



CAREERS GUIDANCE POLICY

Reviewed: Autumn 2025

Next Review: Autumn 2027

1 Policy Statement

- 1.1 Branston Community Academy is committed to providing pupils with a planned programme of activities that will help them choose pathways that are right for them; enable pupils to manage their careers; sustain employability and achieve personal and economic wellbeing throughout their lives.

2 Roles, Responsibilities and Implementation

- 2.2 Branston Community Academy has created a Careers Framework which provides a clarity around the expectations of all academy, including statutory duties. The Careers Framework is maintained by careers lead and SLT link and day-to-day operation is led by the careers team, led by the careers lead.
- 2.3 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

3 General Aims

To develop positive attitudes and values in the students and thereby enhance their personal and social development

To enhance the partnership between the Academy, the parents/carers and the local community

To develop a curriculum by collaborative planning which has a coherent structure, breadth, balance, relevance, continuity, progression and a global dimension

To deliver the cross curricular themes by a variety of teaching/learning styles and to provide a motivating context and which a holistic and relevant approach to learning will reinforce and generalise concepts, skills and attitude across the curriculum.

Specific Aims

- 3.1 To ensure that Branston Community Academy delivers effective provision in line with the DfE guidance Careers guidance and access for education and training providers (May 2025).
- 3.2 The purpose of Careers Education, Information, Advice and Guidance is to help young people develop the knowledge, understanding and skills they need to make successful choices and manage transitions in learning and work. The main curriculum aims are:
- to develop both the quality and quantity of links between the Academy and local business
 - self-development through careers, employability and enterprise education;
 - learning about careers and the world of work; to include work experience in Y10 and Y12
 - developing skills for career management, employability and enterprise
 - to raise aspirations
 - to ensure parents/carers are fully informed the Academy's programme

4 Statutory Duties

- 4.1 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 to 12 year olds) to Year 13 (18 to 19 year olds).
- 4.2 The Technical and Further Education Act 2017 inserts section 42B into the Education Act 1997 and came into force on 2 January 2018. This was amended on 1 January 2023 by The Education (Careers Guidance in Schools) Act 2022. This 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 8 to Year 13 for the purpose of informing them about approved technical education qualifications and/or apprenticeships.

4.3 The Academy should review their arrangements for provider access and publish the policy statement setting out the circumstances in which education and training providers will be given access to pupils. The Academy will publish its 'Provider Access Policy Statement' on the academy website. The policy statement will be reviewed with Careers Leaders annually, or sooner if required. It will be agreed with the Governing Body.

4.4 The provider access policy statement must include:

- any procedural requirements about requests for access;
- grounds for granting or refusing requests;
- details of premises or facilities available to a person who is given access;
- the times access can be given; and
- how they will meet the legal requirement to put on 6 provider encounters.

Please see separate provider access policy statement

4.5 The Skills and Post-16 Education Act 2022 made further provision as to the number of provider encounters that schools must offer and when, and set new parameters around the duration and content of each encounter. The academy must provide 6 encounters with a provider of technical education or apprenticeships for pupils in Year 8 to 13. As a minimum, the academy must offer:

- 2 encounters that are mandatory for all pupils to attend that take place any time during Year 8 or between 1st September and 28th February during Year 9
- 2 encounters that are mandatory for all pupils to attend that take place any time during Year 10 or between 1st September and 28th February during Year 11
- 2 encounters that are mandatory for the academy to put on, but optional for pupils to attend, to take place any time during Year 12 or between 1st September and 28th February during Year 13.

4.6 All encounters, as outlined in 4.5, must happen for a reasonable period of time during the standard school day.

4.7 The School Information (England) (Amendment) Regulations 2018 requires schools to publish information about the school's careers programme. This information must relate to the delivery of careers guidance to Year 7 through to Year 13 pupils in accordance with section 42A of the Education Act 1997. This information is clearly stated on Branston Community Academy website.

- the name, email address and telephone number of the Academy's Careers Leader
- a summary of the careers programme, including details of how pupils, parents, teachers and employers may access information about the careers programme
- how the academy measures and assesses the impact of the careers programme on pupils through feedback and destination data
- the date of the academy's next review of the published information.

5 **The Gatsby Benchmarks**

5.1 The DfE careers strategy sets out that every school and academy providing secondary education should use the Gatsby Benchmarks to develop and improve their careers provision.

5.2 The academy will set out what they are doing to meet each of the 8 Gatsby Benchmarks. This information is published on the website.

6 Careers Leader

- 6.1 The academy has a named Careers Leader who has the skills and commitment, and backing from their Senior Leadership Team (SLT), to deliver the careers programme across all 8 Gatsby Benchmarks.
- 6.2 The academy will name their Careers Leader and publish contact details on their website.
- 6.3 The Careers Leader will be appropriately trained through the DfE's funded Careers Leader training offer.

7 Additional Support for vulnerable and disadvantaged pupils

- 7.1 The academy will work closely with the appropriate Local Authority to identify young people who are in need of targeted support or who are at risk or not participating in post-16 pathway. This includes young people with particular vulnerabilities or who are receiving support to safeguard them and promote their welfare, e.g., Children in Care (CIC); children on a child protection plan (CP) or children in need (CIN). It also includes young people with additional needs, such as special educational needs and disabilities (SEND), or care leavers.
- 7.2 The academy will engage in multi-agency working where necessary and will refer for support drawn down from a range of education and training support services available.
- 7.3 Where Branston Community Academy have pupils accessing Alternative Provision or an off-site direction they will work closely with the host setting to provide support and advise on transitional pathways into further education or training and pathways beyond education into employment. In doing so, they will consider the particular needs of the pupil and what different or additional support they may need to succeed on leaving school.

8 The responsibilities of the Governing Body (GB)

- 8.1 The academy has a member of the GB who takes a strategic interest in careers education, information, advice, and guidance and encourages employer engagement.
- 8.2 The GB must make sure that independent careers guidance is provided to:
 - all learners throughout their secondary education (for all 11 to 18 year olds)
- 8.3 Careers guidance should:
 - be impartial, showing no bias or favouritism towards a particular institution, education or work option;
 - include information on the range of education or training options, including apprenticeships and technical education routes; and
 - consider the best interests of the pupils to whom it is given.
- 8.4 The GB must make sure that arrangements are in place to allow a range of education and training providers to access all pupils in Years 8 to 13 to inform them about approved technical education qualifications and apprenticeships, and that a policy statement setting out these arrangements is published on the academy's website (see Section 4).

8 Policy Change

- 8.1 This policy may only be amended or withdrawn by Branston Community Academy.