

<b>POLICY TITLE:</b>	<b>Careers Guidance</b>
<b>Policy Number:</b>	ACS 57
<b>Applies to:</b>	Schools & Colleges: England, Wales, Scotland
<b>Version Number:</b>	04
<b>Date of Issue:</b>	25/04/2024
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<b>Ratified by:</b>	Charlie Rivers – Head of Quality, Education
<b>Responsible signatory:</b>	Jane Stone – Director of Governance and Risk
<b>Outcome:</b>	<p>This policy aims to ensure:</p> <ul style="list-style-type: none"> <li>All students who attend Aspris Children's Services schools and colleges will have access to appropriate and meaningful careers guidance which gives them an opportunity to achieve to the best of their abilities in the world of work, ensures equality of opportunity and addresses their special needs.</li> </ul>
<b>Cross Reference:</b>	<p>ACS26 Equal Opportunities and English as an additional language            ACS26A Equal Opportunities and English as an additional language – Wales            ACS30 Assessment for Learning            ACS30A Assessment for Learning - Wales            ACS31 Curriculum            ACS31A Curriculum - Wales            ACS32 Teaching and Learning            ACS33 Special Educational Needs            ACS33A Additional Learning Needs            ACS34 Spiritual, moral, social, cultural development and Community Cohesion</p>
<b>EQUALITY AND DIVERSITY STATEMENT</b>	
<p>Aspris is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect</p>	

In order to ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, email [AsprisGovernanceHelpdesk@Aspris.com](mailto:AsprisGovernanceHelpdesk@Aspris.com)

## Careers Guidance

### 1 INTRODUCTION

- 1.1 In order to effectively implement this policy, each Aspris School or College will have local procedures in place where necessary, which explain how this policy is applied and put into practice at site level.
- 1.2 Template **ACS LP 57** is provided for this purpose and includes a key content checklist.
- 1.3 This policy should be used in conjunction with the related policies listed on the preceding page where applicable.

### 2 AIMS

- 2.1 Each school and college aims to provide children and young people with appropriate and meaningful careers guidance and learning for employment in order that they can achieve the best possible outcomes in their future working life.
- 2.2 By providing good career guidance schools and colleges aim to inspire children and young people towards further study and enable them to make informed decisions whenever choices are open to them, and to help children and young people to understand enough about the world of work to know what skills they need to succeed.
- 2.3 All schools and colleges will seek to deliver careers guidance to a consistent standard, using the Gatsby Foundation Benchmarks.

### 3 LEGAL DUTIES

- 3.1 Section 42A of the Education Act 1997 requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from year 8 (12-13 year olds) to year 13 (17-18 year olds).
- 3.2 Governing bodies must ensure that the independent careers guidance provided:
  - (a) is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option
  - (b) includes information on the range of education or training options, including apprenticeships and technical education routes
  - (c) will, in the consideration of the person(s) delivering such, be in the best interests of the child or young person to whom it is being provided.

### 4 RESPONSIBILITIES

- 4.1 The Headteacher/College Leader is responsible for nominating a suitable colleague to co-ordinate the provision of Careers Guidance throughout the provision
- 4.2 The nominated colleague with responsibility for Careers Guidance is responsible for ensuring that within the provision the 'Gatsby' criteria are met
- 4.3 Governance is responsible for including a review of careers guidance provisions within their termly governance meetings, and challenging the school to develop provisions as appropriate.

### 5 KEY SUCCESS CRITERIA

- 5.1 Schools and colleges are responsible for ensuring that the following success criteria are met:
  - 5.1.1 Every school and college must have an embedded programme of career education and guidance that is known and understood by children and young people, parents/carers, teachers, governors and employers.
  - 5.1.2 Every child/young person, and their parents/carers, must have access to good quality information about future study options and labour market opportunities.
  - 5.1.3 An informed adviser must be made available to children and young people and their parents/carers to make best use of available information. This may be a suitably trained colleague, or may be a locally commissioned Adviser.
  - 5.1.4 Opportunities for advice and support are tailored to the needs of each child/young person and their individual abilities, and this is contained within their individual education plan.
  - 5.1.5 Throughout the school/college, teachers link careers awareness with the curriculum, in order that children and young people can understand how learning may impact on future career opportunities and choices: This is made clear in lesson planning.
  - 5.1.6 Each child/young person is provided with appropriate opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This includes opportunities to participate in work experience programmes. These opportunities and experiences must be tailored to the needs interests and abilities of the individual. (Sixteen year olds should be offered a one week experience, and eighteen year olds, two weeks).
  - 5.1.7 Each child/young person should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks. These opportunities and experiences must be tailored to the needs interests and abilities of the individual, and participation must be supported by colleagues as appropriate to individual needs.
  - 5.1.8 Children and young people should understand the full range of learning opportunities that are available to them in accordance with their individual needs and abilities. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
  - 5.1.9 Each child/young person should have opportunities for guidance interviews with a career adviser, who could be internal (a school colleague) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.
  - 5.1.10 Where workplace placements are used Headteachers are responsible for ensuring that all appropriate risk assessments are in place.

## **6 RECORDING**

- 6.1 A clear record of all careers guidance and work experience must be maintained for each child/young person

## **7 MONITORING**

- 7.1 The Headteacher or College leaders will monitor the effectiveness of their Careers Guidance Provisions
- 7.2 Governance will ensure that the careers guidance policy is implemented and monitored effectively.

7.3 School/College leaders and Governors will use the Gatsby Benchmark Checklist and Self-Assessment Tool (**ACS Form 57A**) to evaluate provisions, and add any identified action to the SEF/SAR and strategic plans as appropriate.

7.4 At group level the impact of careers guidance will be assessed through the annual collection and analysis of leaver destination data.

## **8 REFERENCES**

- 8.1 The National Curriculum in England (DfE)  
The Education (Independent School Standards) (England) Regulations 2010 as amended 2012  
DfE: Careers guidance and access for education and training providers  
DfE: Careers guidance; Guidance for further education colleges and sixth form colleges  
Statutory guidance for governing bodies, school leaders and school staff  
January 2018  
Gatsby Foundation: Good Careers Guidance 2017  
DfE (Current version) Keeping Children Safe in Education: Statutory guidance for schools and colleges

### **Associated Forms:**

**ACS Form: 57A** Careers Guidance Benchmarks Checklist

**Local Procedure ACS LP 57** Careers Guidance