CAREERS EDUCATION AND GUIDANCE POLICY

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Introduction

This policy statement sets out the school's arrangements for the provision of independent careers guidance to pupils, and for managing the access of providers to pupils for the purpose of giving them information about technical education and training options. This complies with the school's legal obligations under Section 42A (careers guidance) and Section 42B (provider access) of the Education Act 1997, as most recently set out in the Department for Education's statutory guidance Careers Guidance and Access for Education and Training Providers (updated 2026). Arrangements for provider access are set out in full in the school's Provider Access Policy.

Pupil entitlement

All pupils from Year 7 to Year 13, and learners with an Education, Health and Care Plan (EHCP) up to age 25, are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Careers Education and Guidance

This policy is underpinned by the aim to address the individual needs of our learners, whose nature is highly complex. Our learners experience a range of complex learning difficulties including communication and social, emotional and mental health needs, autism and difficult and often chaotic home arrangements and social contexts and often negative previous experiences in education.

Because of this, and in line with our curriculum policy, our commitment to our learners is to provide them with opportunities to become:

- Successful learners
- Confident individuals
- Responsible citizens

Through our Careers Education and Guidance (CEG) our learners can make informed choices about a broad range of career options which helps and encourages them to fulfil their potential.

Careers Education and Guidance (CEG) is embedded into the teaching and learning of the whole school. The delivery of CEG is differentiated within lessons across the curriculum to suit the individual learner needs. CEG is ingrained into the curriculum from Key Stages 3 and has numerous avenues of delivery. It is delivered through PSHE, careers, one to one guidance, careers fairs and work-based learning opportunities and job opportunities which relate to current topic in lessons. CEG in an integral part of the preparation of pupils for the opportunity, responsibility and experience of adult life. It is of vital importance that the pupils at The Wenlock School are prepared with the knowledge to be able to make informed choices about their future choices and career options, so that they can contribute to a wider community and be fully prepared to make the successful transition to the next life stage.

CEG hopes to raise achievement by embedding a positive culture of work and inspire young people to have ambition for the future. An appropriate budget is allocated to CEG and is delegated to provide equal learning opportunities for all pupils. The school utilises an Employability Lead within Outcomes First Group to provide further provision for pupils via group sessions and one to one careers guidance.

The Wenlock School CEG policy works in accordance with current government legislation and provides independent, impartial CEG to young people from Year 7 to Year 13, and to learners with an EHCP up to age 25, under Section 42A of the Education Act 1997 (as amended by the Education Act 2011) and the Careers Guidance in Schools Regulations 2013.

This policy should be read in conjunction with Careers guidance and access for education and training providers - GOV.UK (updated 2026), which details statutory guidance for schools, colleges

and training providers. This policy should also be read alongside the school's Provider Access Policy and Work Experience Policy. The Department for Education funds The Careers & Enterprise Company (CEC) to support schools and colleges to develop careers programmes in line with the (revised) Gatsby Benchmarks, against which Ofsted now assesses schools' progress on careers provision as part of inspection. The department also funds the National Careers Service to provide free, impartial careers information, advice and guidance to students, parents, and teachers through a website, web chat service and telephone helpline.

Structure of CEG at The Wenlock School

Careers Education provides a means of developing an individual's knowledge, understanding and experience of opportunities in education, training and employment, also the skills necessary to make informed decisions.

Careers Guidance provides a means of helping individuals to apply relevant knowledge, understanding and skills to their own particular circumstances when choices have to be made.

At The Wenlock School, careers education and careers guidance are interwoven. CEG will be provided by the school by the means of PSHE, careers reflected in subjects during lessons and careers advisors will meet with pupils to discuss possible careers opportunities.

Key elements of the programme

A coherent teaching programme

There is a planned and co-ordinated programme of courses and activities which are relevant and appropriate to the ages and abilities of the pupils; it is designed to prepare them for the opportunities, responsibilities and experiences of working life. The sole purpose is to empower the pupils. Including choosing their own path to a healthy future whilst offering support and guidance along this journey.

KS3 pupils have the opportunity to participate in the PSHE programme and the school's career guidance programme which is further supported by impartial support and guidance from an

Employability Lead for Outcomes First Group. Pupils work with key staff to ensure they have an appropriate curriculum pathway to support their interests, talents and future aspirations.

KS4/5 pupils will have the opportunity to participate in Careers sessions which focus on the preparation for next destinations and working life, careers fairs and work based learning opportunities. During lesson times, job opportunities will be referred to, relating to current topic in subjects. Again, the school is supported by external guidance and support from an Employability Lead for Outcomes First Group.

Continuing guidance

Support for pupils is a continuing process with additional help at crucial times. The guidance must be impartial, confidential and based on the needs of the individual. Staff will also be able to offer guidance and support, if further guidance is required then they will seek the assistance external Skills and Employability services.

Accurate information

Comprehensive, reliable and up-to-date information is needed for pupils of all ages and abilities, covering the full range of post-16 and post-18 routes, including T Levels, the new V Levels, Higher Technical Qualifications, Foundational Apprenticeships and other apprenticeship routes approved by Skills England. At The Wenlock School this information includes a range of printed, audio/visual, IT based materials, careers fairs (Skills Show NEC) and one to one guidance which are accessible for all pupils. If the information is not available in school then pupils will receive advice on where to access advice.

Work experience

Experiences of the world at work are provided as part of the curriculum. From September 2026, the school provides all pupils with a minimum of two weeks' worth of work experience by the end of Year 11, in line with the government's Work Experience Guarantee, structured using the CEC equalex quality framework. The school works closely with local colleges and educational establishments to

offer a range of activities. Work experience is supported by the school's external employability lead from Outcomes First Group, who support with all the necessary safer recruitment checks, DBS checks and risk assessments, and ensure that the work experience is a viable option. The Employability Lead liaises with the Careers Lead at The Wenlock School in organising work experience placements. Full detail of entitlement, risk assessment and safeguarding arrangements is set out in the school's dedicated Work Experience Policy, which should be read alongside this policy, together with the Educational Visits policy.

Action planning and recording achievement

Action planning helps the pupils to make better choices and decisions affecting future careers. The recording of achievement encourages pupils to keep and review a systematic account of their personal successes in and out of school.

Presentation and Display Areas

Areas for careers display need to be visually attractive, informative, and easily accessible. These will help to highlight local providers and further career opportunities and events. The school has clearly displayed relevant college information and presents other choices and options for school leavers in the school library. This is easily accessible for all pupils.

Recording achievement

Pupils will all have an ongoing individual record of achievement which they will take with them when they leave the school. This will provide evidence of the successes and achievements which the pupil has made during their time at the school. Class teachers and teaching assistants will have the responsibility to keep the portfolio up to date with certifications. When a pupil moves class group/year group the portfolio will move with them and the responsibility of updating then moves to the pupils new tutor. By the end of the pupils' academic career at the school they will leave with an accurate and impressive portfolio displaying their achievements and certifications to show potential employers or further learning establishments.

Statement of Entitlement

Pupils are entitled to careers education and guidance which is:

- independent and impartial
- integrated with their overall education and structured to provide help and decision points and to meet their continuing needs
- based on partnership with young people and their parents or carers
- based on the principle of equal opportunities
- confidential and respects personal information given by the individual.

Implementation of the Policy

The responsibility for the management of careers guidance and education lies with the Headteacher. All staff have a responsibility to make appropriate contributions through their lessons and reflect on possible careers within that subject. Pupils also develop knowledge of the world of work through college modules, individual college links and through work experience.

Evaluation

The effectiveness of careers education and guidance will be evaluated on a regular basis, paying particular attention to the learning outcomes and positive impact it has on the pupils, and to progress against the Gatsby Benchmarks, which Ofsted now considers as part of inspection. Provision is tracked and evidenced using Compass+ and the CEC equalex framework. The satisfaction of pupils and parents/carers is a key consideration. The school also uses outside information monitoring the development of past pupils, including destination data. This policy will be reviewed on an annual basis, or sooner following changes to DfE statutory guidance.