



Careers Guidance Policy

Policy updated: May 2025

Policy review: May 2026

We are...

Working together to **inspire,**
nurture and **motivate** everyone.

WE ARE PART OF



 <p>Tameside Alternative Provision Academy</p>	<h2>Careers Guidance Policy</h2> <p>Policy updated: May 2025 Policy review: May 2026</p>
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Member of staff with overall responsibility: Executive Headteacher

Management Committee with reviewing responsibility: Full Committee.

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997. We are always looking to see how we can bring our curriculum to life through Careers Education and ensure we meet the 8 Gatsby benchmarks, as recommended by national government policy:

1. A stable career programme.
2. Learning from career and labour market information.
3. Addressing the needs of each pupil.
4. Linking curriculum learning to careers.
5. Encounters with employers and employees.
6. Experiences of workplaces.
7. Encounters with further and higher education
8. Personal guidance.

The importance of careers education and guidance

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

Leadership

We have a designated lead for Careers in the school who plans, coordinates and evaluates our careers programme. As well as planning and implementing work experience for KS4 pupils, subject teachers are consulted to ensure appropriate coverage of careers themes in our personal development curriculum and through additional opportunities across the curriculum.

The Careers Programme

Our careers programme is designed to offer students a progressive pathway through a range of different learning opportunities that are responsive to the needs and interests of our students, providers and employers both locally and nationally. We want to provide careers education which means our students are well prepared for the next stage in their education, employment or training.

Work Experience

Work experience has an important contribution to make to the education of all students in helping young people develop the skills needed by employers. The college promotes the engagement in outside learning and work-based opportunities to enrich and maximise options for our students.

Students are encouraged to follow career paths that suit their interest, skills, strengths and aspirations with the absence of stereotypes. We are keen to promote equal opportunities and try to use every opportunity to challenge stereotypes and to raise aspirations. We encourage both boys and girls and students from minority ethnic groups to enter different careers and visiting speakers reflect a diversity of backgrounds. We believe that all staff should promote different pathways so that all students have access to high quality, impartial information about the range of academic and vocational routes open to them.

Positive Steps

Positive Steps has responsibility for delivering the targeted information, advice and guidance (IAG) service for young people in Tameside funded by Tameside Council. The guidance and support provided covers the following vulnerable groups in **Years 8 to 11, but with a clear focus on Year 11.**

Career Guidance appointments will be offered to the following target groups:

- Looked After Children - including producing Careers Guidance Interviews (CGI) to feed into Personal Education Plans (PEP)
- Care Leavers
- Young Offenders
- Teenage Parents (and parents to be)
- NEET (post-16)
- EHE (Electively home educated) or not registered with a educational establishment
- Young People with an EHCP - including producing Enhanced Progression Plans to feed into EHCP process and planning.

Careers support provided at White Bridge College and Elmbridge School during year 11:

- In school sessions from appropriate post 16 providers (Colleges, sixth forms, specialist placements, work-based employment)
- Gatsby 8 interviews for all year 11 students
- Enhanced Progression Plans
- EHCP/CIN Review Meetings attendance to support transition and consultations.
- College application and interview support and guidance. Support and monitor application process through transition.
- Off-site and home visits for all students.
- Regular contact with parents/carers to keep them involved in all aspects of post 16 plan.
- Monitor and support leavers transition to post 16 providers.

All students will be offered opportunities to see the career adviser through drop-in sessions, or through self or agency referral if they need to see a career adviser for an individual appointment.

Positive Steps also offers a commissioned IAG service to schools. This ensures that schools are compliant with relevant national guidance and legislation including the Gatsby Benchmarks and Statutory Careers Guidance 2023. All careers' advisers are independent and hold the relevant qualification to practice ensuring a high-quality service.

Positive Steps also has a range of personal development and work experience opportunities that are available to schools, which also support schools in delivering high quality experiences to support young people. These services can support improved outcomes for young people during and on leaving school. **For further information see the personal development opportunities information.**

Career Coach

Career Advisers deliver Personal Guidance interviews supporting schools to meet Gatsby Benchmark 8.

Career Coaches provide a range of career coaching and support services for young people. This could include support aligned to wider CEIAG activity and Gatsby Benchmarks and wider support for at risk of NEETs including one to one and groupwork. All activity would be agreed within the Operational Plan. The Career Coach will work closely with relevant Career Advisers

and Youth Engagement Workers and develop innovative methods to engage and work with young people to help them to achieve positive outcomes.

More information on the Gatsby requirements can be found here:

https://resources.careersandenterprise.co.uk/sites/default/files/2021-10/1486_Toolkit_stat_guidance_Schools_Updates%202021_V3.pdf