



Careers Advice and Guidance Policy

Next review due	September 2026
Last review	September 2025
Reviewed by	
Approved by	Dr Julie Smith, Chair of Governors

**CAREERS ADVICE
AND GUIDANCE
POLICY**

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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
- Promote a culture of high aspirations and equality of opportunity

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. For more detail on these encounters, see our provider access policy statement, which will be provided on request to info@coniferhouse-school.co.uk, and published on our website as soon as it has been set up.

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 will provide independent careers guidance from year 7 (instead of from year 8, previously)

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.

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. This policy should be read in conjunction with our provider access policy statement, which sets out how our school meets this duty, and can be provided at info@conifershouse-school.co.uk and will be published on our website as soon as it has been set up.

Roles and Responsibilities

Careers Leader

Our careers leaders are the Headteacher and Assistant Headteacher and will undertake the following responsibilities:

- Take responsibility for developing, running and reporting on the school's career programme
- Plan and manage careers activities
- Manage the budget for the careers programme
- Support teachers to build careers education and guidance into subjects across the curriculum
- Establish and develop links with employers, education and training providers, and careers organisations
- Work closely with relevant staff, including our special educational needs co-ordinator (SENCO) and, 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 Children in Care (CIC) to:
- Make sure they know which pupils are in care or are care leavers
- Understand their additional support needs
- Make sure that, for CIC, their personal education plan can help inform careers advice
- Review our school's provider access policy statement at least annually, in agreement with our governing board

Senior Leadership Team (SLT)

Our SLT will:

- Support the careers programme
- Support the careers teacher in developing their strategic careers plan
- Make sure our school's careers teacher is allocated sufficient time, and has the appropriate training, to perform their duties to a high standard
- Allow training providers access to talk to pupils in years 8 to 11 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

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
- Appoint a member of the governing board who will take a strategic interest in careers education and encourage employer engagement
- Make sure independent careers guidance is provided to all pupils throughout their secondary education (11 to 16 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 details of our school's careers programme and the name of the careers teacher are published on the school's website
- Make sure that arrangements are in place for the school to meet the legal requirements of the 'Baker Clause', including that the school has published a provider access policy statement

Our Careers Programme

Our school has a robust 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.

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:

- Lessons where links to careers / workplace are made
- Preparation for Adulthood programmes
- Personal Development and Employability Skills Programme
- Career Engagement from employers
- Visits to places of employment and further education establishments
- Careers workshops
- Encounters with employers and employees from a range of industries
- Careers events in the local area
- Internal and external work experience placements

Key Stage 3

Our Key Stage 3 careers programme will support pupils in their planning and choices for their future pathways. This includes:

- Linking curriculum learning to careers / workplace.
- In class opportunities through Preparation for Adulthood.
- Encounters with employers and employees during in school careers events
- Community visits to places of employment.
- Mini enterprise activities
- Identify and develop personal skills
- Careers workshop
- Independent Careers Guidance Interview

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:

- Linking curriculum learning to careers / workplace.
- Learning through Preparation for Adulthood.
- Internal and / or external work experience placements (where appropriate)
- Encounters with employers and employees through careers events
- Encounters with further and higher education establishments through careers events
- Develop personal skills
- Mini enterprise activities
- Career workshops
- Independent Career Guidance Interview

Pupils with Special Educational Needs or Disabilities (SEND)

All pupils at Oaklands School have SEND and our careers programme is designed so that it meets the Gatsby Benchmarks 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 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.

Our careers leader may, as appropriate, invite adults with disabilities to visit and share their experience and advice.

Access to our Careers Programme Information

A summary of our school's careers programme will be published on our school website, including details of how pupils, parents, 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 the Assistant Headteacher at Conifers House School.

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:

- Teacher / pupil / employer evaluation of career events e.g. workshops, career talks/visits, encounters with employers and employees;
- Parent surveys
- Evaluation of work experience placements by pupils and employers.
- Compass Tool to audit Gatsby Benchmark termly.
- Achievements are recognised by the final awards gained in functional skills and Prince's Trust where appropriate
- Achievement is recorded by teacher and reported to parents annually in a full school report.
- Destination information is recorded and published and kept for a three-year period as required by the Gatsby Benchmarks and LAs.
- Careers Programme monitored by the Careers Leader.

Links to Other Policies

This policy links to the following policies:

- Provider Access Policy Statement
- Child Protection and Safeguarding Policy
- Curriculum Policy

Monitoring and Review

This policy, the information included, and its implementation will be monitored by the Governing Board and reviewed annually.