

# Careers Guidance Policy



**Approved by:** Penny Harris (Director) Jane Cox (Director) **Date:** 28th September 2021

**Last reviewed on:** 15th September 2021

**Next review due by:** 27th September 2022

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 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 8-13.
- For all pupils to receive good, aspirational careers guidance to allow them to fully engage in further education, training or employment.
- To give pupils experience of work and contact with employers.

## 2. Theory and statutory guidance

This policy is written to comply with the requirements of the Education (Independent School Standards) Regulations 2014.

The school's Careers guidance strategy is underpinned by the Gatsby Charitable Foundation Benchmarks and DfE statutory guidance Careers guidance and access for education and training providers, 2018.

These benchmarks are:

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance

Pupils should receive guidance from independent and external sources.

## 3. Responsibilities

The Head Teacher will ensure:

- that the benchmarks are implemented, especially the production of an effective careers strategy, which seeks to meet the particular needs of pupils attending at that time

- there is a designated person with responsibility for careers guidance appointed within the school, who will access suitable training and be given the necessary time to carry out their role effectively
- that reviews of EHC plans/ statements of SEN are carried out annually for all pupils and these reviews include preparation for adulthood from year 8 onwards
- full participation in the preparation of PEPs for looked after children and ongoing work with the Virtual School Head in relation to careers guidance for looked after and previously looked after pupils
- participating in the preparation of any documentation supporting pupils in their transition to post 16 provision
- that as part of our commitment to informing pupils of the full range of learning and training pathways open to them we will encourage and facilitate all requests from approved training, apprenticeship and vocational education providers to speak to pupils

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#### **4. Careers Strategy**

The school's careers strategy includes:

- A designated Careers Leader for the school
- A map of the school's career programmes for all year groups
- Ensuring that subject teachers promote links between pupil learning and careers guidance
- Access to both internal and external careers guidance for all pupils
- A range of regular activities to inspire pupils
- A range of activities so that pupils experience diverse and aspirational aspects of life
- Building links with employers and the world of work
- The offer of work experience wherever possible (See Work Experience Policy)
- Providing regular 1:1 careers guidance meetings for all pupils in years 8 and up
- Ensuring that pupils have knowledge of local and regional employment and training opportunities
- Ensuring that pupils are supported to join the next phase of education, training or employment and do not become NEET, including financial support available to them
- Keeping comprehensive records of careers guidance and experiences for all pupils

#### **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

#### **Management of Provider Access Requests**

Providers wishing to provide any information to our pupils about the opportunities they can provide should contact the Headteacher at the school in the first instance. Providers are welcome to leave copies of their prospectus' or course literature for distribution to relevant pupils..

#### **6. Review**

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