



**St. Matthew's**  
Roman Catholic High School  
VOLUNTARY ACADEMY



# Careers Policy including Provider Access Policy

**Reviewed:**  
March 2026

**To be reviewed:**  
March 2028



We **Pray**  
We **Care**  
We **Achieve**

# MISSION Statement



St. Matthew's  
Roman Catholic High School

All policies and procedures are underpinned by our School Mission Statement:



## WE PRAY

As a community with Christ and with the teachings of the Gospel at our centre, shown in the things we do and in the ways we worship together.



## WE CARE

For everyone in our school community, respecting them as individuals created by God and recognising and celebrating talents and successes. We see caring for others in the world outside of our school as part of our Christian responsibility.



## WE ACHIEVE

The best we can in all aspects of school life by learning in lessons, succeeding in examinations and committing to extra-curricular activities.



We **Pray** · We **Care** · We **Achieve**

# Careers Policy

All policies and procedures are underpinned by our School Mission Statement;

- We pray as a community with Christ and with the teachings of the Gospel at our centre, shown in the things we do and in the ways we worship together.
- We care for everyone in our school community, respecting them as individuals created by God and recognising and celebrating talents and successes. We see caring for others in the world outside of our school as part of our Christian responsibility.
- We achieve the best we can in all aspects of school life by learning in lessons, succeeding in examinations and committing to extra-curricular activities.

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## Rationale

St. Matthew's RC High School careers education programme provides our pupils with the opportunity to plan and manage their future career choices effectively, ensuring progression that is ambitious and aspirational. It promotes equality of opportunity, celebrates diversity and challenges stereotypes. It is designed to meet the Gatsby benchmarks and conforms to statutory requirements. We understand that praying, caring and achieving is a lifelong process and therefore we guide students to make impartial choices that allow them to take their rightful place in God's kingdom.

## Context

We are committed to ensuring that every Year 11 student has an identified post-16 route that is both aspirational and realistic to their ability. We also try to establish a back-up career route for students so that they have options when they leave. We ensure that appropriate advice and guidance is available, including information and support regarding apprenticeships, employment or re-commencement of study with another provider. St Matthew's is committed to providing all pupils in Years 7-11 with a careers programme which is embedded into the curriculum and includes a variety of enrichment activities. The programme has been developed in line with the eight Gatsby benchmarks for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance 2018. In addition, the update to the Gatsby Benchmarks as published in September 2025 has been considered in the planning and delivery of the careers programme.

The Gatsby Benchmarks

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

## Aim

We aim to support pupils to make realistic and informed decisions about their future, by raising aspirations and providing impartial and independent information and guidance.

## Objectives

To ensure that pupils:

- develop the skills and attitudes necessary for success in adult and working life
- are aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+
- are equipped with the necessary decision-making skills to manage those same transitions
- develop an awareness of the wide variety of education, training and careers opportunities both locally and nationally
- use effectively the paper-based, virtual and staff resources available so they can make informed and appropriate choices throughout their school journey
- benefit from links fostered between the school, local businesses and further education establishments including the local Chamber of Commerce and Governor support
- experience the world of work and develop transferable skills
- wherever possible leave the school to enter employment, further education or training
- experience a culture of high aspirations, equality of opportunity, in which diversity is celebrated and stereotypes are challenged
- receive extra assistance and careers guidance from an employed advisor to reach their potential, where this is necessary

## Provision

Careers Support is mapped against the Gatsby benchmarks. The current careers programme is delivered through a combination of methods, including thematic lessons provided within the taught PSHE programme. Careers information is available both in the library and in digital format via 'Get Connected', a platform which provides access to information on apprenticeships, universities, the labour market, career pathways and college applications. 'Get Connected' is a new platform which will be rolled out in 2023-24 initially to Year 9, followed by other year groups. Careers information is available both in the Library, on the school website and directly from the careers adviser.

At Key Stage 3, this includes recognising their strengths and weaknesses, identifying their future aspirations, exploring a range of possible career paths, and developing personal, social and employability skills. Assemblies and a parent and pupil information evening on choosing options are also provided. All departments are encouraged to devote one week to linking their curriculum with potential career routes and this continues to develop each year.

At Key Stage 4, pupils continue research into careers and pathways into further and higher education, apprenticeships and employment. They develop skills in CV, letter writing, presentations and interviews. This includes assemblies on apprenticeships and Level 3 options and support to attend interviews at our linked colleges. Individual interviews are held with an independent career's practitioner from careers connect, who also provides guidance on apprenticeships, college course and life beyond school. During PSHE lessons, pupils also explore financial and life skills to equip them with the knowledge to succeed in their lives beyond school.

Built into the careers programme are opportunities for pupils to self-evaluate and reflect on their learning at key points, such as writing letters to their future selves about their aspirations. All Leavers' destination information is also analysed and provided to Manchester City Council.

### Careers and SEND provision.

Every pupil with SEND follows the same programme of careers as their peers, with adaption and support from the SEND team where appropriate. Our external careers practitioner also completes a lesson with SEND pupils within the nurture provision to help them recognise their options beyond school. Pupils with SEND within the nurture provision have an interview with the internal careers leader in Year 9 before the options process to enable early identification of any necessary adaptations or interventions according to need to support their career aspirations. Pupils can self-refer and form tutors are also able to raise concerns. If current provision cannot fully address a pupil's additional need, advice will be sought from the National Careers Service.

### External careers advice

St Matthew's employs the services of an external company to provide impartial advice to pupils in the form of careers meetings. The careers advisers are Level 6 qualified. Pupils are timetabled for meetings, and they work closely with members of staff, for example, the Directors and Heads of Year to ensure potential priority pupils. Meeting outcomes and areas of interest are recorded.

### Entitlement

Please see Appendix A outlining pupil and parent entitlement.

### Partnerships

The CEIAG programme is greatly enhanced through links which help to ensure that pupils' learning is current and relevant. We work closely with local employers and employees including previous pupils, parents and other local groups. A number of events, integrated into the school careers programme, offer providers an opportunity to come into school to speak to pupils and/or their parents. This involvement enhances the provision of voluntary work experience placements, careers talks, and workplace visits. In addition, we work closely with colleges and the local FE providers. We always strive to expand and improve our contacts.

### Provider Access Policy

Our provider access policy outlines how we will fulfil our statutory obligations to ensure our pupils experience encounters with providers, at least two at each key stage, in line with 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.

### CEIAG Programme Overview

Year Group	Autumn Term	Spring Term	Summer Term	PSHE Link
7		<ul style="list-style-type: none"> <li>National Careers Week</li> </ul>	<ul style="list-style-type: none"> <li>In class sessions led by Career Connect</li> </ul>	Why do I have to go to school?
8		<ul style="list-style-type: none"> <li>National Careers Week</li> </ul>	<ul style="list-style-type: none"> <li>In class sessions led by Career Connect</li> </ul>	Careers of the Future
9	<ul style="list-style-type: none"> <li>In class session with Careers Advisor – pre options</li> </ul>	<ul style="list-style-type: none"> <li>College assembly</li> <li>National Careers Week</li> </ul>		Rules and Rights
10	<ul style="list-style-type: none"> <li>Post 16 Roadshow</li> </ul>	<ul style="list-style-type: none"> <li>Careers Advisor 1:1 Meetings</li> <li>National Careers Week</li> </ul>	<ul style="list-style-type: none"> <li>Careers Advisor 1:1 Meetings</li> <li>Work Experience pilot (tbc)</li> <li>College Taster Days</li> </ul>	When I grow up, I'm going to be...
11	<ul style="list-style-type: none"> <li>Careers Advisor 1:1 Meetings</li> <li>College Assemblies</li> <li>Post 16 Roadshow</li> <li>Personal statement support</li> </ul>	<ul style="list-style-type: none"> <li>Careers Advisor 1:1 Meetings</li> <li>National Careers Week</li> <li>'Connect to your Future' work with targeted cohort</li> </ul>		Finding your place in the world

**Appendix A: Careers Entitlement - Pupils attending St Matthew's are entitled in their careers programme to:**

- Receive a stable careers programme from Year 7 that continues until they leave school
- Receive relevant careers guidance and have access to independent careers information and guidance, including labour market data where relevant.
- Receive personal advice that helps pupils to achieve their individual career's goal – whether this is Higher Education, an apprenticeship or employment.
- Be equipped with the necessary skills to prosper in FE and employment.
- Have the relevant knowledge to make realistic and achievable goals based on their own interests and skills, whilst considering local job market information and relevant entry requirements.
- Receive up-to-date information about careers and skill-development opportunities.
- Understand how different subjects help keep different options open.
- Have access to additional help, whether this need is generated from a change of decision, personal circumstances or additional needs.
- Have meaningful and helpful encounters with employers and other education providers.

**Pupils are expected to:**

- Fully engage with careers lessons and activities.
- Utilise the available careers resources
- Record careers-related skills, participation and research, reflect upon what has been learnt.
- Identify and set goals for the future.
- Actively participate in workshops, presentations and visits from external employers or providers.
- Attend informative events such as Options Evening and the Careers fair.
- Take advantage of opportunities offered outside school, such as school trips and projects.

**Parents are entitled to have:**

- Access to links to the National Careers Service information and other independent websites and resources via the school website.
- The opportunity to contact the independent careers advisor, careers lead and careers coordinator. · Access to information and guidance through parent information evenings including choosing options, college applications, work experience and pupil finance.

# Appendix B – St Matthew’s Provider Access Policy Statement

## Rationale

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 grows in both number and scope 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.

## Commitment

St Matthew’s 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. St Matthew’s 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.

St Matthew’s 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).

## Aims

The St Matthew’s 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.
- 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).

## Student Entitlement

St Matthew’s 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 two encounters at KS3 and at least two encounters at KS4 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. For further information please see the school’s careers programme.

## Development

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

Links with other policies

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

## 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. St Matthew’s is committed to encouraging all students to make decisions about their future based on impartial information.

## Requests for access

Requests for access should be directed to the careers advisor or Careers Lead via telephone or email: 0161 681 6178 or [contact@smrchs.com](mailto:contact@smrchs.com)

## Grounds for granting requests for access.

Access will be given for providers to attend during school assemblies, timetabled PSHE lessons, and Careers or Raising Aspirations events that St Matthew’s is arranging. Students may also travel to visit another provider as part of the trip to be organised in partnership such as STEM activities.

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

St Matthew’s 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**

St Matthew's 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.

### **Parents and Carers**

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

### **Management**

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

### **Complaints Procedure**

Any complaints about this policy should be raised to [contact@smrchs.com](mailto:contact@smrchs.com) email:

Contact will raise the complaint to Mr Andrew Nightingale, Headteacher.

Monitoring review and evaluation

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

Policy Coordinator: Sara Haniak

Policy Reviewed: March 2026

### **Appendix**

#### **Providers who have been invited into St Matthew's RCHS to date include:**

- Xaverian College
- Loreto College
- Holy Cross College
- The Manchester College
- Hopwood Hall College
- The Oldham College
- Oldham Sixth Form College
- Salford City College
- Connell Co-op College
- FC United of Manchester Academy
- City in the Community
- Manchester International Football Academy
- Reddish North End Football College
- The Growth Company
- GM Higher/UCEN
- Access Creative
- The British Army
- The Royal Navy
- McLaren Construction
- RG Group
- Education and Semi-professional Football Academy

#### **Destinations of previous pupils from St Matthew's RCHS include:**

- Xaverian College
- Loreto College
- Holy Cross College
- The Manchester College
- Hopwood Hall College
- The Oldham College
- Oldham Sixth Form College
- Salford City College
- Connell Co-op college
- Tameside College
- Bolton Wanderers FC
- Access to Music
- LTE Group
- Pro-Direct Soccer Academy NW
- Acorn Training Ltd





# St. Matthew's

Roman Catholic High School  
VOLUNTARY ACADEMY

## Contact

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**Email:** [contact@smrchs.com](mailto:contact@smrchs.com)

**Headteacher:** Mr A Nightingale



DIocese of  SALFORD

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