



CAREERS EDUCATION INFORMATION, Advice and GUIDANCE POLICY

The Gatwick School

Key document details			
Author:	O. Newman (Assistant Headteacher)	Ratified by:	Interim Executive Board
Owner:	D. Marillat (Headteacher)	Version no.:	1.1
Ratified Date:	November 2023	Next review:	November 2024

Contents:

Statement of intent

1. Legal framework
2. Key roles and responsibilities
3. Developing a stable careers programme
4. Statutory duties
5. Using labour market information
6. Addressing the needs of students
7. Providing targeted support
8. Supporting students with SEND
9. Additional provision
10. Methods
11. Curriculum
12. Targeted support
13. Enabling encounters with employers and alumni
14. Providing work experience
15. Enabling encounters with further education (FE) and higher education (HE)
16. Providing personal guidance
17. Auditing
18. Information sharing
19. Monitoring and review Appendix:
Provider Access Policy – added and approved January 2023

Statement of intent

Promoting a career development culture is an essential part of the vision and values of The Gatwick School. We aim to provide our pupils with as many **choices** as possible which allows them to have an equal number of **chances** in the future to achieve their goals. We aim to challenge and support the aspirations of our pupils to ensure they have a wider understanding of the different skills needed to be successful in their learning and in the wider world of work. At TGS we believe that a powerful careers education allows our pupils to feel ready and prepared to take that next step in their own pathways whether this may lead.

Aims and objectives

This policy is underpinned by Sections 42A, 42B and 45A of the Education Act 1997, Section 72 of the Education Skills Act 2008, Section 4 (15) of the School Information (England) Regulations 2008, the national Careers Development Framework (CDI April 2021) and has regard to the DfE's statutory guidance, 'Careers guidance and access for education and training providers' (July 2021).

The main aims of careers provision at The Gatwick School are to:

- Prepare students for life post-education
- Develop an understanding of different career paths
- Develop an understanding of the differences between school and work
- Inspire students to chase and achieve their dreams
- Help students to access information on the full range of post-16 education and training opportunities
- Support students after leaving school
- Offer targeted support for vulnerable and disadvantaged young people
- Instill a healthy attitude to work
- Provide a stable careers programme
- Link curriculum learning to careers
- Provide experience of workplaces
- Provide encounters with further and higher education

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1997
- Education and Skills Act 2008
- Apprenticeships, Skills, Children and Learning Act 2009
- Equality Act 2010
- Children and Families Act 2014
- Technical and Further Education Act 2017
- The School Information (England) (Amendment) Regulations 2018
- DfE (2023) 'Careers guidance and access for education and training providers'

This policy operates in conjunction with the following school policies:

- Complaints Policy and Procedures
- Child Protection and Safeguarding Policy and Procedure

2. Key roles and responsibilities

1. Interim Executive Board (IEB)

- For the implementation of the Careers Policy and provision at The Gatwick School. The board also has a nominated link IEB member, Brett North, that has strategic interest in the trust's career provision
- For ensuring that the Careers Policy, as written, does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation
- For handling complaints regarding this policy as outlined in the Trust Complaints Policy
- For providing clear advice and guidance to the headteacher on which they can base a strategy for careers education and guidance which meets the school's legal requirements
- Aiming to ensure that all registered students are provided with careers guidance to allow a range of education and training providers to access all students and inform them about approved technical education qualifications and apprenticeships

2. The careers curriculum is managed by the Careers Lead. The Careers Lead will be responsible for:

- The day-to-day implementation and management of the Careers Policy at The Gatwick School
- Managing the provision of careers information
- Taking responsibility for the development, management and reporting of the school's careers programme
- Planning careers activities, managing the careers budget and, where necessary, and managing and coordinating other staff involved in the delivery of careers guidance
- Establishing and developing links with employers, education and training providers, and careers organisations
- Liaising with the Head of School and the careers adviser to implement and maintain effective careers guidance
- Liaising with the Personal Development Lead and other subject leaders to plan careers education in the curriculum
- Liaising with Head of Years, tutors and the Special Educational Needs Coordinator (SENCO) to identify students needing guidance
- Establishing, maintaining and developing links with Further Education (FE) colleges, universities, apprenticeship providers and employers
- Aim to provide students with effective careers guidance and supporting social mobility by improving opportunities for all young people
- Supporting teachers of careers education and tutors providing initial information and advice
- Supporting subject teachers to build careers education and guidance into subjects across the curriculum across the year
- Monitoring teaching and learning in careers education, and the access to and take up of career guidance
- Advising senior leadership on policy, strategy and resources for careers education, information, advice and guidance (CEIAG)
- Preparing and implementing a development plan for CEIAG
- Reviewing and evaluating the programme of CEIAG
- Encouraging the training of staff to promote careers guidance to their students
- Using the [Gatsby Benchmarks](#) to improve the school's careers provision and ensure compliance with legal duties, with an ultimate aim to meet all benchmarks

- Allowing students to have access to providers of technical education, such as colleges, and apprenticeships to ensure every pupil is well-informed about their future options at every stage
- Self-evaluating the careers provision the school offers
- Will aim to publish details of the school's careers programme and a policy statement on provider access on its website by January 2024
- Working closely with the SENCO and other staff to identify the guidance needs of all students with Special Educational Needs and Disability (SEND) and implement personalised support
- Ensuring that students with SEND understand their different career pathways, and enabling them to gain the skills, knowledge and experience they require to achieve their career goals

3. Teaching staff are responsible for:

- Auditing their careers education curriculum, with the aim for it to be delivered in their lessons
- To attend any relevant CPD or training to ensure they are up-to-date with the school's careers plan and their role within in
- Once embedded in the curriculum they will promote their subjects through visual aids
- Being good role models for their particular area of work or specialism
- Be part of creating a learning environment that allows and encourages students to tackle real life challenges, manage risks and develop skills that can be applied to the workplace

3. Developing a stable careers programme

1. The Gatwick School aims to have a stable careers programmed in place which meets the requirements of the eight Gatsby Benchmarks and statutory guidance published on the website by January 2024. The programme will be reviewed against the benchmarks to reflect updates and remains on target.

2. The Gatwick School will demonstrate how it is working towards each Gatsby Benchmark, as part of its careers summary, including the aims, objectives and activities provided for each year group.

3. Regular feedback from students, parents, teachers, governors and employers will be invited. Feedback will be used to contribute to the development of the school's careers programme to ensure it meets the needs of all students.

4. The Careers Lead will ensure the leadership and coordination of a high-quality careers programme which will be embedded throughout the school year of 2023/24.

5. The following will aimed be published on The Gatwick School's [Website](#)
- The name and contact details of the careers leader
 - A summary of the careers programme, including how information about the programme may be accessed
 - Details of how the school measures and assesses the impact of the careers programme on students
 - The date and review schedule of the careers information published

4. Statutory duties

1. The school will follow all legal obligations in relation to careers education, information and guidance.
2. The school's careers strategy will be shaped by the needs of individual students so developing a strong dialogue with students is at the heart of the policy.
4. The school must make it clear to students that they will be required to continue studying GCSE English Language and Maths post-16 if they do not achieve a Grade 4 or better at GCSE in these subjects.
5. The school must make it clear to students that although they must remain in education or training beyond the age of 16, they are not required to stay in school.
6. The school's duty also includes ensuring that students understand the wide variety of opportunities available in the job market, including the fact that many careers require a good knowledge of the STEM (Science, Technology, Engineering and Mathematics) subjects.
7. There will be opportunities for students to develop an entrepreneurial spirit.
8. The school will ensure that both high attaining students and those with special educational needs and disabilities (SEND) are supported to make an informed choice about whether to aim for college or an equally high calibre apprenticeship.
9. Students will be made aware of extra-curricular opportunities, such as the [National Citizens Service](#), that will help them achieve their careers aspirations.

5. Using labour market information

1. The Gatwick School will aim to ensure all secondary pupils, and their parents, has access to high-quality information about future study options and labour market opportunities through our school website, newsletter and regular contact with home.
2. The school will aim to ensure our students and their parents understand the value of finding out about the labour market, and support them in accessing this information through our tool of Unifrog.
3. The school will aim to ensure that all students, by the age of 14, have accessed and used information about different career paths and the labour market to inform their own decisions on study options. This will be through the use of Unifrog by pupils and subject teachers sharing the labour information relating to their subjects. Students will be provided with the necessary links and information that will enable them to access this. Access will be monitored to review whether students are making the most of the service, and if not, what can be done to ensure they do.
4. Parents will be encouraged to access and use information about labour markets and future study options to inform their support to their children through their child's Head of Year and newsletter where appropriate.
7. The school will use labour market information, such as job roles, pay and vacancies, to inform students about the trends and opportunities in each industry through house time and enrichment days. Information about a diverse range of progression pathways will be shared with students, including technical routes, to strengthen their capacity to make effective choices.

6. Addressing the needs of students

1. The Gatwick School's careers programme will aim to raise the aspirations of all students whilst being tailored to individual needs. The programme will inform students of the range of opportunities available to them.
4. The Gatwick School will aim to tailor careers activities and educational goals to the needs of each student, taking into account their prior knowledge and skills.
5. The Gatwick School will aim to have comprehensive and accurate records to be kept to support the career development of individual students at all relevant stages of education, beginning from the first point of contact. These records will be stored securely. Access to this information will be permitted, should a pupil or their parent request it.
6. Destinations data will be retained by the school for at least three years, this will be logged through Unifrog and internal trackers.
7. Data retained will be collected, stored and managed in line with the Data Protection Policy and Records Management Policy.
8. The school will collect and analyse destinations data to assess how well the careers programme is countering stereotypes and raising aspirations.

7. Providing targeted support

1. The school will work with the LA, children's social care to identify students who are in need of targeted support or those who are at risk of not participating in post-16 pathways.
2. Agreements will be made on how these students can be referred for support drawn from a range of education and training support services available locally. The school will share the relevant data on these students with the LA and local education and training providers where support costs may be required, such as care leavers and students who are eligible for Free School Meals (FSM).
3. The school will ensure that students understand the programmes available to support them and the financial costs associated with staying in post-16 FE. To support students who are likely to need support with post-16 participation costs, such as those with SEND, the school will work with the LA and local post-16 education or training providers to share pupil data and ensure these students receive such support.

8. Supporting students with SEND

1. The careers leader will work closely with the SENCO and other staff to support students with understanding different career pathways and how to develop the necessary skills, knowledge, experience and qualifications to succeed and fulfil their potential. The school will work with families of students to help them understand what career options are available.
2. Interviews will be conducted to find out individual students' aspirations with their keyworkers. The results of the interviews will create careers guidance and experience that will be tailored to students needs based on their own aspirations and abilities.
3. The school will aim to build partnerships with businesses and other employers, employment services. Our pupils will be prepared for encounters with employers and provided with any

special support that will allow them to benefit fully from the experience.

4. When arranging work experience for students, the school will work with the employer to determine any additional support that will be needed during the work placement.

9. Additional provision

1. We will aim for our students to be surveyed annually about their career aspirations and ambitions to help identify their strengths and to ensure that their aspirations are built on a solid foundation of understanding. This will be analysed by the Head of Year and the Careers leader.

3. The school is currently building links to local employers which provide impartial and external Careers information.

4. The school organises certain events such as:

- Careers Fair at TGS
- Apprenticeship week

5. The school has links to the following local colleges:

- Collyers College
- Crawley College
- East Surrey College
- Reigate College

6. Work Experience takes place for a week in Year 10 where we aim for all pupils to have an experience with a local employer. The Gatwick School is committed to providing all students with the opportunity to take part in Work Experience; this takes place second week of June.

10. Methods

1. The Gatwick School will use the following methods to deliver a strong, well-rounded careers provision:

- Providing a range of opportunities that enhance the curriculum and brings careers to life.
- Promoting awareness of the world of work.
- Promoting a range of opportunities and provisions which assist in raising aspirations and achievement, including those that are often portrayed as primarily for one or other of the sexes (e.g. encouraging girls to pursue STEM-related careers).
- Promoting awareness and understanding of work, industry, the economy and community.
- Relating skills, attitudes and knowledge learned in school to the wider world.
- Developing students' personal and social skills to relate to the world of work.
- Enabling students to make considered decisions with regard to future choices.
- Preparing students for the transition to further education (FE) or employment with training.
- Helping students with basic career management such as CV writing, CV building, job searches and job interviews.
- Providing access to online creative resources and labour market information.

3. The school will provide cross-curricular links to careers in other subjects.

11. Curriculum

1. The school will work to encompass careers education and guidance into subjects across the curriculum through the auditing of their own subjects. All teachers will be asked to support the career development of young people in their role and through their subject teaching.
2. Students are expected to study the core academic subjects at GCSE, including English, maths, science, history or geography, and a language. Students will be informed that if they do not achieve a grade 4 or higher in GCSE maths and English by the end of KS4, they will be required to continue working towards this aim as part of their 16-19 study programme.
3. The Gatwick School will aim to ensure that, by the age of 14, every pupil has had the opportunity to learn how various STEM subjects aid their entry into a wide range of careers and enable them be more effective workers.

12. Targeted support

1. The school will work closely with the LA to identify students who are in need of targeted support, or who are at risk of not participating in post-16 education/training.
2. The school supports the vision that all students with SEND are capable of paid employment, with the right preparation and support.
4. The school will ensure that they support students with SEND in developing the skills, qualifications and experience needed to pursue their careers.
5. For students with EHC plans, the school will ensure that these plans, from Year 9 at the latest, include a focus on preparing for adulthood, including employment, independent living and participation in society.

13. Enabling encounters with employers and alumni

1. The Gatwick School will engage with local employers, businesses and professional networks, inviting visiting speakers. Pupil will be exposed to the world of work in each new academic year.
2. Every year, from the age of 11, pupils will participate in at least one meaningful encounter with an employer; at least one of these encounters will be with a STEM employer or workplace. These encounters will include:
 - Careers events such as careers talks, careers carousels and careers fairs
 - Transitions skills workshops such as CV workshops and mock interviews
 - Employer delivered employability workshops
 - Employer encounters with parents
 - Employer involvement in the curriculum

3. The Gatwick School will develop strong links with local, regional and national employers across all sectors to help students obtain information.
4. The careers programme will aim to have a strong employer focus, allowing students to meet with sector representatives and businesses, to gain insights into a range of industries and sectors.

14. Providing work experience

1. The Gatwick School will ensure that all students have had the opportunity to engage in at least one first-hand experience of a work place by the age of 16, additional to any part-time jobs they may have.

Where required and appropriate, virtual experiences of the workplace will be used to complement the in-person experience.

2. The Gatwick School will encourage students to experience a wide variety of workplaces and support them to plan for, reflect upon, and learning from these experiences.
3. Work experience will be designed to meet the needs of individual students, with particular consideration for students with SEND. The school will carefully support the pupils in choosing their placement to ensure it reflects their ability, needs and aspirations. The school will work with the employer to put in place additional support within the work placement for students with additional needs, where required, and help prepare the pupil for the work placement.
4. Experiences of the workplace by the time the pupil is aged 16 will include the following:
 - Workplace visits
 - Job shadowing

15. Enabling encounters with further education (FE) and higher education (HE)

1. The Gatwick School will ensure all students understand the requirement to remain in education or training until their 18th birthday and what this requirement means for them. The Gatwick School will ensure students are aware that this does not mean they need to stay in school, and that they may:
 - Study full time in a school, college or with a training provider
 - Undertake an apprenticeship, traineeship, or supported internship
 - Work or volunteer 20 hours or more a week, combined with part-time accredited study
2. The Gatwick School will provide students with a range of information and opportunities to learn about the academic and technical pathways for education, training, and career paths throughout their school life, to prevent last minute decision-making.
3. The Gatwick School will ensure that all students have at least 6 opportunities during school years 7 – 11 to meet a range of providers of approved technical education qualifications and apprenticeships, including sixth forms, colleges and universities. These opportunities will be evenly and regularly spaced across the year groups through their time at school.

4. Pupils will be encouraged to use information tools, such as Unifrog websites and apps, which display information about opportunities. Education and training providers will have access to all students in Years 7 to 11 for the purpose of informing them about approved technical education qualifications and apprenticeships.

5. The Gatwick School will ensure that there are opportunities for providers to visit the school and speak to students in Years 7 to 11, by maintaining connections with providers of FE and apprenticeships, and arranging regular visits, presentations and workshops. A range of opportunities for visits from providers offering other options, such as FE will also be provided.

16. Providing personal guidance

1. Careers advice provided by The Gatwick School staff will be unbiased and maintain the best interests of individual students at all times. The school **will not** promote particular career or progression routes; however, students will be advised, where evidence supports it, whether a chosen course has the potential to lead to poor career outcomes.

2. The Gatwick School will integrate personal guidance interviews within the pastoral system so that they can be followed up by the form tutors or equivalent.

17. Auditing

1. The Careers Lead will liaise with Heads of Department to evaluate and audit the school's careers provision and how subjects have interleaved careers into their curriculum each term in 2023/24 with the aim to be annually, having special consideration for the three aspects of quality assurance:

- The quality of the school careers programme
- The quality of subjects careers curriculum

2. The school will take account of feedback from students, parents and link employers engaged in our careers activities, as well as data from the DfE's destination measures, as part of this evaluation.

3. The school will use the outcomes of our audit to identify areas for improvement, with the aim of creating a careers programme to challenge and support our pupils in the very best way.

18. Information sharing

1. The school will provide our LA support services with relevant careers-related information about our students, including:

- Students' names, addresses and dates of birth.
- Other information that the LA requires in order to support the young person to participate in education or training and to track their progress, including information to help identify those at risk of not being in education, employment or training post-16.

The school will notify our LA whenever a 16 year old leaves our school before they have completed their education or training programme, as per our local arrangements.

19. Monitoring and review

1. The Headteacher, in collaboration with the board's delegated link trustee, in conjunction with the Careers Lead, will review this policy every year.
2. The Careers Lead will make any necessary changes to this policy, and will communicate these to all members of staff.
3. The next review date for this policy is March 2024.

Appendix:

Provider Access Statement Policy – June 2023

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purposes 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.

Student entitlement

Students in years 7 - 11 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 evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.
- To have at least 6 opportunities to meet with a range of providers of approved technical education qualifications and apprenticeships.

Management of provider access requests

Procedure

A provider wishing to request access should contact Olivia Newman, Careers and Work Experience Lead Telephone: 01293 538779 ext.: 118 Email: oneyman@thegatwickschool.org.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 students and/or their parents:

	Autumn Term	Spring Term	Summer Term
EYFS	Pizza express trip – world of work	Careers week activities – <i>What jobs could I do? What do I want to do when I grow up?</i> Employer encounters	
KS1		Careers week activities Employer encounters	
KS2		Careers week activities Employer encounters	

Year 7	Assembly and tutor group opportunities Unifrog introduction	Assembly and tutor group opportunities Apprenticeship week activities Careers fair & employment opportunities	Unifrog activities
Year 8	Assembly and tutor group opportunities Unifrog recap & identifying different roles within subject areas	Assembly and tutor group opportunities Apprenticeship week activities Careers fair & employment opportunities	Unifrog activities
Year 9	Assembly and tutor group opportunities Use of Unifrog to explore different career options which link to their subject of interest for options	KS4 Options event Meetings with SLT for options / careers advice Apprenticeship week activities Careers fair & employment opportunities Open doors trip	Meetings with SLT for options / careers advice – final decisions made for options and linking to possibly post 16

	Autumn Term	Spring Term	Summer Term
Year 10	Assembly and tutor group opportunities Use of Unifrog to focus on different employability skills What's next Sussex event	KS4 Options event Apprenticeship week activities Careers fair & employment opportunities Open doors trip	Assembly: post 16 opportunities Work Experience information sessions Meetings with SLT links for careers advice
Year 11	Assembly: post 16 opportunities (colleges / apprenticeships) Employability workshops Meetings with careers Adviser Post 16 applications NCS opportunity Information provided at Parents Evening Use of Unifrog to track Post 16 options	Post-16 interviews Meetings with careers adviser	Confirmation of post 16 education destinations for all students

	What's next Sussex event Parents – Post 16 opportunities fair at TGS		
--	---	--	--

Please speak to our named Careers Leader to identify the most suitable opportunity for you.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

The school will make space available as appropriate to the activity. The school will also make available AV and other equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.