



# Careers, Information, advice and guidance policy

**Approved by:**

**Date:**

**Last reviewed on:**

November 2023

**Next review due by:**

November 2024

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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:

- To create opportunities for students to ‘Be Involved’ in developing their employability skills and ‘Be Involved’ in building their careers journey.
- To develop students understanding of the world of work and the ability to respond to change.
- To support students in gathering information about careers, and the academic and technical pathways.
- To support students to make informed decisions at key transition points.
- To inspire and motivate students to develop their skills and achieve the qualifications they need in order follow their chosen career path.

### 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. For more detail on these encounters, see our provider access policy statement, which you can find published in the Careers Section of our website as well as the Statutory section.

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. 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 found in our Provider Access statement.

### **3. Roles and responsibilities**

#### **3.1 Careers leader**

Our careers leader is Mrs Caroline Brennan (AHT Community & Careers), and they can be contacted by phoning 01625 610220 or emailing [careers@tytheringtonschool.co.uk](mailto:careers@tytheringtonschool.co.uk)

Our Careers leader, as a member of SLT senior leadership team (SLT) and will:

- 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 careers adviser, 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
- Review our school's provider access policy statement at least annually, in agreement with our governing board

#### **3.2 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
- Allow training providers access to talk to pupils in years 8 to 13 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

### 3.3 The governing board /Trustees

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 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 details of our school's careers programme and the name of the careers leader 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

## 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.

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:

- A tutor time Careers programme across Years 7 to 13.
- Use of the Unifrog Careers platform
- Calendared careers events and visits, for example, careers fairs
- Guest Speakers
- Assemblies
- Displays
- University visits and speakers
- Alumni events
- PSHE programme
- Year 10 and 12 Work Experience programme
- One to one guidance meetings with Level 6 qualified advisor.
- Post 16 choices Day
- Post 18 Choices Day
- Parents information Evenings

### **Key Stage 3**

Our Key Stage 3 careers programme will support pupils in their planning and choices of GCSE subjects as well as raising awareness of employability skills, careers sectors and pathways. This includes:

- Our Guide choices programme
- Tutor time programme
- Employer events
- Higher Education Events
- Apprenticeship events
- Careers Fairs

### **Key Stage 4**

Our Key Stage 4 careers programme aims to help pupils research and understand their choices and routes into education and training as well as the different employment sectors. This includes:

- Our Post-16 choices support programme
- Tutor time programme
- Employer events
- Higher Education Events
- Apprenticeship events

### **Key Stage 5**

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

- Our Post 18 choices support programme

- Tutor time programme
- University visits
- Post 18 choices Day
- Post 18 Parents information evening.
- UCAS Student Conference
- Employer events
- Apprenticeship events

#### **4.1 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 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.

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

#### **4.2 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, 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 [Careers@tytheringtonschool.co.uk](mailto:Careers@tytheringtonschool.co.uk)

#### **4.3 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 pupil destination data.
- Pupils' surveys and / or pupil voice.
- Staff surveys
- Parents surveys

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

This policy links to the following policies:

- Provider access policy statement
- Safeguarding Policy
- SEND Policy
- PSHE Policy

## 6. Monitoring and review

This policy, the information included, and its implementation will be monitored by the Trustees and reviewed annually by the Careers Leader.

The next review date is: November 2024

## 7 . Appendix 1- Summary overview of Careers Programme 2023-2024

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	Tutor Time programme  Year 7 Careers & Unifrog Assembly.  Future skills questionnaire	Tutor Time programme  National Apprenticeship subject activities.  National Careers Week subject activities	Tutor Time programme  Employer Encounter
YEAR 8	Tutor Time programme	Tutor Time programme  Year 8 Careers & Unifrog Assembly.  National Apprenticeship subject activities.  National Careers Week subject activities	Tutor Time programme  Employer encounter  Apprenticeship assembly
YEAR 9	Tutor Time programme  Macclesfield Careers Fair  Year 9 Careers & Unifrog Assembly.  Assembly- Technical provided Royal Navy  Future skills questionnaire	Tutor Time programme  Guided Choices Evening  Guided Choices pupil & parent consultation Day  Meeting with careers adviser  National Apprenticeship subject activities.  National Careers Week subject activities	Tutor Time programme  HE aspirations assembly  Employer Encounter

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 10	<p>Tutor Time programme</p> <p>Assembly- Technical provider Army.</p>	<p>Tutor Time programme</p> <p>National Apprenticeship week subject activities.</p> <p>National Careers Week subject activities</p> <p>HE Provider assembly-raising aspirations.</p> <p>Year 10 Careers &amp; Unifrog Assembly.</p>	<p>Tutor Time programme</p> <p>Future skills questionnaire</p> <p>Work experience preparation sessions</p> <p>Work experience</p> <p>Post 16 information – 6<sup>th</sup> Form assembly – raising aspirations.</p> <p>Post-16 technical education options assembly FE College</p> <p>Technical/vocational tasters at local college/s, training providers</p>
YEAR 11	<p>Tutor Time programme</p> <p>Post-16 provider open evenings</p> <p>Post-16 apprenticeships assembly</p> <p>Post -16 Sixth Form assembly</p> <p>Post-16 College assembly</p> <p>Post-16 Choices Day (collapsed Timetable)</p> <p>Meetings with careers adviser</p> <p>Post-16 applications</p>	<p>Tutor Time programme</p> <p>Year 11 Careers &amp; Unifrog Assembly.</p> <p>Post-16 apprenticeships provider assembly</p> <p>Post-16 interviews</p> <p>Apprenticeships – support with applications</p> <p>National Apprenticeship week subject activities.</p> <p>National Careers Week subject activities</p>	<p>Confirmation of post-16 education and training destinations for all pupils</p>



	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 12	<p>Tutor Time programme Post-18 assembly – apprenticeships</p> <p>Post-18 assembly- Officer roles (MOD)</p>	<p>Tutor Time programme</p> <p>Higher education (HE) fair</p> <p>National Apprenticeship week subject activities.</p> <p>National Careers Week subject activities</p>	<p>Tutor Time programme</p> <p>Post 18 Choices Day (Collapsed Timetable)</p> <p>Post 18 Choices Parents information evening.</p> <p>Meetings with careers adviser</p>
YEAR 13	<p>Tutor Time programme</p> <p>Edge Hill University Careers Fair</p> <p>Post-18 assembly – with higher and degree apprenticeship providers</p> <p>Post-18 assembly- Officer roles (MOD)</p> <p>Macclesfield Pledge ERP programme- (supporting progression to employment or apprenticeships).</p> <p>Targeted tutorials for students requiring additional support.</p>	<p>Tutor Time programme</p> <p>Meetings with careers adviser</p> <p>Macclesfield Pledge ERP programme- (supporting progression to employment or apprenticeships).</p> <p>Targeted tutorials for students requiring additional support.</p> <p>National Apprenticeship subject activities.</p> <p>National Careers Week subject activities</p>	<p>Confirmation of post-18 education and training destinations for all pupils</p>