH FORM COLLEGE

CAREERS STRATEGY AND ACTION PLAN

SEPTEMBER 2024 to AUGUST 2025

College Mission:

“Worcester Sixth Form College’s mission is to provide a safe and supportive learning environment in which 16-19 old students from Worcestershire and adjacent areas achieve outstanding academic outcomes and personal development to equip them to progress to university, employment or an apprenticeship of their choice”.

Worcester Sixth Form is an active member of the Worcestershire Careers Hub and supports the development of Worcestershire's Future Workforce through the Worcestershire Enterprise Adviser Network



Worcester Sixth Form College – Careers Strategy

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INTRODUCTION

Careers guidance is more important than ever before. At Worcester Sixth Form College, we are committed to preparing our students for the next stage of their education or training and for their future careers. Our students will be entering a world of work that is more challenging and complex than ever before, with global opportunities and technological advances creating new careers that we cannot even imagine today.

With so many choices available, it is important that our students have the information and skills they need to make informed decisions about their futures. Our whole-college approach to careers education ensures that all students have access to the support they need to explore their options and make informed choices about their next steps.

Our careers programme aims to be integrated into the college curriculum and is designed to help students develop the skills they need to manage their careers effectively. We want our students to be prepared for the changes and transitions that lie ahead and to have the confidence to succeed in their chosen careers.

WORCESTER SIXTH FORM COLLEGE CAREERS STRATEGY

Purpose and aims

Worcester Sixth Form College (WSFC) is fully committed to ensuring that all of our pupils acquire the skills, knowledge and attitudes to manage their learning and career progression.

WSFC has already established a range of effective careers guidance activities which we hope will guide support our students to achieve positive destinations such as Higher Education, Apprenticeships, Technical routes or Employment.

This careers strategy sets out WSFC's key approaches internally and externally to enhance the current careers guidance activities and participation opportunities already available to our students. The aim is to ensure that students are fully prepared for and informed effectively about their next steps and can therefore aspire to achieve their full potential. We want to ensure that our students have both the aptitude and interpersonal skills to effectively communicate and add value within the workplace.

The College will collaborate throughout this strategy with a range of external agencies to help us ensure we will meet all the mandatory requirements contained within the Department for Education's careers strategy (last updated Jan 23). These partnerships will include working alongside The Careers and Enterprise Company (CEC), The Worcestershire Local Enterprise Partnership (WLEP), Worcestershire County Council (WCC), Further Education (FE) and Higher Education (HE) providers, Worcestershire Apprenticeships (WA) and a wide range of local employers.

High quality careers guidance is a crucial part of improving social mobility. Young people make choices based on what they know and what they think is available to them. If our young people are made fully aware of the career pathways and opportunities available to them, they will be more able to make informed choices about which qualifications and career pathways which will enable them to achieve their goals.

This strategy outlines our whole College approach to delivering careers guidance to all of our students throughout their journey through education. Careers activity will therefore take place across years Foundation/Year 1 through to Year 2 as part of the mandatory requirements set by the Department for Education and contained within the Gatsby Benchmarks.

Strategic Careers Leader

As set out within the Department for Education's Careers Strategy, Worcester Sixth Form College is required to have a designated member of our Senior Leadership Team named as our College's Strategic Careers Lead.

The Strategic Careers Lead will have the responsibility to make sure that we as a College meet our mandatory requirements and continue to work towards achieving all eight of the Gatsby Benchmark.

Andrew Fitzpatrick has agreed to undertake this role.

Andrew Fitzpatrick will provide both the Principal and the board of governors with regular updates on our progress and will work closely with the Worcestershire LEP delivery team, our assigned Enterprise Adviser and local employers to ensure we deliver this strategy.

Our Careers Team

Andrew Fitzpatrick will lead our team which will include the following staff members:

Jan Whitehorne – Careers Advisor (IAG Level 6 qualified)
Kath Fox - Careers Advisor (IAG Level 6 qualified)
June Devonport - Employer Liaison/ Work Experience Officer
Sarah Lyons - Work Experience Officer
Jody Cox – Student Services Coordinator

Our Enterprise Adviser

Through the Worcestershire LEP's Enterprise Adviser Network, Worcester Sixth Form College is delighted to have been assigned our own designated enterprise adviser.

Neil Herman will be supporting our careers team to assist us to facilitate careers related activity which will help us achieve Gatsby Benchmarks 5 and 6.

May we introduce our assigned Enterprise Advisor:

Name: Neil Harmon

Company: Neil Harmon Associates Ltd

Role: Advice on business strategy, financial controls and procedures.

Current position at Worcester Sixth Form College

Students are currently receiving the following careers related support or participating within the activities listed below during their journey through college: (See Additional pages for monthly schedule).

Foundation

- Options talks: foundation groups
- Raising Aspirations visits for foundation students: December 2023 trip to De Montfort University, January 2024 Apprenticeship Show and March 2024 UCAS exhibition at Worcester University.
- January – March 2023 all foundation students receive one to one interview with careers staff
- Access to Unifrog

Year 1

- One- to- one Careers Advice & Guidance available daily
- Unifrog platform – psychometric tests, research university and apprenticeship opportunities (Autumn Term 2024, Spring and Summer 2025)
- Specific course guidance for L4+ study
- Employer and HE events for students and parents (Summer 2025)
- Professional programmes: Medicine, Law, Teaching, Nursing, Midwifery and Paramedic, Real Estate
- ‘Where Next?’ workshops: University and Non-University options
- Apprenticeship Evening for Parents December 2025
- Work Experience Evening for Parents December 2025
- Work experience – students are expected to find own WEX during Impact Week in June 2025. There is also one to one support available from two staff
- UCAS and Personal Statement talks and workshops
- UCAS Exhibition: Worcester University (March) and Birmingham NEC (June)
- HE+ (University of Cambridge) Programme of events
- **Ambition Programme**: Enrichment opportunity to increase the aspirations of all students.
- GRIT group set up for students looking at Degree and Higher Apprenticeships. Workshops aim to improve soft skills as well CV and application workshops.
- Department visits and trips, e.g., Law – Students visiting Worcester Crown Court, Art to DRP Group, Engineers to Rolls Royce
- National Careers Week: careers related lessons and events (March 2025)
- National Apprenticeship week (February 2025) Apprenticeship Providers invited into college for student drop-in
- May 2024 Higher Education and Employer Fair – compulsory for all Year 1.
- Spring 2025 – Subject taster days at universities.
- Summer 2025 – Trips to Sutton 30 university open days.

Year 2

- One- to- one Advice and Guidance available daily, including personal statement checks and employment assistance
- October-November 2024 Universities invited in to check students' personal statements

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- Early applicant day support for Oxbridge and medicine, dentistry and veterinary students. These are supported throughout the period of their application by the Senior Leader for Progression and designated Careers Advisors
- Support sessions for those taking external admissions tests eg. UKAT, LNAT, MAT etc
- Work experience one to one support
- Higher Education Evening for Parents October 2024
- Apprenticeship Evening for Parents December 2024
- LinkedIn sessions led by Student Services in tutor group
- Personal statement talks and workshops (universities invited in to deliver talks)
- Alternatives to university sessions, degree apprenticeship talks delivered by universities
- University finance talks – universities invited in
- How to prepare for university/transitions
- National Careers Week Activities (March 2025) and Apprenticeship Provider drop-in (February 2025)
- Mock interviews for university (November/December 2023)
- March 2024 mock interviews for employment/apprenticeships (delivered by employers and careers team)
- Apprenticeships talk from Worcestershire Apprenticeships
- Student drop in access to employers/training providers at the Employer/HE event
- Department visits and trips
- May 2024 Higher Education and Employer Fair – optional for Year 2.
- Results support

Teaching staff contribute to the delivery of careers guidance through:

participation in Careers Week and Apprenticeship Week activities, and throughout the year by incorporating careers into the curriculum, engaging with employers and universities as visiting speakers. For vocational courses there are strong insight and work experience links and visits.

Local Employers contribute to the delivery of careers guidance through:

offering work experience, taking part in professional programmes, vocational visits, and assistance with mock interviews for those students planning on entering the workplace.

Parents contribute to the delivery of careers guidance through:

offering (where appropriate) work experience to college students, exploring the possibility of sharing their profession with students, and attending events such as the Year 1 Higher Education and Employer event to enable them to assist their young person with activities such as UCAS application completion.

Partnership Arrangements and Employer Contacts

Worcester Sixth Form College has strong links with:

- Worcestershire Careers Hub.
- Worcestershire Local Enterprise Partnership
- Further Education providers
- The local business community
- Alumni and Parents

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Worcester Sixth Form College

Careers Programme Calendar 2024/25

	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Careers Enquiries & Support with Subject Choice												
Open Events			•	•			•		•			
Course Confirmation individual careers advice & guidance		•										
New parent's evening		•										
Specialist Careers Information Advice & Guidance												
One to One careers advice & guidance: available daily		•	•	•	•	•	•	•	•	•	•	•
Specific course guidance		•	•									
University personal statement checking: available daily		•	•	•	•							
CV checks		•	•	•	•	•	•	•	•	•	•	•
Skills, Employability & Future Options												
Year 12: Employer & HE Evening: Parents (Virtual)											•	
Year 12: Employer & HE Day: Students											•	
Year 12: Where Next Workshops Session 1: University Session 2: Alternatives to university							•					
Year 12: Professional Programmes: Medicine; Nursing and Midwifery; Law and Teaching			•	•	•	•	•	•	•			
Year 12 & 13: Work experience one to one support: available daily		•	•	•	•	•	•	•	•	•	•	
Year 13: Personal Statement talks		•	•								•	•
Year 13: Alternatives to Higher Education		•	•									
Year 13: Mock interview for employment									•	•	•	
Year 13: Results support		•										
Year 13: Apprenticeship Professional Programme										•		
	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL

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	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Foundation Year/Level 2 Students												
Options Talks					●							
Scheduled Careers Interviews & One to One support						●	●	●				
Apprenticeship & UCAS fairs: Raising aspirations								●				
Results support	●											
Work Experience one to one support - available daily		●	●	●	●	●	●	●	●	●	●	●
Progression to University												
Year 12: UCAS Registration Workshops											●	
Year 12: Personal Statement Presentations - run by universities											●	
Year 12: UCAS Exhibition Worcester University								●				
Year 12: HE & Employer Events										●		
Year 12: HE+ (University of Cambridge) Programme of events				●	●	●	●	●				
Year 13: One to One UCAS support: Career Advisers and Personal Tutors		●	●	●	●	●						
Year 13: Finance Talks - run by universities						●						
Year 13: How to Prepare for University								●				
Year 13: Early Applicants Day		●										
Year 13: Students Results Advice	●											
Raising Aspirations:												
Foundation Year/Level 2: Visit to University & Apprenticeship fairs			●					●				
Year 10 & 11 Ambition Event								●				
Careers Events & Employer Interactions												
Departmental Trips/Virtual Input		●	●	●	●	●	●	●	●	●	●	●
Departmental Careers/Employers guest speakers		●	●	●	●	●	●	●	●	●	●	●
National Apprenticeship Week Activities							●					
National Careers Week Activities								●				

<p>Important Dates</p> <ul style="list-style-type: none"> • Internal UCAS deadline 13th December 2024 • Final external UCAS deadline 29th January 2025 	<p>Contact Details</p> <p>For more information please email: careers@wsfc.ac.uk</p>
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Objectives for 2024 to 2025

1. Launch a new Work Experience Programme
2. To ensure that work experience for Year One students is compulsory.
3. To set up a degree apprenticeship programme for Year 1 and Year 2 students which helps them to develop their communication skills.
4. To ensure our careers work supports the college's personal development and wellbeing programme, so that students receive all-round support.
5. To further raise the profile of careers across the whole college.
6. To continue to strive towards meeting the eight Gatsby Benchmarks for good career guidance as recommended by the Department of Education Careers Strategy 2018.
7. To raise aspirations by ensuring all students have knowledge of routes into higher education, apprenticeships (of all levels) or meaningful employment.
8. To ensure all staff at the college have an awareness of linking curriculum learning to careers and are able to demonstrate the relevance of subjects to students when considering a future career. Particularly relevant is that STEM subject staff should highlight the increasing need for STEM subjects to access a wide range of future career paths, making sure the information does not stereotype in any way.
9. To continuously strive to improve NEET (Not in Education Employment or Training) figures by providing an effective careers programme.
10. To actively track the progress of students from disadvantaged backgrounds to ensure that they access all of the career's information, advice and guidance to enable them to make the relevant decisions to their career goals.
11. To make available Labour Market Information and Intelligence to ensure students (and parents) are aware of local and national opportunities as well as trends, to ensure they are informed to make the best decisions.
12. To engage with local employers and training providers to provide multiple learning opportunities about the world of work and skills (LSIP to meet the skills gap).

Gatsby Benchmarks

In line with the Department for Education's careers strategy, Worcester Sixth Form College aims to fulfill the eight expectations set out within the 'Gatsby Benchmarks' which provide a framework to ensure that the college has formed a careers programme which falls in line with legal requirements. The following eight benchmarks are at the core of good careers and enterprise provision:

1. A stable careers programme
2. Learning from career and 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
7. Encounters with further and higher education
8. Personal guidance

1. A Stable Careers Programme

- To ensure the careers programme is delivered by individuals with the right skills and experience. The school will, wherever possible, use qualified careers professionals to offer advice and guidance to all or the overwhelming majority of pupils.
- To enable pupils to understand the full range of opportunities available to them, the skills that are valued within the workplace and to have first-hand experience of a work environment.
- To develop and publish a careers programme that will raise the aspirations of all pupils regardless of academic ability and is tailored to meet their individual needs wherever possible.
- To ensure our Careers Strategy is fully supported by the Senior Leadership team within school and is approved by the board of governors
- To ensure there is a clear focus on the activities which support enterprise, employability skills, workplace experiences and qualifications which employers' value.
- To regularly evaluate our careers strategy to determine the impact of our careers related activity based on the feedback provided to us by pupils, teachers, employers, and where appropriate parents.
- To maintain high quality careers provision endorsed by the Careers and Enterprise Company and to review the improvement of our programme by using the Compass evaluation and Compass Careers Dashboard tools.

2. Learning from Career and Labour Market Information

- To encourage and increase the use of online careers tools and packages across all year groups. Working with our own careers team, key partners, stakeholders, local and national professional bodies.
- To utilise and then support the development of labour market information to ensure staff and pupils are informed in their decisions and the advice being given. Work with the Worcestershire LEP and the Careers and Enterprise Company to help establish key priority areas which need to be developed.
- To promote the values of labour market information to parents /carers (where appropriate) to access and understand this information. To investigate careers and opportunities in learning, work and apprenticeships and how these meet the local and national priorities.

3. Addressing the Needs of the Pupil

- To develop mechanisms to report, track and monitor compliance in relation to the Careers Strategy objectives.
- To develop accurate tracking systems to ensure pupils are able to keep track of their own journey, record and access the advice they have received and monitor the agreed actions and next steps
- To ensure that a programme of activity takes place which raises the aspirations of all pupils and challenges stereotypical thinking in terms of equality and gender.
- To ensure that pupils with particular vulnerabilities and those who are at risk are appropriately supported and identified through close working relationships with the full range of educational and support agencies.

- To ensure that careers guidance for learners with special educational needs and disabilities (SEND) is differentiated, where appropriate, and based on high aspirations and a personalised approach. Careers guidance for learners with SEND should be based on the pupils' own aspirations, abilities and needs.

4. Linking Curriculum Learning to Careers

- To ensure that subject teachers across the whole school support the delivery of careers education and guidance and are able to link the content of curriculum with careers, even in lessons which are not specifically occupation led. Subject specialist staff can be powerful role models to attract pupils towards their field and the careers that flow from it.
- To integrate national initiatives and project opportunities within the curriculum to enhance that range of careers related activity taking place within school. e.g. Young Enterprise.
- To ensure that careers related activities are built in throughout the College year and not just towards the end of any given topic / subject being delivered.
- Specific focus will initially be placed on linking curriculum to careers in English, Maths, Sciences and Impact lessons.

5. Encounters with Employers and Employees

- To ensure that pupils receive at least ONE meaningful encounter with an employer during every year they are at school.
- To increase the number of activities which are conducted within school with the support of local employers.
- To ensure that pupils have the opportunity to improve employability skills and their understanding of and awareness of entrepreneurship.
- To enable learners to gain the confidence to compete in the labour market by providing opportunities to gain the practical know-how and attributes that are relevant to gaining employment.
- To develop marketing materials for employers which will help them easily understand the impact of their involvement, the breadth of options available to them and the ways in which they can show they meet their corporate social responsibility.
- To create mechanisms where parents and alumni can express their interest to actively support employer related activity taking place within the school.
- The school will also encourage pupils and parents to attend careers events such as the Worcestershire Skills Show held annually in March and the Worcestershire Apprenticeship show held annually in October.

6. Experiences of the Workplace

- To ensure that pupils receive at least ONE meaningful experience of the workplace by the end of year 11
- To ensure that pupils receive at least ONE further meaningful experience of the workplace during years 12 and 13.

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- To increase the number of employer workplace visits which will take place to enable pupils to gain more of an understanding of the wide range of employment opportunities available within specific industry sectors based in Worcestershire.
- To strengthen our links with local employers and support our Enterprise Adviser to facilitate careers related activity within school

7. Encounters with Further and Higher Education

- To ensure all / overwhelming majority of pupils receives at least ONE meaningful encounter with Sixth Form Colleges and FE Colleges.
- To ensure all / overwhelming majority of pupils has been provided with information about the full range of apprenticeships including higher level apprenticeships through the Worcestershire Apprenticeships activity offer.
- To ensure all / overwhelming majority of pupils have experienced meaningful encounters with universities.

8. Personal Guidance

- Ensure all / overwhelming majority of pupils have had an interview with a professional and impartial careers adviser by the end of year 11
- Ensure all / overwhelming majority of pupils has had at least TWO interviews with a professional career's adviser by the end of year 13.

Promotion of Careers related activities

Worcester Sixth Form College will encourage the promotion of ALL careers related activity which takes place within the College through the creation of case studies and will share this activity through our college Twitter account and other social media channels.

This careers strategy document along with any case studies documents that are created will be placed on the college's website. These will also be shared with the Worcestershire LEP to be used to promote best practice across ALL career's hub member schools.

This promotion will enable us, and our partner organisations, to be able to capture the evidence we are required to provide both OFSTED and the Careers and Enterprise Company (and demonstrate that the activity taking place within our College) meets the requirements set out within the Department of Education's Careers strategy.

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Action Plan 2024/25 Autumn Term

Year Group	Activity Description	Date	Covering Benchmark	RAG Status
All	One to one careers Appointments	All	8	
Foundation and Year 1	Course Guidance	Sept, Oct	3, 8, 4	
2	UCAS Personal statement checking by Student Services and Universities	Sept-Dec	3, 4, 7, 8	
2	Early applicants days, personal statement checking, external tests practice, interview practice	Sept-Dec	3, 4, 7, 8	
All	CV checks	All	2, 4, 5, 8	
1	Professional Programmes – Medicine, Nursing, Midwifery, Paramedic, Law, Teaching	Oct-Dec	3, 4, 5	
All	Work Experience placements	All	3,5, 6	
2	UCAS Personal Statement talks, delivered by universities	Sept-Oct	3, 7, 8	
2	Degree apprenticeship talks, delivered by universities	Sept-Oct	3, 7, 8	
Found	Worcester University Trip	Dec	7, 3	
Found and Year 1	Launch Unifrog with students and parents	Oct	3, 7, 4	
Year 1	Unifrog – psychometric tests	Nov-Dec	3	
Year 1	Unifrog – shortlisting tool	Nov-Dec	3	
Year 2	Higher Education Evening for Parents	Sept	3, 4, 7	
Year 1 and Year 2	Apprenticeship Evening for Parents	Dec	2,5,6,	
Year 1	Work Experience Evening for Parents	Dec	2,5,6	
Year 2	Launch Degree Apprenticeship Programme	Oct	8,5,3,2	

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Spring Term 2025

Year Group	Activity Description	Date	Covering Benchmark	RAG Status
All	One to one careers Appointments	All	3	
All	CV checks	All	3, 2	
1	'Where Next' – HE and Apprenticeships. Launched in assembly and supported in tutor period	Jan-Feb	8, 3	
1	Professional Programmes – Medicine, Nursing, Midwifery, Paramedic, Law, Teaching	Jan-Apr	3, 4, 5	
All	Work Experience placements	All	3,5, 6	
2	Mock interviews for apprenticeships and employment	Apr	5, 3	
Found	Options after Foundation year	Jan	3, 8	
Found	Trip to Apprenticeship Fair, NEC	Jan	7, 5	
Year 1	Unifrog – Interactions tool	Jan-Mar	4	
1 and Found	Higher Education Fair – Worcester University	Mar	7, 5, 3	
1	HE+ - run by Cambridge University and includes residential to Christs' college	Jan-Mar	3, 7, 4	
2	Student Finance talks	Jan	7, 8, 3	
2	Preparing for university	Mar	7, 8, 3	
All	National Apprenticeship week - activities	Feb	2, 3, 4, 5, 7, 8	
All	National Careers Week - activities	Mar	2, 3, 4, 5, 7, 8	

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Summer Term 2025

Year Group	Activity Description	Date	Covering Benchmark	RAG Status
All	One to one careers Appointments	All	3	
All	CV checks	All	3, 2	
1	Post 18 Evening for Parents	June	7	
All	Employer and HE day	May	2, 3, 4, 5, 7, 8	
All	Work Experience placements	All	3,5, 6	
2	Mock interviews for apprenticeships and employment	Apr	2, 5	
2	UCAS Firm choice support	Apr	8	
1	UCAS registration	June	3, 4, 7	
1	UCAS Personal statement talks delivered by universities	June	3, 7	
1	Higher Education Fair NEC	June	7, 5, 3	
1	HE+ - run by Cambridge University	Apr-Jul	3, 7, 4	
1	Open day events at Sutton Group universities	Jun-Jul	3, 7	
1	Taster day events at universities	May-Jul	3, 7	

Careers Programme and Provider Access Policy

Introduction

This policy statement sets out the arrangements for managing the access of providers to pupils at the college for the purpose of giving them information about the provider's education or training offer. This complies with the college's legal obligations under Section 42B of the Education Act 1997.

Worcester Sixth Form College is committed to providing a personalised education package for all our pupils, and this is reflected by our careers programme. Pupils will access different elements of the programme at different stages of their education whilst the focus will always be on preparing them for their future pathways, considering their own preferences. Our Careers Action Plan outlines our generic careers offer from **Foundation/Year 1 to Year 2**. For some students, a more personalised offer will be in place.

Our focus links directly to the requirements of the '*Gatsby Good Career Guidance*' report (2014) which became the basis for the statutory '*Career's guidance and access for education and training providers*' (2023).

Pupil entitlement

The statutory guidance is relevant to all students in years 12-13 and we will also consider young people's developmental ages when preparing appropriate careers activities at **Worcester Sixth Form College** ensuring that our pupils receive a careers programme which offers them opportunities 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.
- understand how to make applications for the full range of academic and technical courses.

College's Careers Leader

Parents, teachers, and employers may gain further information about our careers programme by contacting:

CAREERS LEAD NAME: Andrew Fitzpatrick

CAREERS LEAD POSITION: Senior Leader for Progression and Enrichment

CAREERS LEAD TEL NO: 01905 362600

CAREERS LEAD EMAIL ADDRESS – andrew.fitzpatrick@wsfc.ac.uk

Measuring and Assessment of the impact of the careers programme on pupils.

Evaluation of our careers programme is designed to enable us to examine what we do; consider how we can improve it and provide stakeholders with a summary of this. This will include gathering information from the students about how they feel about their experiences in relation to the careers programme.

Student progress in Careers lessons will be evaluated as part of our ongoing Student Evaluation process.

It is our aim to provide pupils with both experiences of the workplace and / or encounters with employers. These encounters and experiences will take place as part of curriculum lessons / workplace visits / assemblies / attending Careers Fairs and Events.

Application for Provider Access

Introduction

This document sets out the college's arrangements for managing the access of providers to students at the College for the purpose of giving them information about the provider's education or training offer. This complies with the college's legal obligations under Section 42B of the Education Act 1997.

Student entitlement

All pupils in years 12-13 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

Procedure

A provider wishing to request access should contact Andrew Fitzpatrick

Telephone: 01905 362600

Email: andrew.fitzpatrick@wsfc.ac.uk

Opportunities for access

The college offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the College's Careers Charter which can be seen on the College website.

Please speak to our Careers Leader to identify the most suitable opportunity for you.

The College will make a suitable space available for discussions between the provider and students, as appropriate to the activity. The college will also make available ICT 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.

All requests will be given due consideration by **Worcester Sixth Form College** and Senior Leadership link and requests will be refused if:

- They impinge on pupils' preparation for public or internal exams
- They clash with other college events such as visits, other speakers, well-being days, college photographs, sports days, public or internal exams, parents' communication events etc.
- The college is unable to provide staff to support the presentation or talk due to previous commitments
- Rooming for the talk or event is unable to be found due to timetabling clashes

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Advisor so that they can be displayed in the Careers Section of the College library.

Feedback

Worcester Sixth College welcomes parental and employer participation within our careers related activities. Should you wish to support our activity or provide feedback on our Careers Strategy then please contact our Strategic Careers Lead directly.

Provider Access Legislation

The provider access legislation is new guidance that came into force from January 2023. It is a key mechanism to further help learners understand and take-up, not just apprenticeships, but wider technical education options such as T-Levels and Higher Technical Qualifications.

The updated provider access legislation (PAL) specifies schools must provide at least six encounters for all their students:

- Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend
- Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend
- Two encounters for pupils during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend.

In the context of the provider access legislation, a provider is an organisation that offers approved technical education qualifications or their representative, for example an FE college or training provider.

A provider, to whom access is given, must deliver an encounter that includes the following:

- Information about the provider and the approved technical education qualifications or apprenticeships that the provider offers
- Information about the careers to which those technical education qualifications or apprenticeships might lead
- A description of what learning or training with the provider is like
- Responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships.

The full statutory guidance from DfE can be found here [Careers guidance and access for education and training providers – GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/careers-guidance-and-access-for-education-and-training-providers).

Useful links / Resources

The Careers Enterprise Company	https://www.careersandenterprise.co.uk/
The Careers and Enterprise Company Resource Directory	https://resources.careersandenterprise.co.uk/
Gatsby Foundation	http://www.gatsby.org.uk/education/focus-areas/good-career-guidance
Post 16 Skills Plan	https://www.gov.uk/government/publications/post-16-skills-plan-and-independent-report-on-technical-education
Skills For Worcestershire	http://www.skills4worcestershire.co.uk/
Government Careers Strategy December 2017	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf
Government Careers Guidance and Access for Education and Training Providers (Jan 2023 update)	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1127489/Careers_guidance_and_access_for_education_and_training_providers.pdf
National Careers Service	https://nationalcareersservice.direct.gov.uk/
UCAS (Universities and Colleges Admissions Service)	https://www.ucas.com/
Worcestershire Local Enterprise Partnership	http://www.wlep.co.uk/
Worcestershire Apprenticeships	http://worcsapprenticeships.org.uk/
HOW College	http://www.howcollege.ac.uk/
Kidderminster College	http://kidderminster.ac.uk/
Warwickshire College Group	https://wcg.ac.uk/page/1/home
Worcester University	https://www.worcester.ac.uk/