



Careers, Information, advice and guidance policy

Approved by:

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1. Aims

This policy aims to set out our school's provision of impartial and informed careers guidance for our pupils. This includes the ways in which pupils, parents, teachers and employers can access information about our careers programme.

High-quality careers guidance is important for our pupils' futures, and our provision aims to:

- To create opportunities for students to 'Be Involved' in developing their employability skills and 'Be Involved' in building their careers journey.
- To develop students understanding of the world of work and the ability to respond to change.
- To support students in gathering information about careers, and the academic and technical pathways.
- To support students to make informed decisions at key transition points.
- To inspire and motivate students to develop their skills and achieve the qualifications they need in order follow their chosen career path.

2. Statutory requirements

This policy is based on the Department for Education's (DfE's) statutory [Careers guidance and access for education and training providers](#).

This guidance refers to:

- The Education Act 1997
- The Education and Skills Act 2008
- The School Information (*England) Regulations 2008

This policy is also in line with the more recent [Skills and Post-16 Act 2022](#), which came into force on **1 January 2023**. It explains that our school must provide a minimum of **6 encounters** with technical education or training providers to all pupils in years 8 to 13. For more detail on these encounters, see our provider access policy statement, which you can find published in the Careers Section of our website as well as the Statutory section.

This policy is also in line with the Education (Careers Guidance in Schools) Act 2022. This came into force on 1 September 2022, and amended the existing duty in The Education Act 1997, so that:

- Our school must now secure independent careers guidance from year 7 (instead of from year 8, previously)
- As an academy in England, we're now required to provide and publish careers guidance

The above guidance requires that schools publish information about their careers programme on their website. This policy includes this information and shows how our school complies with this requirement.

This policy complies with our funding agreement and articles of association.

We also act in line with our statutory duty under the 'Baker Clause', to be impartial and not show bias towards any route, be that academic or technical. This policy should be read in conjunction with our provider access policy statement, which sets out how our school meets this duty, and can be found in our Provider Access statement.

3. Roles and responsibilities

3.1 Careers leader

Our careers leader is Mrs Caroline Brennan (AHT Community & Careers), and they can be contacted by phoning 01625 610220 or emailing careers@tytheringtonschool.co.uk

Our Careers leader, as a member of SLT senior leadership team (SLT) and will:

- Take responsibility for developing, running and reporting on the school's career programme
- Plan and manage careers activities
- Manage the budget for the careers programme
- Support teachers to build careers education and guidance into subjects across the curriculum
- Establish and develop links with employers, education and training providers, and careers organisations
- Work closely with relevant staff, including our special educational needs co-ordinator (SENCO) and careers adviser, to identify the guidance needs of all of our pupils with special educational needs and/or disabilities (SEND) and put in place personalised support and transition plans
- Work with our school's designated teacher for looked-after children (LAC) and previously LAC to:
 - Make sure they know which pupils are in care or are care leavers
 - Understand their additional support needs
 - Make sure that, for LAC, their personal education plan can help inform careers advice
- Review our school's provider access policy statement at least annually, in agreement with our governing board

3.2 Senior leadership team (SLT)

Our SLT will:

- Support the careers programme
- Support the careers leader in developing their strategic careers plan

- Make sure our school's careers leader is allocated sufficient time, and has the appropriate training, to perform their duties to a high standard
- Allow training providers access to talk to pupils in years 8 to 13 about technical education qualifications and apprenticeships, and set out arrangements for this in our school's provider access policy statement
- Network with employers, education and training providers, and other careers organisations

3.3 The governing board /Trustees

The governing board will:

- Provide clear advice and guidance on which the school can base a strategic careers plan which meets legal and contractual requirements
- Appoint a member of the governing board who will take a strategic interest in careers education and encourage employer engagement
- Make sure independent careers guidance is provided to all pupils throughout their secondary education (11 to 18 year-olds) and that the information is presented impartially, includes a range of educational or training options and promotes the best interests of pupils
- Make sure that a range of education and training providers can access pupils in years 8 to 13 to inform them of approved technical education qualifications and apprenticeships.
- Make sure that details of our school's careers programme and the name of the careers leader are published on the school's website
- Make sure that arrangements are in place for the school to meet the legal requirements of the 'Baker Clause', including that the school has published a provider access policy statement

4. Our careers programme

Our school has an embedded careers programme that aims to inform and encourage pupils to consider their career options, and take steps to understand their choices and pathways. We provide statutory independent careers guidance to pupils from year 7 onwards.

Our programme has been developed to meet the expectations outlined in the **Gatsby Benchmarks**:

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

Our programme doesn't show bias towards any particular career path, and promotes a full range of technical and academic options for pupils.

It is structured in a way that builds upon previous years, and the overarching aim is divided between the Key Stages so that pupils are encouraged to think appropriately about their future. We provide aims, objectives and activities for each year group.

Our careers programme is delivered through a number of methods, including:

- A tutor time Careers programme across Years 7 to 13.
- Use of the Unifrog Careers platform
- Calendared careers events and visits, for example, careers fairs
- Guest Speakers
- Assemblies
- Displays
- University visits and speakers
- Alumni events
- PSHE programme
- Year 10 and 12 Work Experience programme
- One to one guidance meetings with Level 6 qualified advisor.
- Post 16 choices Day
- Post 18 Choices Day
- Parents information Evenings

Key Stage 3

Our Key Stage 3 careers programme will support pupils in their planning and choices of GCSE subjects as well as raising awareness of employability skills, careers sectors and pathways. This includes:

- Our Guide choices programme
- Tutor time programme
- Employer events
- Higher Education Events
- Apprenticeship events
- Careers Fairs

Key Stage 4

Our Key Stage 4 careers programme aims to help pupils research and understand their choices and routes into education and training as well as the different employment sectors. This includes:

- Our Post-16 choices support programme
- Tutor time programme
- Employer events
- Higher Education Events
- Apprenticeship events

Key Stage 5

Our Key Stage 5 careers programme supports pupils in planning for their future, including university and alternative pathways. This includes:

- Our Post 18 choices support programme

- Tutor time programme
- University visits
- Post 18 choices Day
- Post 18 Parents information evening.
- UCAS Student Conference
- Employer events
- Apprenticeship events

4.1 Pupils with special educational needs or disabilities (SEND)

We expect that the majority of pupils with SEND will follow the same careers programme that meets the Gatsby Benchmarks as their classmates, with adjustments and additional support as needed.

Our careers leader will work with teachers and, where appropriate, professionals from relevant organisations, to identify the needs of our pupils with SEND and put in place personalised support and transition plans. This may include meetings with pupils and their families to discuss education, training and employment opportunities, supported internships and transition plans into higher education.

Our careers leader may, as appropriate, invite adults with disabilities to visit and share their experience and advice.

No information will be given to pupils without SEND that is not also offered to our pupils with SEND.

4.2 Access to our careers programme information

A summary of our school's careers programme is published on our school website, including details of how pupils, parents, teachers and employers can access information about the careers programme.

Pupils, parents, teachers and employers can request any additional information about the careers programme by contacting Careers@tytheringtonschool.co.uk

4.3 Assessing the impact on pupils

Our career programme is designed so pupils can give feedback, and their progress measured as they move through the Key Stages. We measure and assess the impact of the programme's initiatives by:

- Analysis of pupil destination data.
- Pupils' surveys and / or pupil voice.
- Staff surveys
- Parents surveys

5. Links to other policies

This policy links to the following policies:

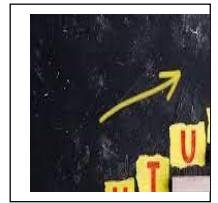
- Provider access policy statement
- Safeguarding Policy
- SEND Policy
- PSHE Policy

6. Monitoring and review

This policy, the information included, and its implementation will be monitored by the Trustees and reviewed annually by the Careers Leader.

The next review date is: November 2024

7 . Appendix 1- Summary overview of Careers Programme 2024-2025



Careers Programme – Year 7-13 Overview (2024-2025)

Key Stage 3 (years 7, 8 and 9)

	<u>Autumn Term (Tutor time programme)</u>	<u>Spring Term (tutor time programme)</u>	<u>Summer Term (Tutor time programme)</u>	<u>Assemblies</u>	<u>Events and additional activities</u>
<u>Year 7</u>	<p>Session 1- Reflection on future hopes and dreams</p> <p>Session 2- Reflection on future hopes and dreams</p> <p>Session 3- Characteristics of an aspirational student.</p> <p>Session 4- What it means to be described as ‘aspirational student’.</p> <p>Session 5- Exploring terms career and career sectors.</p> <p>Session 6- Skills required for different jobs.</p> <p>Session 7- Exploring possible career interests.</p> <p>Session 8- Enterprise skills</p> <p>Session 9- Logging into Unifrog and accessing skills quiz IT session.</p> <p>Session 10- Using Unifrog quiz results plus Future Skills Questionnaire IT session</p>	<p>Session 1- Exploring job roles assumptions</p> <p>Session 2- Explore career stereotypes</p> <p>Session 3- How career stereotypes can be challenged.</p> <p>Session 4- Concept of a dream job!</p> <p>Session 5- Exploring skills and themes linked dream jobs.</p> <p>Session 6- The values of a dream company.</p> <p>Session 7- Features of the Unifrog Careers library to research dream job.</p> <p>Session 8- Exploring careers interests.</p> <p>Session 9 – Using Unifrog to record employability skills and activities IT session</p>	<p>Session 1 & 2 – Exploring future careers</p> <p>Session 3 Using Unifrog to explore growing careers using LMI.</p> <p>Session 4 Accessing Unifrog Quiz results preparation for a computer room task.</p> <p>Session 5 & 6- entrepreneurship and entrepreneurial skills.</p> <p>Sessions 7 & 8 - Work-life balance.</p>	<p>- Careers programme and using targeted Unifrog features assembly.</p> <p>-Employer assembly</p>	<p>- PD lesson- Importance of building employability skills.</p> <p>- Future Skills Questionnaire (FSQ).</p> <p>- National Apprenticeship Week</p> <p>- National Careers week</p> <p>-Supported IT sessions using Unifrog platform</p>

	<u>Autumn Term (Tutor time programme)</u>	<u>Spring Term (tutor time programme)</u>	<u>Summer Term (Tutor time programme)</u>	<u>Assemblies</u>	<u>Events and additional activities</u>
<u>Year 8</u>	<p>Session 1- Reflection on Year 7.</p> <p>Session 2- Targets for year 8</p> <p>Session 3- How self-confidence can boost success.</p> <p>Session 4- Boosting confidence & thinking positively about the future.</p> <p>Session 5 & 6- Identifying skills and behaviours important in the world of work.</p> <p>Session 7- Using Unifrog Careers library to explore career interests.</p> <p>Session 8- factors that influence deciding a 'dream job.'</p> <p>Session 9- exploring Unifrog quiz results careers library IT session</p>	<p>Session 1 & 2- Explore interests for a future career.</p> <p>Session 3 & 4- Challenges of work and school.</p> <p>Session 5- Features of youth employment</p> <p>Session 6- What are 'entrepreneurs'.</p> <p>Session 7- Exploring a successful entrepreneurs.</p> <p>Session 8- Exploring enterprising characteristics.</p> <p>Session 9 – Using Unifrog to record employability skills and activities IT session</p>	<p>Sessions 1, 2 & 3 - To reflect and create a mood board about the life you want in the future.</p> <p>Session 4- Employability skills- self-management.</p> <p>Session 5- Employability skills- good communication skills.</p> <p>Session 6- Employability skills - teamwork</p> <p>Session 7 & 8- To explore CV's and create one for a Superhero!</p>	<p>-Careers programme and using targeted Unifrog features assembly.</p> <p>- Higher Education Assembly</p> <p>- Apprenticeship assembly</p> <p>-Employer assembly</p>	<p>- - PD lesson- Importance of building employability skills</p> <p>-Future Skills Questionnaire</p> <p>-National Apprenticeship Week</p> <p>- National Careers week</p> <p>-Supported IT sessions using Unifrog platform</p>

	<u>Autumn Term (Tutor time programme)</u>	<u>Spring Term (tutor time programme)</u>	<u>Summer Term (Tutor time programme)</u>	<u>Assemblies</u>	<u>Events and additional activities</u>
<u>Year 9</u>	<p>Session 1- Reflection on year 8.</p> <p>Session 2- Differences between and job and career and future career trends.</p> <p>Session 3- Completing personality trait test to link to possible career ideas</p> <p>Session 4- Interests linked to possible future career plus learn Unifrog Interests profile.</p> <p>Session 5- Job, apprenticeships and degrees sectors.</p> <p>Session 6- Post 16 and post 18 pathways</p> <p>Session 7- Benefits of going to university, degree types and Russell Group.</p> <p>Session 8- Skills and interests linked to GCSE option subjects</p>	<p>Session 9- Considerations when choosing GCSE subjects.</p> <p>Sessions 10 & 11 - Key terminology in the guided choices process and features of a good career.</p> <p>Session 12- Subject and careers fields in the jobs market.</p> <p>Session 13- Unifrog Subject library to support research into subject choices.</p> <p>Session 14, 15, 16- STEM Careers and the benefits of a career in STEM.</p>	<p>Session 17 & 18- Taking control of careers journey.</p> <p>Session 19 & 20 - Learning about LMI</p> <p>Sessions 21 & 22- Working and managing money.</p> <p>Sessions 23 & 24 - To explore key facts about apprenticeships.</p>	<p>- Careers programme & using targeted Unifrog features assembly.</p> <p>-- Royal Navy (Employer & Apprenticeship provider)</p> <p>- ASK Apprenticeships assembly</p>	<p>-Tutor time supported IT sessions using Unifrog</p> <p>-Future Skills Questionnaire (FSQ)</p> <p>-Year group visit to Macclesfield Careers Fair</p> <p>-Guided Choices process</p> <p>- Yr 9 Options Evening</p> <p>- Year 9 parent and student guidance meeting day</p> <p>- Year 9 Taster Day with Unifrog sessions.</p> <p>-National Apprenticeship Week</p> <p>- National Careers week</p>

Key Stage 4 (years 10 and 11)

	<u>Autumn Term (Tutor time programme)</u>	<u>Spring Term (tutor time programme)</u>	<u>Summer Term (Tutor time programme)</u>	<u>Assemblies</u>	<u>Events and additional activities</u>
<u>Year 10</u>	<p>Sessions 1 - Reflection on year 9</p> <p>Session 2 & 3 To create a career journey timeline</p> <p>Session 4 & 5 - understand what a CV is and how to start building a CV using the Unifrog CV / resume tool.</p> <p>To review an example of a CV.</p> <p>Session 6 & 7- Exploring paid work and volunteering</p> <p>Session 8, 9 & 10 - To explore real job roles using the I-Could videos</p>	<p>Session 11- Work experience placements, their benefits and importance of researching.</p> <p>Session 12 & 13 – Contacting employers appropriately by phone and email.</p> <p>Session 14 & 15- Exploring the importance of first impressions and how to make a good one.</p> <p>Session 16 & 17 - Importance of planning and preparation in a career journey.</p> <p>Session 18- Exploring different career types.</p>	<p>Session 19 & 20 -Reflecting on careers journey.</p> <p>Session 21- Impact of social media on future employment.</p> <p>Session 22 – Health and safety in the workplace.</p> <p>Session 23 -Behaviour in the workplace.</p> <p>Session 24 - Work experience protocols</p> <p>Sessions 25 & 26 – Well-being in the workplace</p> <p>Session 27- Getting the most out of work experience.</p> <p>Session 28- Using your Mploy work placement Portal</p>	<p>-Careers programme and using targeted Unifrog features assembly.</p> <p>- College and T-Levels assembly (Macclesfield College)</p> <p>-Wex placement sourcing assembly (Mploy).</p> <p>-Wex- pre-placement H&S assembly</p>	<p>-Work Experience week</p> <p>-Parents information evening on supporting their child with work experience.</p> <p>- Macclesfield Careers Fair (evening).</p> <p>-College Taster Day for vocational programmes</p> <p>-National Apprenticeship Week</p> <p>- National Careers week</p> <p>-Subject specific employer events</p> <p>-Supported IT sessions using Unifrog platform.</p> <p>-</p>

	<u>Autumn Term (Tutor time programme)</u>	<u>Spring Term (tutor time programme)</u>	<u>Summer Term (Tutor time programme)</u>	<u>Assemblies</u>	<u>Events and additional activities</u>
<u>Year 11</u>	<p>Session 1- Exploring the difference between and job and career and considering future career trends.</p> <p>Session 2- Reflection on sources of good information, guidance and support for your post-16 transition.</p> <p>Session 3- Awareness of post 16 and post 18 pathways</p> <p>Session 4- Exploring resources to support making A-Level choices using Unifrog.</p> <p>Session 5- Increasing knowledge and awareness of T-Levels</p> <p>Session 6- Increasing knowledge and awareness of Apprenticeships</p> <p>Session 7- Exploring benefits of going to university, the different degree types and what are the Russell Group of Universities.</p>	<p>Session 8 & 9- Choosing a post-16 pathway.</p> <p>Session 10 & 11- Interview basics (in person & online)</p> <p>Session 12 & 13- Is an apprenticeship right for me? How to apply for apprenticeships.</p> <p>Session 14 & 15 - What does success mean?</p> <p>Session 16 & 17 – Is AI a threat to our jobs?</p>	<p>Checks and support to secure post-16 destination.</p> <p>GCSE exams and study leave</p>	<p>- Careers programme and using targeted Unifrog features assembly.</p> <p>-Macclesfield College assembly (inc T-Levels)</p> <p>-6th Form assembly</p> <p>-ASK Apprenticeships assembly</p>	<p>- Post-16 Choices Day</p> <p>- 6th Form open evening</p> <p>- 1 : 1 Careers guidance meetings</p> <p>- Macclesfield Careers Fair (evening).</p> <p>- Apprenticeships fair (evening)</p> <p>- National Apprenticeship Week</p> <p>- National Careers week</p> <p>- NCS Programme</p> <p>- Support with applications.</p> <p>- PD sessions on CV's, applications and post-16 options</p>

Key Stage 5 (year 12 and 13)

	<u>Autumn Term (Tutor time programme)</u>	<u>Spring Term (tutor time programme)</u>	<u>Summer Term (Tutor time programme)</u>	<u>Assemblies</u>	<u>Events and additional activities</u>
Year 12	<p>Session 1- Identifying Unifrog tools and content of interest to them.</p> <p>Session 2- Importance of Wider reading</p> <p>Session 3- Exploring Unifrog Read, Watch listen feature</p> <p>Session 4- Using the Unifrog MOOC tool</p> <p>Session 5- Using the Unifrog Geeking out feature.</p> <p>Session 6- Signing up to Unifrog Webinars</p> <p>Session 7- Exploring the Unifrog subjects library.</p> <p>Session 8- Exploring the Unifrog careers library.</p> <p>Session 9-Adding to your Unifrog locker.</p> <p>Session 10- Wellbeing. Balancing life, learning and work</p>	<p>Topic 1- Arranging a work experience placement.</p> <p>Topic 2-Setting career goals.*</p> <p>Topic 3-Post-18 Choices*</p> <p>Topic 4-Preparing for guidance interview</p> <p>Topic 5-Using Unifrog Universities tool to research next steps.*</p> <p>Topic 6- How to use the Unifrog Personal Statement tool. *</p> <p>* These topics span more than 1 tutor time session</p>	<p>Topic 1- Using the Unifrog features to support research into post-18 options and making applications.</p> <p>Topic 2- Choosing Universities and courses</p> <p>Top Topic 3 - University Open Days</p> <p>Topic 4- Apprenticeships V Higher Education*</p> <p>Topic 5 – Planning an effective Gap Year.</p> <p>Topic 6- Choosing the right University Course *</p> <p>Topic 7- Drafting your personal statement.*</p> <p>Topic 8- preparing for work experience. *</p> <p>* These topics span more than 1 tutor time session</p>	<p>-Apprenticeships assembly</p> <p>-Armed Forces Officer roles</p> <p>- Careers assembly</p> <p>-Gap Year Company assembly</p>	<p>- University Visit-University of Sheffield.</p> <p>- Post 18 Choices Day.</p> <p>- Post 18 Choices Parents information evening</p> <p>- UCAS Convention (Manchester)</p> <p>- Macclesfield Careers Fair (evening)</p> <p>-Future Skills Questionnaire (FSQ).</p> <p>- National Apprenticeship Week</p> <p>- National Careers week</p> <p>-Subject specific employer events.</p> <p>- Work exprience week</p>

	<u>Autumn Term (Tutor time programme)</u>	<u>Spring Term (tutor time programme)</u>	<u>Summer Term (Tutor time programme)</u>	<u>Assemblies</u>	<u>Events and additional activities</u>
<u>Year 13</u>	<p>Session 1- Finalising your personal statement</p> <p>Session 2- Using the Universities search Unifrog tool</p> <p>Session 3- Using the Unifrog apprenticeship tool</p> <p>Session 4- UCAS references</p> <p>Session 5- Apprenticeships v Higher Education</p> <p>Session 6- Using the Unifrog MOOC tool</p> <p>Session 7- Accessing special opportunities and bursaries.</p> <p>Session 8- Personal bringing, your CV & online profile</p> <p>Session 9- Gap years</p> <p>Session 10- Wellbeing. Balancing life, learning and work</p>	<p>Session 1-UCAS next steps, Firm and insurance offers.</p> <p>Session 2- Apprenticeships, finding the best fit.</p> <p>Session 3-Preparing for an employer assessment centre</p> <p>Session 4- Introduction to student finance England.</p> <p>Session 5- Getting started on LinkedIn.</p> <p>Session 6- debate of the 4-day week trial.</p> <p>Session 7-working freelance, being self-employed or an entrepreneur.</p> <p>Session 8- Managing transitions.</p> <p>Session 9- What makes and employer good to work for?</p> <p>Session 10- Preparation for results day and clearing.</p>	<p>Checks and support to secure post-18 destination.</p> <p><u>Finish for Study Leave</u></p>	<p>-Careers programme and Unifrog assembly.</p> <p>- Ask Apprenticeships assembly</p> <p>-Armed Forces Officer Careers assembly</p> <p>-Gap Year Company assembly</p>	<p>-University & Apprenticeship Careers Fair (Old Trafford).</p> <p>- Macclesfield Pledge Employment Readiness programme (ERP)</p> <p>- Mock assessment centre day</p> <p>-CV workshop</p> <p>- Macclesfield Careers Fair (evening)</p> <p>-Cheshire & Warrington Apprenticeship & Employment Fair.</p> <p>- National Apprenticeship Week.</p> <p>- National Careers week.</p>

