



Careers Education Policy

Date Published	May 2022
Version	1
Approved Date	May 2022
Review Cycle	Annual
Review Date	May 2022

An academy within:



“Learning together, to be the best we can be”



1. Introduction

Careers Education, Information, Advice and Guidance (CEIAG)

The Education Act 2011 applies a new duty, requiring schools to secure access to independent careers guidance for students in years 8-13. Careers guidance must be presented in an impartial manner and promote the best interests of the pupils to whom it is given. Careers guidance must include information on all options available in respect education or training, including apprenticeships and other work-based education and training options. This Policy should be read in conjunction with the following Government documentation and Hilltop school policies:

- Statutory Guidance for CEIAG
- The Gatsby Benchmarks for CEIAG
- Teaching & Learning Policies
- Safeguarding Policy
- Equality and Diversity Policy
- Data Protection Policy
- Provider Access Policy

2. Aim

To provide outstanding careers education, information, advice and guidance to all Hilltop students and foster high aspirations for all students ensuring they are fully prepared for their next steps in education, training or employment.

3. Vision

Our careers education, guidance and support will ensure students have both aspirational and realistic goals for their future study. This will secure increased motivation, higher self-esteem, and ever increasing employment or work related outcomes in meaningful ways.

4. Our Intent

To develop a whole school approach to careers education by providing a planned programme of activities within and outside the curriculum by:

- Providing a comprehensive curriculum programme that encompasses careers education outcomes defined by national expectations and individual student need
- Allowing access for all students to independent and impartial careers guidance



- Ensuring support for all students to make a successful transition
- strategically managing and coordinating best use of resources
- working in partnership with other organisations, employers and stakeholders

5. Monitoring

Monitoring to take place termly and then annually at the end of the academic year. Monitoring will be undertaken by the school Careers Lead, SLT, *Nexus MAT Careers Lead, Nexus MAT School Improvement Team and Nexus MAT Governing Body. This includes submission of careers related data to the MAT Data Dashboard.

Responsibility for monitoring and reporting: at School level; SLT Career Lead

**Nexus MAT (Multi Academy Trust)*

6. The Role of the Careers Lead

The role of Hilltop Careers Leader is a distinct role which requires the skill, knowledge, time and backing of the SLT & Governors to do the job. It also sets out 4 distinct areas of responsibility:

- Leadership - a good leader who takes responsibility for developing, running and reporting on the school's careers programme.
- Management - a skilful manager who is able to plan careers activities, manage the careers budget and, in some cases, manage other staff involved in the delivery of careers guidance.
- Coordination - a careful coordinator of staff from across the school and outside.
- Networking - a good networker who can establish and develop links with employers, education and training providers and careers organisations.

The Senior Leadership Team at Hilltop will ensure the Careers Lead is fully supported in order to achieve the key objectives of the careers education programme for students in the school.

7. Careers Education, Information, Advice and Guidance Policy and Procedures

Rationale for our Careers Programmes



In January 2018 the Statutory Careers guidance for education and training providers was released. Through their career strategy, the Government is determined to build a world class system that will help young people choose the career that is right for them.

It is expected that schools will meet the following requirements:

Timing	Action
Ongoing (legal duty came into force in September 2012)	<ul style="list-style-type: none"> • Every school must ensure that pupils are provided with independent careers guidance from year 8 to year 13.
Ongoing (legal duty came into force on 2 January 2018)	<ul style="list-style-type: none"> • Every school must ensure that there is an opportunity for a range of education and training providers to access all pupils in year 8 to year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships. • Every school must publish a policy statement setting out their arrangements for provider access and ensure that it is followed. Annex A sets out an example policy statement on provider access.
From January 2018 to end 2020	<ul style="list-style-type: none"> • Every school should begin using the Gatsby Benchmarks to improve careers provision now, and meet them by the end of 2020. • For the employer encounters Benchmark, every school should begin to offer every young person seven encounters with employers – at least one each year from year 7 to year 13 – and meet this in full by the end of 2020. Some of these encounters should be with STEM employers.
From September 2018	<ul style="list-style-type: none"> • Every school should appoint a named person to the role of Careers Leader to lead the careers programme.
From September 2018	

(legal duty came into force on 1 September 2018)

- Every school must publish details of their careers programme for young people and their parents.

8. Links with other Policies

The policy should be read in conjunction with:

- Provider Access statement
- Off Site Work Experience Policy
- Educational visit policy
- Nexus MAT careers policy

9. Student Entitlement

Teachers in Hilltop school will support students' career development in a number of ways including:

- Information and discussion in curriculum sessions, class groups, events and assemblies to help students make decisions about their future pathway.
- Access to impartial careers advice in a variety of ways including individual meetings, drop-in sessions, enrichment activities and outcome discussions.
- Careers information including literature, on line resources and community information facilities.
- Information and updates on the careers notice boards, displays and careers website.

10. Parent/Carer Entitlement

Parents have access to careers advice in a variety of ways including:

- individual meetings
- Person Centred Reviews and annual reviews
- drop-in meetings
- Careers information and I.T based careers programmes
- Information is posted to parents and also via Website and social media
- Careers events and provider exhibitions



11. Monitoring and Tracking of Young People

The school will maintain a responsibility to keep a full and comprehensive tracking system that records every student intervention/experience. Hilltop will track intended destinations, courses and where they, the student attends in the next academic year.

12. Management

The school Careers Lead will maintain the overall operational aspect of the school's careers education programme alongside a designated staff team. The Careers Lead together with the school SLT will hold strategic Governance over the entire programme and its plan-Do-Review cycle.

13. Staffing

All school staff contribute to CEIAG through their roles as teachers or Teaching Assistants and activity is planned into the curriculum schemes of work as both focussed and discrete in nature.

14. Independent Careers Guidance

Independent and impartial careers advice and guidance is provided by a suitable qualified (L6) practitioner as secured in service to the school.

15. Other Formal and Informal Partnerships

Hilltop school has a range of formal and informal partnership arrangements including with:

Post 14/16 and 19 providers, colleges, the Careers and Enterprise Company, employers, HE and Training Providers.

A list of partners can be provided by the school by separate request.

16. Information Resources

A range of careers information, in a variety of formats, is provided in the school careers hub so that it is accessible to all students. Resources are managed by key staff in



Hilltop to ensure that they are up to date and meet the communicative needs and future aspirations of all students.

17. Budget

- 17.1. Funding is allocated to the school Careers programme by the Senior Leadership Team through careful planning and forecasting to ensure the effective deployment of resources.

18. Staff Development

All staff should have access to CPD time to update themselves in relation to current developments in careers pathways. Specific needs are identified in conjunction with the school Careers Lead and training coordinator and reviewed on an annual basis.