

Careers Guidance Policy

Policy Code:	TL5
Policy Start Date:	March 2023; Updated September 2025
Policy Review Date:	March 2026

Please read this policy in conjunction with the policies listed below:

- SW5 Safeguarding and Child Protection Policy
- SW11 Educational Visits Policy
- TL3 Curriculum, Teaching & Learning Policy
- TL7 Teaching and Learning Policy
- TL6 Special Educational Needs & Disability (SEND) Policy

1 Policy Statement

- 1.1 The Priory Federation of Academies Trust (The Trust) 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.
- 1.2 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Apprenticeships and Lincolnshire ITT.
- 1.3 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.

2 Roles, Responsibilities and Implementation

- 2.1 The Education & Standards Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Professional Learning.
- 2.2 The Trust has created a Careers Framework which provides a clarity around the expectations of all academies, including statutory duties and Trust strategies. The Careers Framework is maintained by the Director of Professional Learning and day-to-day operation is led by the Trust's Head of Apprenticeships and Careers, working alongside Careers Leaders.
- 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 Aims

- 3.1 To ensure that the Trust 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 three main curriculum aims are:
 1. self-development through careers, employability and enterprise education;
 2. learning about careers and the world of work; and
 3. developing skills for career management, employability and enterprise.

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 (12 to 13 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 Every school 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. Each academy will publish its 'Provider Access Policy Statement' on their individual academy website. The policy statement will be reviewed with Careers Leaders annually, or sooner if required. It will be agreed with the Local Governing Body (LGB).
- 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.
- 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. Each academy must provide 6 encounters with a provider of technical education or apprenticeships for pupils in Year 8 to 13. As a minimum, each 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.
Each academy (for which the guidance is relevant) will publish this information on their website and it will include:
- 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; and
 - 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 Each academy providing secondary education will set out what they are doing to meet each of the 8 Gatsby Benchmarks. This information will be available upon request.

6 Careers Leader

- 6.1 Every secondary/special academy will have 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 Each secondary/special 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 Each 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 a

post-16 pathway. This includes young people with particular vulnerabilities or who are receiving support to safeguard them and promote their welfare, e.g., looked after children (LAC); children on a child protection plan 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 Each 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 academies 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 Primary Academies

- 8.1 Pupils in the primary academies will be given opportunities through the curriculum to engage in careers education. They will experience opportunities to learn about different careers, engage with local companies and employers. Careers education will be delivered with the intent to:
- broaden horizons;
 - raise aspirations;
 - develop key employability skills and attributes; and
 - support with financial awareness and literacy.
- 8.2 Each academy will ensure that pupils are well prepared for the next phase of their education and that they have the necessary knowledge base to be successful in their future.

9 Priory Apprenticeships

- 9.1 Priory Apprentices (including staff apprentices) will have access to the provision of effective and quality information, advice and guidance. The Trust employs professionally qualified Careers Advisors who support young people and adults who wish to upskill, and works with a range of providers who are able to offer additional support.

10 The responsibilities of the Local Governing Body (LGB)

- 10.1 Every academy should have a member of the LGB who takes a strategic interest in careers education, information, advice, and guidance and encourages employer engagement.
- 10.2 The LGB must make sure that independent careers guidance is provided to:
- all learners throughout their secondary education (for all 11 to 18 year olds); and
 - learners aged up to 25 with an Education, Health & Care Plan (EHCP).
- 10.3 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.
- 10.2 The LGB 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).

11 Policy Change

- 11.1 This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.

The Priory Federation of Academies Trust Careers Guidance Policy

This Policy has been approved by the Trust's Education and Standards Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.