

The Prospect Trust Careers Education, Information, and Guidance Policy

Approved by The Prospect Trust Board

Effective from December 2020

Due for Revision December 2021

Vision and Mission

This policy is underpinned by The Prospect Trusts long-term vision and core values. We are committed to driving academic excellence in our community, providing outstanding education, focusing clearly on excellent, innovative teaching, learning and pastoral care for all learners. We believe all our learners across our Academies from year 3 to year 13 deserve access to a high quality programme of careers education and impartial information, advice and guidance in an inclusive learning environment where they can excel. We aim to raise their aspirations and empower them to make informed decisions about their future education or training.

Career-related learning in a Primary school is not currently a statutory requirement, but one that we are very keen to develop. It is about helping a child to understand who they can become by helping them to develop a healthy sense of who they are and where they fit in. It is not about making job or career choices, but focuses on encouraging them to broaden their horizons and to raise their aspirations.

This policy should be read in conjunction with the following documents:

- Careers Education and Work-Related Learning Policy from Tomlinscote School;
- The Careers Education, Information, Advice and Guidance Policy from The Sixth Form College Farnborough; and
- Provider Access Policy Statements from Tomlinscote School and The Sixth Form College Farnborough.

<https://www.tomlinscoteschool.com/attachments/download.asp?file=2484&type=pdf>

https://farnborough.ac.uk//App_Files/Upload/Careers/Careers%20Education%20Information%20Advice%20and%20Guidance%20Policy%20-%20June%202020.pdf

<https://www.tomlinscoteschool.com/attachments/download.asp?file=2586&type=pdf>

https://farnborough.ac.uk//App_Files/Upload/Careers/SFCF%20Provider%20Access%20Policy%20.pdf

Statutory Duties

Each of our Academies have a named Careers Leader who is responsible and accountable for the day to day delivery of their programme of career education, information advice and guidance. Working together we ensure that they are meeting the statutory requirements as laid out in the Governments careers strategy (2017) and statutory guidance (2018).

[Careers strategy: making the most of everyone's skills and talents](#)

[Careers guidance: Guide for colleges](#)

[MASTER schools statutory guidance - Sept18 updates](#)

The Prospect Trust Careers Services Objectives

- To ensure that pupils are provided with independent, impartial careers guidance from year 8 to year 13 to support future career pathways (1);
- To enable our students to make informed choices regarding their career pathway, based on local and national job opportunities and labour market information;
- To raise aspirations and challenge stereotypes in order to improve social mobility, and so supporting and assisting students to reach their full potential;
- To help students develop their employability skills and the behaviours needed for the world of work;
- To support a successful transition into employment or higher education;
- To provide all students with opportunities to experience the workplace;
- To ensure that there is an opportunity for a range of education and training providers to access all pupils in year 7 to year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships (2);
- To ensure that students in year 3 to year 6 have access to career related learning in order to challenge stereotypes, to raise their awareness of themselves and to help them to connect learning to life; and
- To ensure that all pupils are clear about the requirement to stay in education until 18 and what it means for them. In particular, they must be clear that young people are not required to stay in school. They can choose how to participate which might be through: full-time study in a school, college or training provider, an apprenticeship, traineeship or supported internship; full-time work or volunteering (20 hours or more) combined with part-time accredited study.

(1) Careers Guidance is statutory for students from year 8 onwards

(2) Careers education is required from year 7 onwards

Management and Delivery

We recognise the importance of putting in place effective arrangements for the management and delivery of the programmes.

The Trust Board is legally responsible for ensuring that [The Baker Clause](#) requirements are met. They must also ensure that the independent careers guidance provided is impartial, including information on the range of education or training options and that the person giving the advice is considering the best interests of the pupils.

The Prospect Trust Careers Services is managed by the Head of Careers Education, Information, Advice and Guidance, Nikki Coleman, overseen by the Academies Improvement Director, Vince Scannella. We ensure that all staff have regard to the 2019 Code of Ethics of the Career Development Institute and that they are offered regular CPD. The Prospect Trust is committed to following the 8 Gatsby Benchmarks and the Academies will engage with a thorough review and evaluation process supported by the Careers Enterprise Company Compass Plus Tool. We will gather feedback after every Careers Interaction to understand how well we meet student needs and to identify further improvements.