



CAREERS POLICY

January 2026

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Overview

Careers education is delivered during citizenship lessons where it has a scheme of work for each year group. Careers education is also addressed during form time and assemblies. **The programme aims for all pupils in the school to understand:**

- The links between living, learning and earning
- The demands of the work place and the competitive nature of the world of work
- What goes on in the working world and how it is changing
- What can make a person's career go well or not go well
- What they can do to improve their own chances of success
- Their starting points and influences on them
- Their own strengths, abilities, weaknesses and interests
- How and where to get information and how to judge its value and trustworthiness
- How to make decisions and deal with consequences.

Careers education and guidance supports achievement in school by:

- Raising aspirations and increasing motivation by helping pupils to identify educational and occupational goals
- Demonstrating the relevance of the knowledge and skills learnt in subjects to future opportunities in learning and work
- Developing skills for effective learning by reviewing achievements, setting targets, planning and taking action
- Demonstrating the links between learning and living and earning
- Improving literacy by developing research and communication skills.

Statutory Responsibilities

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 7 (11-12 year olds) to year 13 (17-18 year olds).
2. The governing body must ensure that the independent careers guidance provided:
 - is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option;
 - includes information on the range of education or training options, including apprenticeships and technical education routes;
 - is guidance that the person giving it considers will promote the best interests of the pupils to whom it is given.
3. The Technical and Further Education Act 2017 inserts section 42B into the Education Act 1997 and came into force on 2 January 2018. This new law requires the proprietor of all schools and academies to ensure that there is an opportunity for a range of education and training providers to access all pupils in year 7 to year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships.

4. The proprietor must prepare a policy statement setting out the circumstances in which education and training providers will be given access to pupils, and to ensure that this is followed. The policy statement must be published and must include:
 - any procedural requirement in relation to requests for access;
 - grounds for granting and refusing requests for access;
 - details of premises or facilities to be provided to a person who is given access.
5. The proprietor may revise the policy statement from time to time. The proprietor must publish the policy statement and any revised statement.

The Government expects all schools to use the eight **Gatsby Benchmarks** to improve their careers provision:

1. **A stable careers programme**
2. **Learning from career and labour market information**
3. **Addressing the needs of each student**
4. **Linking curriculum learning to careers**
5. **Experiences of the workplace**
6. **Encounters with employers and employees**
7. **Encounters with further and higher education**
8. **Personal guidance**

Commitments of the school

The school is committed to:

- Investing in resources for the delivery of the curriculum
- Delivering careers education lessons per year for years 7 - 11 as part of the citizenship curriculum
- Using a national framework and standards of good practice as a basis for the programme
- Monitoring pupil progress
- Providing training for staff involved in the delivery of careers education and those involved with supporting pupils to make career decisions
- The provision of one-to-one impartial advice and guidance on the full range of options available including sixth form college, FE college, apprenticeships, traineeships, voluntary work and part time employment
- Working with our feeder Catholic 6th form colleges and other post 16 providers to ensure our pupils have access to impartial information on the full range of options available
- Ensuring that pupils develop the necessary skills to make key transitions successfully
- Raise aspirations of staff, pupils and parents in order for each pupil to reach their full potential
- Involving pupils, parents and carers in careers work
- Providing adequate transition support to all pupils and additional support for vulnerable students.
- Working with Career Connect and other support agencies so that no pupil is disadvantaged in gaining access to education, training or work
- Maintaining up to date resources, electronic through Teams and a careers library for information, advice and guidance purposes
- Seeking feedback from pupils, parents and partners

- Improving the school's destination data by reducing the number of pupils who become NEET
- Providing annual Careers Fair for all year groups (7-11)

Provision

The careers education programme helps pupils to develop the knowledge and skills they need to make successful choices and to manage transitions throughout their learning. With guidance pupils are able to use their knowledge and skills learnt in the careers education programme and the wider curriculum to make well informed decisions about learning and work. Careers guidance is provided by the school Careers Adviser, where all year 11 pupils have a one to one interview and receive an individual action plan. There is an open door policy for all pupils in the school with drop-in times at break, lunch and after school.

Careers education forms an integral part of the curriculum in the citizenship scheme of work, with lessons allocated for Careers. In addition students are able to access the careers advice drop-in to discuss their career pathway.

There are three main areas of careers learning throughout the schemes of work from years 7-11:

Self-Awareness and Self- Development:

To help young people understand themselves and the influences on them, build a track record of their experiences and achievements and develop their capabilities.

Career Exploration:

To help young people identify and investigate opportunities in learning and work and to understand some of the challenges of working life.

Career Management:

To equip young people with the skills to make and adjust plans to manage career choices, changes and transitions.

In addition, the department organises extra-curricular events including:

- Careers talks for pupils within schools
- Mock Interviews
- Work Experience
- College Application Form Workshops
- CV/Interview Skills workshop
- Taster days at Xaverian and Loreto Sixth Form Colleges and The Manchester College.
- Careers Fair
- Careers assemblies' for Year 9 for support with KS4 options choices in partnership with local employers and education partners
- A programme of work with Manchester HE institutions including Gateways Programme for Gifted and Talented students

- Visits to employers and local businesses
- Mentoring projects to raise aspirations
- Brokering access to activities and summer schemes for year 11 to enhance employability skills.
- Visiting speakers within lessons appropriate to subject

Destination Measures

We aim to fully support our students after they have graduated in Year 11. The tracking and monitoring of their destinations helps us identify those students at risk of becoming NEET (Not in Education Employment or Training) and enables us to offer continued support in sustaining their place in education or training. If necessary, alternative provision will be sought to minimise the number of students becoming NEET.

The DfE publish national figures annually on Destination Measures and our aim is to keep our NEET figures below the national average and as close to zero as possible. The success of a schools CEIAG provision may be measured against the destinations data which indicate the percentage of students that sustain their place in training or education.

Information Sharing

Statutory duty specifies our obligation to share information with the Local Education Authority (LEA) regarding the destinations of all our school leavers. We need to ensure that the information they collect is as complete as possible as the data will be recorded by the DfE as part of their annual Destination Measures publications. The LEA are then able to identify some of the more vulnerable students, including those that are NEET, resulting in further support to engage in a positive post-16 provision.

Equal Opportunities

We are keen to promote equal opportunities and use every opportunity to challenge stereotypes and to raise aspirations. There are a number of lessons on challenging inequality and discrimination in the workplace. The careers adviser works closely with inclusion and EAL staff to ensure that all students have access to support according to individual need. We monitor careers resources regularly to ensure that they encourage both boys and girls and pupils from minority ethnic groups to enter different careers.

Monitoring, evaluation and review

Pupil progress is monitored at the end of the scheme of work through pupil voice, teacher voice and work samples. The overall careers programme is monitored regularly and amended after an annual review where opinions are actively sought from pupils and teaching staff. Pupils help to evaluation and review the programme.

Relationship to other parts of the curriculum and other policies

Careers education is conducted in accordance with the school's equal opportunities policy, work experience policy and external visits policy.

Management

The overall management of Careers Education and Guidance is by Careers Adviser who is line managed by a member of the school's leadership team.