

# Careers Guidance Policy



<b>Approved by:</b>	Penny Harris (Director) Jane Cox (Director)	<b>Date:</b> 1 <sup>st</sup> September 2025
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<b>Last reviewed on:</b>	1 <sup>st</sup> September 2024
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<b>Next review due by:</b>	1 <sup>st</sup> September 2026
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All policies are generated and reviewed with an awareness of equality and diversity in relation to pupils, staff and visitors. All policies are generated and reviewed placing safeguarding and wellbeing at the heart of all that we do.

## 1. Aims

- To fulfill the statutory duty to provide independent and unbiased careers guidance for all pupils in year 7-13.
- For all pupils to receive good, aspirational careers guidance to allow them to fully engage in further education, training or employment.
- To help pupils prepare for the workplace, by building self-development and career management skills.
- To give pupils experience of work, contact with employers and a clear understanding of the working world.
- 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
- To 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. Theory and statutory guidance

This policy is written to comply with

- the requirements of the Education (Independent School Standards) Regulations 2014.
- Careers guidance and access for education and training providers from the DfE
- The Education Act 1997

- The Education (Careers Guidance in Schools) Act 2022.
- The Education and Skills Act 2008
- The School Information (\*England) Regulations 2008
- Skills and Post-16 Act 2022.

This policy is in line with the Education (Careers Guidance in Schools) Act 2022, which amends the existing duty in The Education Act 1997, so that we must now secure independent careers guidance for pupils from year 7 (instead of from year 8, previously)

The above guidance requires that we publish information about the careers programme on our website, and that it is communicated in a way that enables learners, parents and carers, staff, and employers to access and understand it.

This includes:

- The name and contact details of the careers leader
- A summary of the careers programme
- Details of how pupils, parents and carers, teachers, and employers can access information about the careers programme
- How our school measures and assesses the programme's impact on learners
- The date by which we will review information

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

### **3. Responsibilities**

The directors will:

- Actively engage in setting the direction for a whole-school approach to careers guidance with the school leaders, to make sure it is aligned with the school's vision, priorities and development plans
- Provide clear advice and guidance on which the school can base a strategic careers plan which meets legal and contractual requirements
- Maintain strategic oversight of the school's legal and contractual requirements for careers guidance and hold senior leaders to account for delivering against those requirements
- Make sure that 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

The School Leaders will:

- Support the careers programme
- Support the careers leader in developing their strategic careers plan

- Make sure the careers leader is allocated sufficient time and budget, 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
- Network with employers, education and training providers, and other careers organisations

Our Careers Leader 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 the 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 external employers, education and training providers, and careers organisations
- Use and sequence labour market information (LMI) throughout the careers programme, tailoring it to individual circumstances
- Work closely with relevant staff to identify the guidance needs of all of our pupils with special educational needs and/or disabilities (SEND) and put in place personalised support and transition plans
- 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
- Engage with the relevant virtual school head and ensure a joined-up approach to identifying and supporting pupils' career ambitions
- Evaluate and continuously improve the careers programme, drawing on feedback from all stakeholders and the destinations of pupils
- Review our school's provider access policy statement at least annually, in agreement with our governing board

#### **4. Responsibilities**

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

2. Learning from career and labour market information
3. Addressing the needs of each young person
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 institution, education or 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.

## **5. Activities**

Activities will include:

- Curriculum content leading to accreditation in work skills
- Careers fairs
- College open events
- Work 'taster' events
- A range of work place visits and experiences
- Speakers and visitors from the world of work, education and training providers
- Work experience placements
- Use of high quality online careers software
- Access to a library of information and resources at school

## **6. 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 receive at least 1 personal guidance meeting with a careers adviser by age 16.

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.

## **7. Management of Provider Access Requests**

Our school is committed to providing meaningful careers encounters to all pupils. Providers wishing to provide any information to our pupils about the opportunities they can provide should contact the Careers Leader in the first instance. Providers are welcome to leave copies of their prospectus' or course literature for distribution to relevant

pupils. A number of events, integrated into our careers programme will also offer providers opportunities to come into school to speak to students and/or their parents/carers.

## **8. Review**

In order to ensure that this policy is relevant, if you have any comments please email [directors@ontrackededucation.com](mailto:directors@ontrackededucation.com)