



## Careers Education, Information, Advice and Guidance Policy

Version 2.0

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<b>Related Documents:</b>	

# Careers Policy

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## 1. Aims

Young people are faced with a complex set of demands when preparing for their future careers. South Hunsley School and Sixth Form College aims to ensure all students are self-confident, highly skilled and career-ready. This is achieved through a programme of high quality activities, support, advice and guidance, so that students make informed choices and barriers to opportunities are removed.

South Hunsley School and Sixth Form College has a number of statutory duties in relation to careers guidance (DfE Careers guidance and access for education and training providers (May 2025 Update)). This includes the following:

- An obligation to provide independent careers guidance to all students
- Ensuring careers guidance is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option
- Providing information on the range of education or training options, including apprenticeships and technical education routes
- Providing guidance that considers the best interests of the pupils to whom it is given.
- Ensure there is an opportunity for a range of education and training providers to access all students in Years 8 – 13 to inform them about approved technical education qualifications and apprenticeships, and that a policy statement setting out these arrangements is published (see our [Provider Access Statement](#)).

Furthermore, South Hunsley School will:

- Provide all young people with a stable and structured careers programme
- Use the Gatsby Benchmarks ([linked here](#)) to improve careers provision
- Appoint a named person to the role of Careers Leader
- Have a member of the governing body whose role includes ensuring that arrangements are in place to allow a range of educational and training providers to access students in Years 7 – 13
- Publish details of the careers programme for young people and their parents
- Engage with parents throughout a young person's career journey
- Work towards requirements relating to work experience and one to one guidance.

Careers Guidance will be based on a partnership with pupils and their parents or carers. The programme will raise aspirations, challenge stereotyping, actively promote equality and diversity and make effective use of local and national labour market information.

## 2. Content

### Commitment

South Hunsley is committed to providing a high-quality impartial careers guidance for all pupils in partnership with Hull and East Yorkshire Careers Hub, Unifrog, East Riding of Yorkshire Council Support Services and any other appropriate external agency.

South Hunsley endeavours to follow –

- Careers guidance and access for education and training providers (DfE, 2025)
- CDI Framework for careers, employability and enterprise education
- Expectations as laid out in the Quality in Careers Standard
- Any other relevant guidance from DfE, QCA and Ofsted as appropriate.

Following publication of the Good Career Guidance Report in 2014 by the Gatsby Charitable Foundation, and further guidance from the DfE in 2025, the school is committed to ensuring that the eight benchmarks of good practice are in place. These eight benchmarks are:

1. A stable Careers Programme
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. Encounters with further and higher education
7. Personal Guidance
8. Using the labour market for guidance

### **Intent - Student needs and entitlement**

Students at South Hunsley School will benefit from:

- Access to a range of activities that inspire them, including employer talks, careers fairs, motivational speakers, college and university visits and access to coaches and mentors.
- Links with local employers, to help boost attitudes and employability skills, learn about the range of roles and opportunities available.
- Work experience provision where it is appropriate and beneficial.
- Meaningful encounters with employers, helping all pupils learn about what work is like or what it takes to be successful at work.
- Access to advice on options available at Post-16 including apprenticeships and entrepreneurialism, and opportunities available from other post-16 providers.
- Face to face advice and guidance to build confidence and motivation from a Level 6 qualified guidance specialist.
- Coordinated support from external agencies including the local authority where pupils are vulnerable, have special educational needs or are at risk of becoming NEET.
- Information on the financial support available to them post-16 and post-18.
- Information, including local Labour Market Information from a range of agencies to develop a smoother pathway between education and work.
- 24-hour access to careers advice through Unifrog (or equivalent platform).
- The opportunity to book a careers appointment with a trained specialist at school. This opportunity is available to all pupils in every year group.
- Activities during form time in all year groups that promotes awareness of a wide range of career opportunities and progression routes.
- Tailored support for all statemented and EHCP pupils through progression and transfer reviews, and individual meetings for all pupils.

### **Implementation, monitoring, evaluation and development**

The Careers Leader coordinates the whole-school careers programme and is responsible to the senior leadership team.

The Careers Guidance Lead coordinates CEIAG support that sits outside the careers curriculum.

Work experience is planned and implemented by the Corporate Services team who liaise with the Careers Leader or the relevant subject leader.

All teaching staff contribute to Careers Guidance through their roles as tutors and subject teachers. Specialist sessions are delivered by the Community and Personal Studies team, supported by the Careers Curriculum Lead.

The Careers programme is planned, monitored and evaluated by the Careers Leader in consultation with the TEAL Careers Leader, Deputy Headteacher, the school's link governor, HEY Careers Hub, and Unifrog who provide specialist and impartial careers IAG. Administrative support is available to the subject leaders.

Effectiveness of CEIAG provision will be measured in a variety of ways:

- Feedback from stakeholders through mechanisms such as surveys
- Feedback from external agencies including HEYBGS Hub, QiCS
- Compass+ evaluations
- Internal Leadership Reviews
- Destinations data

## **Curriculum**

Careers guidance is part of the school's Community and Personal Studies programme, delivered through dedicated timetabled lessons. The careers guidance programme includes careers education sessions, career guidance activities (group work and individual interviews), information and guided research activities, work-related learning, and individual learning planning/portfolio activities. Visits from outside agencies provide guidance in specialist areas such as Health and Enterprise. Other focused events such as access to Higher Education IAG are provided at appropriate times. Work experience preparation and follow-up take place in tutor time and Community and Personal Studies lessons and other appropriate parts of the curriculum.

Pupils at South Hunsley School have access to Unifrog resources (or similar) for use from KS3 to KS5. Young people are encouraged to visit the appropriate website for further guidance. Pupil & parent Voice is used in the planning, delivery and evaluation of activities.

The school provides a number of tailored Post 16 careers centred support programmes for sixth form students. This includes pathways for example in medicine and STEM, and provides a pathway for students who want to strengthen their employability skills whilst studying an A Level or equivalent. This programme of study has been developed in consultation with employers and offers students work-related opportunities that are not commonly available in Post 16 provision.

## **Additional Opportunities**

Pupils in KS4 and 5 will benefit from a range of further opportunities to help support their progression to further study or employment. These are subject to regular review, but will include the following key elements:

- Access to an alumni network (currently over 300 contacts) to support current pupils through career talks and through personalised information on specific career paths
- Parent and pupil workshops for Sixth Form students and parents to increase and knowledge and awareness of local and national career opportunities
- Access to, and support with an online CEIAG provider for all pupils and parents on Year 9 and 11 options evenings.
- Access to our Apprenticeship Preparation Programme which includes sessions on searching for vacancies, CV writing and interview skills, employability skills development masterclasses and work experience opportunities
- Academic mentoring in partnership with providers including Hull University. Degree students meet with Sixth Form students over time to share subject knowledge, exam and study skills and HE guidance, or have regular email contact.

## **Partnerships**

South Hunsley School works in partnership with specialist online careers providers to tailor delivery of careers guidance. Unifrog provide all pupils and parents with personalised access to their internet based information portal. This service incorporates a tracking system that allows pupils, parents and staff to build a profile of areas of interest for pupils. This is supplemented by use of Compass+, which tracks an ongoing record of careers guidance received by pupils, tailored individualised support for pupils, and monitor provision for impact.

The school also works closely with a large number of local employers, and with other educational establishments to ensure a broad and balanced range of information and opportunities are available to pupils.

## **Resources**

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the careers guidance area. The Deputy Headteacher is responsible for the effective deployment of resources. Sources of external funding are actively sought, and shared provision is used where appropriate and efficient, particularly in conjunction with our local network of partnership schools.

## **Staff Development**

Staff training needs are identified in conjunction with the administrator for training, and with a continual awareness of local and national careers agendas. The Human Resources team carries out a Training Needs Analysis on an annual basis (this is informed by the Self Evaluation Audit, including provision of careers guidance completed by the school). The school will endeavour to meet training needs within a reasonable period of time.

### **3. Supporting Policies and Related Information**

The policy for Careers Guidance supports, and is itself underpinned by, a range of key school policies such as those for Teaching and Learning, Assessment, Recording and Reporting Achievement, Equal Opportunities and Diversity. These are available on the school website.