

# Careers guidance policy



**Churchdown School Academy**  
ACHIEVING SUCCESS FOR ALL

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Person responsible:	Mr S Hastings

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### 1. Aims

This policy aims to set out our school's provision of impartial and informed careers guidance for our pupils. This includes the ways in which pupils, parents, teachers and employers can access information about our careers programme.

High-quality careers guidance is important for our pupils' futures, and our provision aims to:

- Help pupils prepare for the workplace, by building self-development and career management skills
- Provide experience and a clear understanding of the working world
- Develop pupils' awareness of the variety of education, training and careers opportunities available to them
- Help pupils to understand routes to careers that they're interested in, and to make informed choices about their next step in education or training
- Take into account the individual needs of all pupils to tailor the programme accordingly and provide the right level of support
- Promote a culture of high aspirations and equality of opportunity

### 2. Statutory requirements

This policy is based on the Department for Education's (DfE's) statutory [Careers guidance and access for education and training providers](#).

This guidance refers to:

- The Education Act 1997
- The Education and Skills Act 2008
- The School Information (\*England) Regulations 2008

This policy is also in line with the more recent [Skills and Post-16 Act 2022](#), which came into force on **1 January 2023**. It explains that our school must provide a minimum of **6 encounters** with technical education or training providers to all pupils in years 8 to 13.

This policy is also in line with the Education (Careers Guidance in Schools) Act 2022. This came into force on 1 September 2022, and amended the existing duty in The Education Act 1997, so that:

- Our school must now secure independent careers guidance from year 7 (instead of from year 8, previously)

- As an academy in England, we're now required to provide and publish careers guidance

The above guidance requires that schools publish information about their careers programme on their website. This policy includes this information and shows how our school complies with this requirement.

This policy complies with our funding agreement and Articles of Association.

We also act in line with our statutory duty under the 'Baker Clause', to be impartial and not show bias towards any route, be that academic or technical.

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board will:

- Provide clear advice and guidance on which the school can base a strategic careers plan which meets legal and contractual requirements
- Make sure independent careers guidance is provided to all pupils throughout their secondary education (11 to 18 year-olds) and that the information is presented impartially, includes a range of educational or training options and promotes the best interests of pupils
- Make sure that a range of education and training providers can access pupils in years 8 to 13 to inform them of approved technical education qualifications and apprenticeships
- Make sure that arrangements are in place for the school to meet the legal requirements of the provider access legislation, including that the school has published a provider access policy statement

Make sure that details of our school's careers programme and the name of the careers leader are published on the school's website

### 3.2 Headteacher

The headteacher will:

- Work with the governing board to set the direction for a whole-school approach to careers guidance, making sure it is aligned with the school's vision, priorities and development plans
- Support the careers team to deliver the school's careers programme

### 3.3 Senior leadership team (SLT)

Our SLT will:

- Support the careers programme
- Support the careers leader in developing their strategic careers plan
- Make sure our school's careers leader is allocated sufficient time, and has the appropriate training, to perform their duties to a high standard
- Support the careers adviser to deliver personal guidance to pupils, making sure it's well-resourced
- Work closely with the careers leader and careers adviser in the overall development and evaluation of the careers programme
- Allow training providers access to talk to pupils about technical education qualifications and apprenticeships, and set out arrangements for this in our school's provider access policy statement
- Network with employers, education and training providers, and other careers organisations

### 3.4 Careers leader and Careers co-ordinator

Our careers leader is Mr S Hastings, and they can be contacted by emailing [swh@churchdownschool.com](mailto:swh@churchdownschool.com). Our careers coordinator is Ms S Dougherty and they can be contacted by emailing [sed@churchdownschool.com](mailto:sed@churchdownschool.com). Our KS5 careers lead is Mr A Polgrean who can be contacted by emailing [atp@churchdownschool.com](mailto:atp@churchdownschool.com)

Our careers leader and careers coordinator will:

- Take responsibility for planning and delivering the careers programme and work towards meeting the Gatsby benchmarks in a meaningful way
- Coordinate and manage careers activities and budget for these
- Work with the SLT to make sure the careers programme is informed by a strategic careers plan aligned to the school's priorities
- Engage parents and carers throughout
- Establish and develop key relationships to drive progress and continuously improve the careers programme
- Establish and develop links with employers, education and training providers, and careers organisations
- Use and sequence labour market information (LMI) throughout the careers programme, tailoring it to individual circumstances
- Support the careers advisor to work with relevant staff, including the SENCO, subject teachers and pastoral teams
- Work closely with relevant staff, including our special educational needs co-ordinator (SENCO) and careers adviser, to identify the guidance needs of all of our pupils with special educational needs and/or disabilities (SEND)
- Work with our school's designated teacher for looked-after children (LAC) and previously LAC to:
  - Make sure they know which pupils are in care or are care leavers
  - Understand their additional support needs
  - Make sure that, for LAC, their personal education plan can help inform careers advice
- Evaluate and continuously improve the careers programme, drawing on feedback from all stakeholders and the destination of pupils
- Review our school's provider access policy statement at least annually, in agreement with our governing body

### 3.5 Careers advisers

Our independent careers adviser is Mrs E Stafford who will:

- Support pupils to make effective career decisions
- Work with the careers leader and SENCO to identify the needs of pupils with SEND and provide personalised support
- Contribute to the overall development and evaluation of the careers programme

## 4. Our careers programme

Our school has an embedded careers programme that aims to inform and encourage pupils to consider their career options, and take steps to understand their choices and pathways. We provide statutory independent careers guidance to pupils from year 7 onwards.

Our programme has been developed to meet the expectations outlined in the **Gatsby Benchmarks**:

1. A stable careers programme with a careers leader
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. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance

Our programme doesn't show bias towards any particular career path, and promotes a full range of technical and academic options for pupils. We consider the best interests of the pupil to whom the career guidance is given.

It is structured in a way that builds upon previous years, and the overarching aim is divided between the Key Stages so that pupils are encouraged to think appropriately about their future. We provide aims, objectives and activities for each year group.

Our careers programme is delivered through a number of methods, including: careers education sessions for PSHE, tutor time, career guidance activities such as business breakfasts and guest speakers, individual interviews, information and research activities, and work-related learning including work experience.

#### **4.1 How we meet our requirements**

All subjects link curriculum learning with careers. Additionally our PSHE curriculum includes information on careers and employability.

Every pupil will have access to at least 1 personal guidance meeting with a careers adviser by age 16.

Every pupil will have access to a further meeting by the age of 18.

Information about personal guidance support, and how to access it, will be communicated to pupils, parents and carers, and other stakeholders, including through the school website.

### **Key Stage 3**

Our Key Stage 3 careers programme will support pupils in their planning and choices of GCSE subjects. This includes:

- PSHE programme – careers, teamwork, enterprise, community and careers, equality of opportunity, ambition
- Online career profile – tutor time
- Career research in PSHE lessons
- Opportunity to meet independent careers advisor or careers representative at school
- Options interventions sessions and guidance
- Careers Fair
- Various speakers and visits through curriculum
- Opportunities for at least 2 encounters with providers of technical education or apprenticeships
- Working towards one weeks' worth of experiences of the workplace

## Key Stage 4

Our Key Stage 4 careers programme aims to help pupils research and understand their choices and routes into education and training. This includes:

- Opportunity to meet independent careers advisor or careers representative at school
- Business breakfasts hosted by local businesses
- Mock interviews
- Careers Fair
- Information and guidance meeting to discuss post-16 options
- Various speakers and visits through curriculum
- Opportunities for at least 2 encounters with providers of technical education or apprenticeships
- Working towards one weeks' worth of experiences of the workplace

## Key Stage 5

Our Key Stage 5 careers programme supports pupils in planning for their future, including university and alternative pathways. This includes:

- Opportunity to meet independent careers advisor or careers representative at school
- Mock interviews
- Careers Fair
- National Apprenticeship visit
- UCAS discovery day
- Cardiff/Oxford university visits
- Unifrog access
- Work experience opportunities
- Destination Doctor visit
- Various speakers and visits through curriculum
- Opportunities for at least 2 encounters with providers of technical education or apprenticeships

### 4.2 Pupils with special educational needs or disabilities (SEND)

We expect that the majority of pupils with SEND will follow the same careers programme that meets the Gatsby Benchmarks as their classmates, with adjustments and additional support as needed.

Our careers leader will work with teachers and, where appropriate, professionals from relevant organisations, to identify the needs of our pupils with SEND and put in place personalised support and support each with transition plans. This may include meetings with pupils and their families to discuss education, training and employment opportunities, supported internships and transition plans into higher education.

No information will be given to pupils without SEND that is not also offered to our pupils with SEND.

### 4.3 Access to our careers programme information

A summary of our school's careers programme is published on our school website, including details of how pupils, parents and carers, teachers and employers can access information about the careers programme.

Pupils, parents, teachers and employers can request any additional information about the careers programme by contacting Mr S Hastings at [swh@churchdownschool.com](mailto:swh@churchdownschool.com)

#### **4.4 Access to pupil participation records**

We collect, maintain and use accurate data for each pupil on their aspirations, intended and immediate education, and training or employment destinations to inform personalised support. We also keep records for each pupil of participation in the careers programme, the individual advice given to them and subsequent agreed decisions.

Pupils can request access to these records to support them during transition points and in their career development.

#### **4.4 Assessing the impact on pupils**

Our career programme is designed so pupils can give feedback, and their progress measured as they move through the Key Stages. We measure and assess the impact of the programme's initiatives by:

- Analysis of the destinations of students after they leave the school and go onto either higher education, training or employment
- Student feedback through exit surveys at the end of Y11 and Y13
- Feedback from employers
- Feedback from parents

This evidence will feed into the overall development plans to make it easier to evaluate, improve and adapt our careers programme to ensure it meets the needs of all pupils.

### **5. Links to other policies**

This policy links to the following policies:

- Child protection policy
- Data protection policy
- Provider Access Policy