



**Berkshire Careers Hub
Member School**



Trevelyan Middle School
Inspire • Challenge • Grow

Trevelyan Middle School

SCHOOL CAREERS STRATEGY AND PROVIDER ACCESS LEGISLATION

**September 2025
to
AUGUST 2026**

Our Vision

Trevelyan pupils will celebrate success today and be prepared for success in tomorrow's rapidly-changing world, by thinking critically, having a global perspective, demonstrating kindness and embracing our school's values.

Trevelyan Middle School
is an active member of the Berkshire
Careers Hub and supports the
development of Berkshire's Future
Workforce through the Berkshire
Enterprise Adviser Network.



INTRODUCTION

There has never been a time when careers guidance has been as important for young people as it is today. At Trevelyan Middle School, we have a vital role to play in preparing our pupils for the next stage of their education or training and beyond. Our pupils will be embarking upon a career pathway, which is more challenging and complex than that faced by previous generations in the ever-changing world we live in. Global opportunities and increasing technological advances will result in young people having several careers during their working life and potentially working in a career that does not currently exist.

With the greater choices of education, training and employment, our aim is to prepare pupils for these ever-changing opportunities, responsibilities, and experiences and to equip them with the skills to manage the choices, changes, and transitions ahead of them.

We have a whole school approach to careers education. This allows pupils to access the necessary information to help them make informed decisions about their futures. Our careers programme throughout the school supports our careers education curriculum and in line with the most recent careers guidance strategy (Last updated December 2025). Careers Education at Trevelyan Middle School is not just a stand-alone strand; it is thoroughly integrated into every area of the school and woven into the school curriculum and is instilled in our values of curiosity, resilience, innovation and social responsibility.

Trevelyan Middle School CAREERS STRATEGY

Purpose

Trevelyan Middle School is fully committed to ensuring that all of our pupils acquire the skills, knowledge and attitudes to manage their learning and career progression.

Trevelyan Middle School has already established a range of effective careers guidance activities which we hope will guide support our pupils to achieve positive destinations such as A 'levels, Higher Education, Apprenticeships, Technical routes or Employment.

This careers strategy sets out Trevelyan Middle School key approaches internally and externally to enhance the current careers guidance activities and participation opportunities already available to our pupils. The aim is to ensure that pupils 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 pupils have both the aptitude and interpersonal skills to effectively communicate and add value within the workplace.

The school 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 Berkshire Local Enterprise Partnership (LEP), Royal Borough of Windsor and Maidenhead Borough Council (RBWM), Further Education (FE) and Higher Education (HE) providers 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 school approach to delivering careers guidance to all of our pupils throughout their journey through education. Careers activity will therefore take place across years 7 through to year 8 as part of the mandatory requirements set by the Department for Education and contained within the Gatsby Benchmarks.

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Strategic Careers Leader

As set out within the Department for Education's Careers Strategy Trevelyan Middle School is required to have a designated member of our Senior Leadership Team named as our schools Strategic Careers Lead.

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

The Head of KS3 has agreed to undertake this role.

A link member of SLT will provide both the Head Teacher and the board of governors with regular updates on our progress and will work closely with the Berkshire Careers Hub, our assigned Enterprise Adviser and local employers to ensure we deliver this strategy.

Our Careers Team

Joy Mowat – Teacher
James Redman – SLT
Link governor – Marjerie Clementson

Our Enterprise Adviser/s

Through the Berkshire LEPs Enterprise Adviser Network Trevelyan Middle School are delighted to be assigned our own designated enterprise adviser.

The Berkshire Careers Hub with our specific link advisor will be supporting our careers team to assist us to facilitate careers related activity which will help us achieve Gatsby Benchmarks 5 and 6.

Current position at Trevelyan Middle School

Pupils are currently receiving the following careers related support or participating within the activities listed below during their journey through school:

Year 7

Students receive a comprehensive PSHE curriculum which includes lessons on money and tax. Students also receive a variety of subject specific activities, visits from professionals in a variety of different jobs as well as assemblies.

Year 8

As students move into Year 8 they build on the PSHE curriculum with a series of lessons that look at the world of work which incorporate the sectors and industries and

jobs for the future. The will also have visits from professionals in different fields as well as a designated career day which will look at careers and educational pathways with a visit from an organisation that is part of PAL (Provider Access Legislation).

Teaching staff contribute to the delivery of careers guidance through:

All subjects

E.g. Employer visits during classroom lessons, discussing careers using their subject, visits, extra-curricular activities

Local Employers contribute to the delivery of careers guidance through:

Careers mornings / assemblies / careers fairs

Parents contribute to the delivery of careers guidance through:

Providing careers talks to students

Partnership Arrangements and Employer Contacts

Trevelyan Middle School has strong links with:

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

Aims for 2025 to 2026

1. To use the careers action plan to strive towards meeting the eight Gatsby Benchmarks.
2. To ensure that KS3 pupils fully understand and consider the different routes available at post-16 and post-18, particularly apprenticeship and other vocational routes.
3. To ensure our careers work is integrated into the school's personal development programme and wider curriculum, demonstrating the relevance of subjects to students when considering a future career.
4. To engage with local community employers and training providers to provide multiple learning opportunities about the world of work and skills required.
5. To make available Labour Market Information and Intelligence to ensure students (and parents) are aware of local and national opportunities as well as trends, so that they are informed when making decisions.
6. To ensure all staff at Trevelyan have an awareness of linking curriculum learning to careers pathways. 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.
7. To provide additional opportunities for Pupil Premium learners to raise aspirations and consider various careers and educational routes in their future.

Gatsby Benchmarks

In line with the Department for Education's careers strategy, Trevelyan Middle School aims to fulfil the eight expectations set out within the 'Gatsby Benchmarks' which provide a framework to ensure that the school 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.

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- 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 Berkshire LEP Careers Hub 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 and Code Clubs.
- To ensure that careers related activities are built in throughout the school 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 PHSE 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.

6. Experiences of the Workplace

- 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 Berkshire.
- 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 has been provided with information about the full range of apprenticeships including higher level apprenticeships through the Berkshire Opportunities website.

Careers Programme and Provider Access Policy

Trevelyan Middle School's Provider Access Policy Statement

(To include The Department of Education, July 2021: "Baker Clause" and the Provider Access Legislation, January 2023)

Ownership: Trevelyan Middle School

Date updated: October 2025

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 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.

Commitment

Trevelyan Middle 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. Trevelyan 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.

Trevelyan 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 Trevelyan Middle 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.

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 future courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

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Student Entitlement

Trevelyan Middle 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 one encounter (Y8) with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies in National Careers Week, in addition to providers attending careers events at school or at each Trust school.

Development

This policy has been developed and is reviewed annually by the Careers Leader/line manager and Governors 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. The Trevelyan Middle School 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 Leader. Miss Mowat can be contacted by telephone or email office@trevelyan.org.uk Tel 01753 864371

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 Trevelyan Middle School is arranging. Students may also travel to visit another provider as part of the trip to be organised in partnership with Pioneer Educational Trust.

Live/Virtual encounters

Trevelyan Middle 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.

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.

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Monitoring review and evaluation

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

Policy Reviewed: September 2025

Feedback

Trevelyan Middle School 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.

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
Berkshire Opportunities	http://www.berkshireopportunities.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/
Berkshire Local Enterprise Partnership	http://www.thamesvalleyberkshire.co.uk/
Berkshire Apprenticeships	http://www.berkshireopportunities.co.uk/
Windsor Girls School	https://www.windsorgirls.net/
Windsor Boys School	https://www.twbs.co.uk/
Reading College	https://reading.activatelearning.ac.uk/
Newbury College	https://newbury-college.ac.uk/
Langley College	https://www.langley.ac.uk/
Berkshire College of Agriculture (BCA)	https://www.bca.ac.uk/
Bracknell & Wokingham College	https://bracknell.activatelearning.ac.uk/