

# Careers Guidance Policy

**Approved by:** Penny Harris (Director) Jane Cox (Director) **Date:** 1<sup>st</sup> September 2025

**Last reviewed on:** 1<sup>st</sup> September 2024

**Next review due by:** 1<sup>st</sup> September 2026

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 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
- 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.
- 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.

The school's Careers guidance strategy is underpinned by the Gatsby Charitable Foundation Benchmarks. 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 School Leader 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 are carried out annually for all pupils and these reviews include preparation for adulthood from year 7 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
- provide every pupil in years 8-13 with a minimum of 6 encounters with technical education or training providers.
- All careers guidance and advice is impartial and shows no bias towards any route be that technical or academic.

### **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

### **6. 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.

#### **7. Review**

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