



CAREERS POLICY

Committee Responsible: **School Life Sub-Committee**

Drafted by: **Careers Lead**

Reviewed by: **Deputy Head (Pastoral) and Careers Lead**

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Careers Education, Information, Advice and Guidance Policy (CEIAG) including Provider Access Policy

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Sibford School Careers Policy

1. Introduction

Sibford School is committed to delivering high-quality Careers Education, Information, Advice and Guidance (CEIAG) to all students from Year 7 onwards. Our careers provision is designed to be stable, planned, inclusive and progressive so that students can make informed, ambitious and appropriate decisions about their education, training and future careers.

This policy provides a framework for all staff to support students through curriculum learning, tutor time, personal guidance, employer encounters, workplace experience and access to further and higher education providers. It also sets out the school's arrangements for managing access requests from providers in line with statutory guidance.

2. Definitions

For the purposes of this policy, the following definitions apply:

2.1 Careers education

The planned learning that helps students understand careers, routes and progression opportunities.

2.2 Work-related learning

The provision of opportunities to develop knowledge and understanding of work and employability through direct experience.

2.3 Careers information

The provision of information and resources about courses, occupations and career pathways.

2.4 Careers advice

The explanation and interpretation of information to help students understand options.

2.5 Careers guidance

A deeper, individualised intervention in which a student's skills, interests, values and attributes are explored in relation to career options.

3. Scope and distribution

This policy applies to all students in the Senior School, with a clear focus on integrating careers provision from Year 7 onwards. It applies to all staff, particularly senior leaders, heads of key stage, tutors, PSHE staff and those responsible for student progression and guidance.

This policy is available to staff, students and parents through the school's website and intranet, and can be made available in alternative formats where required.

4. Equal opportunities

Sibford School is committed to ensuring that all students have equal access to careers education, information, advice and guidance, regardless of race, religion or belief, disability, gender, sexual orientation, pregnancy or maternity, gender reassignment, social background or special educational needs.

The school actively seeks to avoid stereotyping and will encourage students to consider the full range of opportunities available to them. Students with SEND will receive additional support from the careers department and the Support for Learning team where appropriate.

The school will monitor participation and progression data to help identify and address any gaps in engagement or outcomes between different student groups.

5. Aims

Sibford School aims to:

5.1

Provide a high-quality careers programme for all students.

5.2

Ensure students have access to impartial careers information, advice and guidance at key transition points and at the point of need.

5.3

Ensure all curriculum areas make appropriate links between subject learning and career pathways.

5.4

Evaluate the impact of the careers programme through data, student voice and stakeholder feedback.

6. Student entitlement

Students in Years 8 to 11 are entitled to:

6.1

Access information on technical education qualifications and apprenticeships as part of a programme covering the full range of education and training options.

6.2

Hear from a range of providers, including colleges, universities, apprenticeship providers and employers.

6.3

Receive guidance on how to make applications for academic and technical routes.

6.4

Access impartial personal guidance at appropriate transition points.

7. Provider access requests

This statement sets out Sibford School's arrangements for managing access for providers who wish to give students information about education or training opportunities. Providers should contact the school to request access, and the school will consider requests in line with the needs of the careers programme and statutory guidance.

Procedure

A provider wishing to request access should contact:

Sarah Read, Careers Lead

Telephone: 01295 781200

Email: via **sread@sibfordschool.co.uk** marked for the attention of Sarah Read

8. Opportunities for access / Sibford School careers programme

The school's careers programme provides a planned sequence of opportunities for all students.

8.1 Year 9

Students will:

- receive tutor support with option choices.
- attend subject information sessions led by heads of department.
- continue using Unifrog in PSHE and tutor time.
- hear from at least one employer, alumni member or external speaker.

8.2 Year 10

Students will:

- develop CV-writing and employability skills.
- carry out careers research using Unifrog and other resources.
- be supported to engage in work experience or workplace experience.
- hear from at least one employer, alumni member or external speaker.

8.3 Year 11

Students will:

- receive guidance on post-16 pathways, including A levels, BTEC, apprenticeships and other routes.
- attend careers talks on post-16 options.
- access Unifrog for impartial guidance on subjects and destinations.
- receive support with coping with change and transition.
- hear from at least one employer, alumni member or external speaker.

8.4 Year 12

Students will:

- receive an induction focused on post-18 planning.
- receive support with interview preparation and personal statements.
- use Unifrog to explore university, apprenticeship and employment pathways.
- be encouraged to attend open days, virtual exhibitions and university showcases.
- have access to workplace experience where appropriate.
- hear from at least one employer, alumni member or external speaker.

8.5 Year 13

Students will:

- receive support with UCAS, apprenticeship applications and alternative routes.
- receive guidance on gap years, clearing and offer replies.
- access impartial information through Unifrog and sixth form support.
- receive support on results day and through transition into the next stage of education, training or employment.

9. Premises and facilities

Sibford School will make appropriate rooms available for provider encounters and presentations, including the main hall, classrooms and private meeting spaces where suitable. The school will provide AV equipment and other practical support where agreed in advance.

Providers may also leave prospectuses or other relevant materials in the careers area.

10. Careers provision at Sibford School

All students have access to:

10.1

Extracurricular clubs, trips and virtual opportunities linked to careers and aspirations.

10.2

The Careers Lead and Unifrog.

10.3

The careers section of the school website.

10.4

Opportunities advertised through tutor time, email, careers newsletter and school communications.

10.5

Labour market and progression information appropriate to their stage of learning.

11. Support for learning: SEND

Careers support for students with SEND is embedded within transition planning and annual review processes where appropriate. The school will work with the Support for Learning team, SEND Coordinator, Careers Lead and external agencies to ensure that students receive personalised support and have access to appropriate advice, guidance and opportunities.

12. Monitoring and evaluating

The school will review destinations data for students leaving at 16 and 18 annually. This will be considered alongside student voice, parent feedback, staff feedback, employer feedback and benchmarking against the Gatsby Benchmarks.

The outcomes of this review will inform the School Development Plan and future careers provision.

13. Role of tutor

Tutors will support students by:

13.1

Helping them access careers information and resources.

13.2

Supporting careers learning in tutor time and through Unifrog.

13.3

Tracking progress and targets where relevant.

13.4

Supporting personal statement and application preparation.

13.5

Checking and forwarding drafts of references where appropriate.

13.6

Encouraging students to reflect on interests, strengths and future plans.

14. Professional organisation membership

Sibford School is a school affiliate member of the Career Development Institute (CDI). The school also works with the Careers & Enterprise Company, Unifrog, the National Careers Service and Prospects, alongside collaborative work with internal departments to strengthen CEIAG and Gatsby Benchmark provision.

15. Responsibilities

The Director of Studies has overall responsibility for this policy, with day-to-day operational responsibility delegated to the Careers Lead and Head of Sixth Form.

16. Review

This policy will be reviewed annually, or sooner if required by changes in guidance, legislation or school practice.

17. Framework

This policy is informed by:

17.1

CDI Framework for Careers, Employability and Enterprise Education (2020).

17.2

Careers guidance and access for education and training providers.

17.3

Gatsby Benchmarks for Good Career Guidance.

17.4

Careers strategy and statutory guidance relevant to schools and colleges.

18. Related policies

- Community Equality Policy
- Curriculum Policy
- SEND Policy
- PSHE Policy