

Quality of Education

Careers Education and Guidance Policy

Contents	
1	Context
2	Intent
3	Strategic Developments
4	Implementation
5	Impact
6	Review
7	Appendix

1.0 Context

Greenfields Academy is committed to delivering a careers programme that prioritises pupils and equips them for the future. Through personalised advice and guidance, the programme aims to help pupils connect with employers and build essential interpersonal skills for success in further education and the workplace. Our approach aligns with the Gatsby Benchmarks to enhance and continuously improve our career education.

We have identified key areas for development within the existing careers curriculum to strengthen its impact and work towards achieving a recognized quality standard in careers education.

2.0 Intent

- **Offering Diverse Experiences:** Providing a wide range of meaningful opportunities, including in-person work placements and engagements with external speakers, to inspire and inform pupils about the world of work.
- **Tailored Support:** Delivering individualised advice and guidance throughout their time at school to help pupils make informed choices about their future.
- **Building Skills and Understanding:** Enhancing pupils' understanding of the working world while fostering transferrable interpersonal skills essential for life beyond school.
- **Exploring Options:** Ensuring pupils gain insight into the full spectrum of post-school options, enabling them to make well-informed decisions.
- **Collaborating with Families:** Partnering with parents and carers to identify and secure the most suitable post-school pathways for each pupil.

3.0 Strategic Developments

	2023-2024	2024-2025	2025-2026
A stable careers programme	All staff to be aware of our careers programme. All staff to be confident in discussing careers within their subject.	All staff to be updated with key changes to our extended careers programme offer for KS3 pupils.	Policy to be reviewed and ensure it reflects continuity and developments in our careers programme.
Learning from career and labour market information	Use external agencies to help provide all pupils with advice a guidance about future study pathways and labour information.	Lean on support from external agencies, the careers advisor to be able to provide pupils with up-to-date labour market information.	Continue to provide pupils staff and stakeholders with updated Labour Market Information for their localities.
Addressing the needs of each pupil	Careers programme to start in KS2 within PSHE and lead throughout KS3 to KS4. Pupils provided with a range of options and individual discussions to take place with pupils and parents/carers.	Develop a recording system to document individual pupils' careers journey.	Continue to update pupils' careers journeys ensuring all pupils have a record of their career's experiences.
Linking curriculum learning to careers	Career posters to be available in each classroom demonstrating the job opportunities related to different subjects.	Career exploration lessons that focus specifically on careers that link to specific subjects e.g. English, Maths, STEM. Work experience to be embedded as a targeted transitional provision for year 10 pupils.	Careers theme days to be embedded and recorded in pupils' careers journeys.

Encounters with employers and employees	External support to be given to the school to help network with employers. Employers to be invited in for a careers fair.	External speakers to be welcomed in to engage pupils with the working world.	Pupils to have regular encounters with employers and continue to work with a range of employers to arrange employer visits.
Experiences of workplaces	Pupils to have first-hand experience of a work placement	Pupils to have first-hand work experience and virtual opportunities to engage with employers.	Work experience to be an embedded transitional provision for year 10 pupils. Work experience to also be a personalised provision offered to a range of pupils to support their needs.
Encounters with higher and further education	Pupils in KS4 to understand the range of pathways available to them.	Pupils in KS3 and KS4 to understand and experience a range of pathways available to them.	Pupils to have aspirational encounters specifically focussing on sixth forms and universities for whom it is deemed appropriate.
Personal Guidance	Pupils to have the opportunity to receive advice and guidance from an external career's advisor.	Pupils to have the opportunity to receive advice and guidance from an external career's advisor.	Explore option to train an individual to level 6 to offer careers advice and guidance in house.

4.0 Implementation

Strategy

We are working to gain formal accreditation of our careers programme through the Quality in Careers Standard - the single national quality award for careers education, information, advice, and guidance. The Standard seeks additional evidence of outcomes for pupils from the school or college careers programme. As the Standard is externally assessed by one of the Licensed Awarding Bodies, appointed by the Consortium, pupil voice is a key part of assessor's evidence gathering on the impact the careers programme has had on pupils' career-related learning.

Curriculum:

Key Stage 2: Pupils to be exposed to careers discretely within subject lessons and targeted through PSHE.

Pupils to be exposed to a range of careers and supplemented by external visits.

Key stage 3: We see careers education as an important aspect of all pupil's school experience. From year 7 to 9 pupils experience careers through a bespoke career's curriculum. This allows pupils to explore a wide range of careers and begin to think about how their schooling can benefit their future career pathways. This is emphasised in year 9 in the spring term when pupils are beginning to select their options.

Key stage 4: Pupils will have 1 hour of careers a week in both year 10 and 11. This time is used to look at skills, jobs, post-16 options, and applications. These sessions aim to allow pupils to access individual careers advice as well as providing pupils to explore a range of careers that interest them and post-16 options. By the end of year 11 pupils will have applied a post-16 placement following a route that is suited to them as an individual.

Work Experience

A key component of a careers program is to give pupils the opportunity to experience the wider working world. Across year 9, 10 and 11 pupils will have the opportunity to participate in work experience (See Appendix 3). By the end of year 11 all pupils will have completed 50 hours of work experience further building on employability skills. All year 10 pupils have the opportunity to access work experience during the transition period, pupils will be supported in selecting an appropriate placement through a database of potential employers. The placement will be appropriate to the pupil's individual needs; placements will be risk assessed by staff and staff will be available to support pupils while on work experience.

Advice and Guidance

Pupils will have access to individual and impartial support from a dedicated careers advisor. Pupils will report regularly to the career's subject champion, regarding pupil progress and the effectiveness of the school's career plan.

Parent/ Carer involvement

As part of our policy, we actively encourage the support, guidance, and advice from parents/ carers to allow pupils to have open conversations within and outside the home. Parents/ carers are important in providing pupils with and easing transitions from end of year 11 into post-16 education. Parents/carers will be invited to options evening and are welcomed to contact the careers subject champion to discuss individual pupil's post-16 destinations.

Destination and Data Recording

Destination measures provide clear and comparable information on the success of our school in helping all our pupils in selecting and offering them the best opportunity to continue in education, training, or employment.

Monitoring and Review

The careers programme is reviewed by the Assistant Headteacher. The overall effectiveness of the programme is assessed using the Gatsby Benchmarks and Compass Self-Assessment Toolkit; the results of which will be used to inform improvement priorities and plan developments year on year.

Baker Clause

Introduced as an amendment to the Technical and Further Education Act 2017, the Baker Clause stipulates that schools must allow colleges and training providers access to every pupil in years 8- 13 to discuss non-academic routes that are available to them (See Appendix A). It is expected that by doing so this will help address the UK's productivity challenges and address skills shortages experienced across several sectors of the economy. This regulation has been enforced since January 2nd, 2018.

Refer to Appendix 2 for policy statement on provider access.

5.0 Impact

Quality of Education with taught Careers Education to be consistently Good or better, showing capacity for sustained improvement.

Pupils make expected or better progress across the *Careers Education* curriculum, consistent with their Tidal provision.

Careers will equip pupils with the knowledge and skills to be able to participate in wider society. Pupils will be enabled to understand and navigate a rapidly changing 21st Century world. They will possess the self-awareness and enhanced aspirations to succeed in later life and to be able to make a positive contribution to society through structured preparation for their Careers Pathway from age 14 to 25. Including a personal portfolio of workplace CPD awards. By the end of KS4 all pupils will have a destination that is appropriate to them and all options should be explored to ensure no pupils that leave Greenfields are NEET.

Take part in careers education programmes across Key Stage 2, 3 and 4 that help them to:
Understand opportunities available to them when progressing to further education from 16-25. Be aware of the requirements and possibilities within further and higher education and gain knowledge of apprenticeships and vocational pathways. Access relevant information and learning from taster activities and experience of work. Have opportunities for a personalised careers guidance interview with a professionally accredited careers adviser. Engage with people, ideas, challenges, and applications from the business world. Have opportunities to learn about STEM related careers.

6.0 Review

Review Date: October 2025

Next Review: October 2026

7.0 Appendix

1 - Gatsby Benchmarks

Useful Links: [Careers guidance and access for education and training providers \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/guidance/gatsby-benchmarks)

1. A stable careers programme
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. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

2 - Baker Clause

Policy statement on provider access

Introduction This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement All pupils in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events.
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests:

A provider wishing to request access should contact Tenille Dawson, Careers subject champion: Telephone: 01476 574112 Email: Tenille.dawson@greenfields-cit.co.uk

Opportunities for access:

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

Year 8 Event for University Technical Colleges Life Skills – assembly and tutor group opportunities Life Skills – assembly and tutor group opportunities

Year 9 Event for University Technical Colleges KS4 options event

Year 10 Life Skills – work experience preparation sessions Life skills – assembly and tutor group opportunities

Year 11 Life Skills – assembly on opportunities at 16 Event for University Technical Colleges Post-16 evening post-16 taster sessions

Please speak to our Careers subject champion to identify the most suitable opportunity for you.

Premises and facilities:

The school will make the main hall, classrooms, or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers subject champion or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school administration office, which will then be managed by the careers subject champion.

The Resource Centre is available to all pupils at lunch and break times.

3- Work Experience

At Greenfields work experienced is defined as any opportunity pupils have with employers, this is a personalised offer which is suited to pupils needs. In some cases, this is supporting staff in school and completing tasks such as assisting with PE lessons and coaching younger pupils. The work experience offer is not limited to work experience week and is a bespoke offer within our wave provision; for some pupils where it is deemed fitting work experience can be a percentage of their curriculum offer in year 9, 10 and or 11.

END

