



Careers Policy

2024/25

Last Reviewed: January 2025

Last Approved by FGB Spring 2025 (via Welfare 21/01/2025)

Next Review Date: Spring 2026

Person responsible for the monitoring, evaluation and implementation of this document:

Mr Russell Milnes, Assistant Head Teacher, and Senior Leader for Careers

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1 Gatsby Benchmarks

1.1 The Alder Grange School Careers Programme is compliant with the Gatsby Benchmarks which include giving pupils access to :-

- A stable careers programme.
- Learning from career and labour market information (LMI).
- Support tailored to the individual needs of each student, including additional or adapted guidance for vulnerable and disadvantaged students, such as those with SEND.
- Careers links embedded into curriculum learning.
- Planned and sequenced encounters with employers and employees that are "meaningful" as defined in the Gatsby guidance.
- Varied and impactful experiences of workplaces, incorporating virtual and in-person opportunities as appropriate.
- Encounters with further and higher education.
- Personal guidance for every student at key transition points.

2 Rationale

2.1 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 Skills and Post-16 Act 2022.
- The Education (Careers Guidance in Schools) Act 2022

2.2 Careers education does not just mean informing students about their options post-16 or post-18, but also how their school career will affect their futures. It is our statutory duty to ensure that all students receive independent, impartial advice and guidance regarding all options within school, how these choices will affect their options after school and which careers pathways will become available to them. By helping students with decisions at crucial stages, informing them of all their options and introducing them to the world of work, we aim to prepare them for the world of work whichever pathway they choose.

2.3 Students need help to make choices and manage transitions; to do this effectively they need good quality careers education, information, advice and guidance. We seek to provide tailored guidance to meet the specific needs and aspirations of all students, including those at risk of becoming NEET. Our school Careers Plan sets out how the Alder Grange provides a fit for purpose careers programme which will provide our students with the knowledge, inspiration and ability to take ownership of their own career action plans which will enable them to succeed in their chosen career paths.

3 Purposes

3.1 Our Careers Education, Information, Advice and Guidance (CEIAG) will:

- Inspire and motivate students to fulfil their potential.
- Promote equality of opportunity and challenge stereotyping.
- Provide tailored support for vulnerable students and those with SEND.
- Foster high aspirations and awareness of broad career possibilities.
- Develop enterprise and employability skills, including for self-employment.
- Engage parents and carers as active partners in supporting students' career development.

3.2 CEIAG at Alder Grange has four elements:

- 1) **Careers Education:** Planned programmes in the curriculum giving students knowledge and skills to help them to plan / manage their own career.
- 2) **Career Information:** Including options, skills, occupations, labour market information (LMI), pathways and progression routes.
- 3) **Careers Advice and Guidance:** Independent and impartial careers advice and guidance provided by a L6 qualified careers advisor (Connexions/National Careers Service).
- 4) **Work Related Learning:** Experiences within and outside the curriculum to help students learn about economic well-being, careers and enterprise.

4 Roles and Responsibilities

4.1 **Russell Milnes** (Assistant Head / Careers Lead)

- Oversees the strategic leadership of Careers Education across the school.
- Prepares and implements an annual careers development plan.
- Monitors and evaluates careers programme outcomes using data on aspirations, intended destinations, and labour market information.

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5 Lancashire Enterprise Adviser Network

- 5.1 The Enterprise Adviser Network is a national network funded by the Careers & Enterprise Company. The Network connects schools, academies and colleges with employers and careers programme providers to work together to create meaningful encounters with the world of work for young people.
- 5.2 In Lancashire the Enterprise Adviser Network is delivered by Inspira on behalf of the Lancashire Enterprise Partnership.
- 5.3 Our focus is to address this gap by bringing together employers, schools and colleges, and careers programme providers to:
- give young people multiple opportunities to get to know the world of work, understand what work is, explore their options and build real confidence about their future
 - bring the right people together to create strong connections between employers and careers programme providers and schools and colleges in ways that put young people's futures first.

6 Additional Staff Responsibilities

6.1 SENCo

- Provide support to SEN students to help them generate their individual careers action plans
- Review SEN student career action plans with their parents to ensure they are engaged and supportive of the plans
- Ensure the careers leader understands the School's statutory responsibility to students with SEN

Generate individual career action plans as part of the Education Health and Care plan

6.2 All teaching staff

- Link curriculum areas to careers.
- Promote progression routes within their subject areas.
- Incorporate "meaningful" encounters with employers as part of subject-specific teaching.

6.3 Pastoral Team

- Ensure they are familiar with the school's career plan and its objectives
- Working with the CEIAG team to provide additional support for pupils at risk of becoming NEET
- Encouraging students to think positively about their career prospects and what they could be doing to enhance their life chances
- Feedback specific student needs (or opportunities) to the CEIAG team
- Support students with careers action plans (year 11 tutors)
- Support students with University applications (ag6 tutors)
- Engage with the school's careers CPD