

## Careers Policy

### OA – Tunbridge Wells

<b>Document control table</b>	
<b>Title</b>	Careers Policy
<b>Date approved</b>	30 August 2025
<b>Approved by</b>	Strategic Leadership Team
<b>Date of next review</b>	August 2026
<b>Updates/revisions included:</b>	<p>New responsibilities for trustees/AABs</p> <ul style="list-style-type: none"> <li>• Providing strategic oversight of the school’s legal and contractual requirements for careers guidance.</li> <li>• Holding the SLT to account for delivering against careers guidance requirements</li> </ul>
<p>This is an OA central template, which should be reviewed at a local level and updated accordingly – with the local version returned to OA central for filing.</p>	

### Contents

Introduction.....	2
Legislation and statutory guidance .....	3
Roles and responsibilities .....	3
Our careers programme.....	5
Addressing the needs of pupils.....	7
Providing targeted support .....	8
Supporting pupils with SEND.....	9
Parental involvement.....	9
Part 2 - Delivery of the Careers Programme .....	10
Careers education.....	10
Career guidance meetings .....	10
Needs-based referral.....	10

Self-referral .....	11
Career information .....	11
External providers .....	11
Management and staffing .....	11
Staff Development .....	11
Resources .....	12
Employer links .....	12
Equal opportunities .....	12
Monitoring and evaluation.....	12
Appendix A - Careers education in Olive Academy – Tunbridge Wells .....	13

## **Part 1 – Background Information**

### **Introduction**

Careers education, information, advice and guidance (CEIAG) is an essential part of the support we offer to pupils within Olive Academies (OA). Effective careers support can help to prepare young people for the opportunities, responsibilities and experiences of life; it can help them to make decisions and manage transitions as learners and workers. As options for young people become more varied and complex, it is vital that we support them to develop the knowledge and skills they need to make informed choices for their future. The careers programme is designed to complement the rest of the academy’s curriculum.

A summary of our academy’s careers programme is published on our website including details of how pupils, parents, teachers and employers can access information about the careers programme.

Pupils, parents, teachers and employers can request any additional information about the careers programme by contacting our careers lead.

In this academy, the careers lead is Katy Wright

[Katy.wright@oliveacademies.org.uk](mailto:Katy.wright@oliveacademies.org.uk)

## Legislation and statutory guidance

This policy is based on the Department for Education's (DfE's) statutory [Careers guidance and access for education and training providers](#).

This guidance refers to:

- The Education Act 1997
- The Education and Skills Act 2008
- The School Information (\*England) Regulations 2008
- Apprenticeships, Skills, Children and Learning Act 2009
- Equality Act 2010
- Children and Families Act 2014
- Technical and Further Education Act 2017

This policy complies with our funding agreement and articles of association.

We also act in line with our statutory duty under the 'Baker Clause', to be impartial and not show bias towards any route, be that academic or technical. This policy should be read in conjunction with our provider access policy statement, which sets out how our academy meets this duty, and can be found on our website. **This policy operates in conjunction with the following school policies:**

- **Complaints Procedures Policy**
- **Provider Access Policy Statement**
- **Data Protection Policy**
- **Records Management Policy**
- **Child Protection and Safeguarding Policy**

## Roles and responsibilities

### Careers lead

Our careers lead is on the senior leadership team (SLT) and will:

- Take responsibility for developing, running and reporting on the school's career programme
- Planning and delivering a progressive careers programme that is underpinned by clear learning outcomes and meaningfully aligned with the Gatsby Benchmarks.
- Manage the budget for the careers programme

- Support teachers to build careers education and guidance into subjects across the curriculum
- Establish and develop links with employers, education and training providers, and careers organisations
- Work closely with relevant staff, including our special educational needs co-ordinator (SENCO) and careers adviser, to identify the guidance needs of all of our pupils with special educational needs and/or disabilities (SEND) and put in place personalised support and transition plans
- Work with our school's designated teacher for looked-after children (LAC) and previously LAC to:
  - Make sure they know which pupils are in care or are care leavers
  - Understand their additional support needs
  - Make sure that, for LAC, their personal education plan can help inform careers advice
- Review our school's provider access policy statement at least annually, in agreement with our Academy Advisory Board
- Planning and delivering a progressive careers programme that is underpinned by clear learning outcomes and meaningfully aligned with the Gatsby Benchmarks.
- Coordinating and managing the different elements of the careers programme, including its associated budget.
- Collaborating with the SLT to ensure the careers programme is guided by a strategic careers plan that reflects institutional priorities.
- Engaging parents throughout the careers journey to foster strong support networks.
- Establishing and nurturing key relationships to drive progress and enhance the effectiveness of the careers programme.
- Working with colleagues across the institution, including senior leaders, governors, teaching staff, careers advisers, the SENCO, pupils, and their parents.
- Building external partnerships with employers, external agencies, learning providers, and careers organisations to broaden opportunities for pupils.
- Continuously evaluating and improving the careers programme based on feedback from stakeholders and pupil destinations.

## **Head of Academy**

The Head of Academy will:

- Support the careers programme
- Support the careers leader in developing their strategic careers plan
- Make sure our academy's careers lead is allocated sufficient time, and has the appropriate training, to perform their duties to a high standard

- Allow training providers access to talk to pupils in years 8 to 11 about technical education qualifications and apprenticeships, and set out arrangements for this in our school's provider access policy statement
- Network with employers, education and training providers, and other careers organisations

### **Board of trustees**

- The Board of Trustees (delegated to the leadership team at OA central) will ensure that each academy:
- Provides clear advice and guidance on which the academy can base a strategic careers plan which meets legal and contractual requirements
- Appoints a member of the academy advisory board who will take a strategic interest in careers education and encourage employer engagement
- Makes sure independent careers guidance is provided to all pupils throughout their secondary education and that the information is presented impartially, includes a range of educational or training options and promotes the best interests of pupils
- Makes sure that a range of education and training providers can access pupils in years 8 to 11 to inform them of approved technical education qualifications and apprenticeships
- Makes sure that details of our school's careers programme and the name of the careers leader are published on the school's website
- Makes sure that arrangements are in place for the school to meet the legal requirements of the 'Baker Clause', including that the school has published a provider access policy statement
- Providing strategic oversight of the school's legal and contractual requirements for careers guidance.
- Holding the SLT to account for delivering against careers guidance requirements
- The careers leader will be supported by the SLT and will be given protected time and sufficient budget to carry out their role effectively. The school will engage with the DfE's [careers training offer](#) in order to support the growth of the careers leader.

### **Our careers programme**

The OA careers programme aims to inform and encourage pupils to consider their career options and take steps to understand their choices and pathways. We provide statutory independent careers guidance to pupils from year 7 onwards. Our programme doesn't show bias towards any particular career path and promotes a full range of technical and academic options for pupils. It is structured in a way that builds upon previous years.

OA aims to follow the eight Gatsby benchmarks of good career guidance ([www.gatsby.org.uk/education/focus-areas/good-career-guidance](http://www.gatsby.org.uk/education/focus-areas/good-career-guidance)). These are:

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each pupil
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance

The objectives for the OA careers programme are as follows:

- helping pupils to understand the changing world of work
- facilitating meaningful encounters with employers for all pupils
- supporting positive transitions post-16
- enabling pupils to develop the research skills to find out about opportunities
- helping pupils to develop the skills, attitudes and qualities to make a successful transition into the world of work
- encouraging participation in continued learning, including further and higher education and apprenticeships
- supporting inclusion, challenging stereotyping and promoting equality of opportunity
- contributing to strategies for raising achievement, particularly by increasing motivation.

OA use Compass Plus to self-assess against the 8 Gatsby Benchmarks and this is completed on a termly basis.

### **Pupil Entitlement**

All pupils are entitled to be fully involved in an effective Careers Education, Information, Advice and Guidance (CEIAG) programme. Pupils are encouraged to take an active role in their own career development, so the careers programme emphasises pupil participation with a focus on self-development; learning about careers and the world of work; and developing career management and employability skills. During their time at the academy, all pupils can expect:

- the support they need to make the appropriate choices for Key Stage 4/GCSE, after Year 11

- access up-to-date and unbiased information on future learning and training, careers and labour market information
- support to develop the self-awareness and career management skills needed for their future
- career lessons during coaching/tutor time from KS3-KS4 covering options after school, the world of work, the job market and the skills needed for the future
- a minimum of **6 encounters** with technical education or training providers for all pupils in years 8 to 11 (in practise at OA, this will be many more)
- a meaningful encounter with a representative from the world of work each school year; this could be through work experience, 'World of Work Week' activities, assemblies, careers talks (in or outside lessons), projects and visits
- to hear from a range of education and training providers, including colleges, universities and apprenticeship organisations; this could include visits and taster days, as well as assemblies, talks and meetings at school
- the opportunity to relate what they learn in lessons to their life and career beyond school
- the opportunity to talk through their career and educational choices with staff including individual coaches and the careers team
- access to one-to-one guidance with a trained, impartial careers adviser, by appointment; this is available to pupils of any year group. A meeting with an adviser independent of the school can also be requested.
- the academy to keep parents/carers informed of their progress and provide parents/carers with information to support pupils' career planning and decision-making. Parents/carers can attend careers meetings, by prior arrangement.
- to be asked their views about the service they have received to ensure that the service continues to meet the needs of the pupils.

### **Addressing the needs of pupils**

The academy will ensure all requirements to meet 'Benchmark 3: Addressing the needs of each pupil' as outlined in the DfE's ['Careers guidance and access for education and training providers'](#).

The academy's careers programme will aim to raise the aspirations of all pupils whilst being tailored to individual needs. The programme will inform pupils of the range of opportunities available to them, encouraging them to aim higher and make choices relevant to what they feel they can achieve.

All forms of stereotyping will be prohibited in the careers advice and guidance that is provided, to ensure pupils of all genders, backgrounds and abilities can consider the widest possible range of careers. The academy's careers programme will actively seek to challenge stereotypical thinking and raise aspirations.

The academy will tailor careers activities and educational goals to the needs of each pupil, taking into account their prior knowledge and skills, the choices they may face, and any additional support they may need to overcome barriers to progression.

Comprehensive and accurate records will be kept to support the career development of individual pupils at all relevant stages of education, beginning from the first point of contact. These records will be stored securely in the **careers office**. Access to this information will be permitted, should a pupil or their parent request it.

Destinations data will be retained by the academy for at least three years after a pupil has left academy. This data, e.g. the percentage of pupils attending sixth form in the following term, will be published on the academy's website alongside the academy's careers programme.

Data retained will be collected, stored and managed in line with the Data Protection Policy and Records Management Policy.

The academy will collect and analyse destinations data to assess how well the careers programme is countering stereotypes and raising aspirations. The data will be reviewed by the head of academy and careers leader on a **termly** basis who can then base further development of the academy's career guidance plan on the results and areas of success or failure.

### **Providing targeted support**

The academy will work with the LA, children's social care and VSHs to identify pupils who are in need of targeted support or those who are at risk of not participating in post-16 pathways, such as:

- LAC and PLAC.
- Care leavers.
- Pupils from Gypsy, Roma and Traveller backgrounds.

Agreements will be made on how these pupils can be referred for support drawn from a range of education and training support services available locally. The academy will share the relevant data on these pupils with the LA and local education and training providers where support costs may be required, such as care leavers and pupils who are eligible for FSM.

The academy will work in partnership with their commissioning academies and LAs as well as post-16 providers to provide support and advice on transitional pathways into FE or training.

The academy will ensure that pupils understand the programmes available to support them and the financial costs associated with staying in post-16 FE. To support pupils who are likely to need support with post-16 participation costs, such as those with SEND, the academy will

work with the LA and local post-16 education or training providers to share pupil data and ensure these pupils receive such support.

Pupils will be made aware of the 16-19 Bursary Fund, which has been devised to support those individuals with a financial hardship. They will be advised of how to access this funding and who they should speak to find out more information.

### **Supporting pupils with SEND**

The academy will ensure that careers guidance is differentiated, if appropriate, and based on high aspirations and a personalised approach. The SEND local offer will be utilised; annual reviews for a pupil's EHC plan will be informed by good careers guidance.

The careers leader will work closely with the SENCO and other staff to support pupils with understanding different career pathways and how to develop the necessary skills, knowledge, experience and qualifications to succeed and fulfil their potential. The academy will work with families of pupils to help them understand what career options are available.

Surveys will be conducted to find out individual pupils' aspirations. The results of the surveys will create careers guidance and experience that will be tailored to pupils needs based on their own aspirations and abilities.

Careers guidance will take account of the full range of relevant education, training and employment opportunities. It will inform pupils about the ways employees with SEND are supported in the workplace. Guidance will focus on a pupil's career aspirations and the post-16 options which are most likely to give the pupil a pathway into employment or HE.

The academy will build partnerships with businesses and other employers, employment services, and disability and other voluntary organisations. Pupils will be prepared for encounters with employers and provided with any special support that will allow them to benefit fully from the experience.

Pupils with SEND will have the opportunity to hear from adults with disabilities who have succeeded in their careers as part of the academy's successful careers strategy.

When arranging work experience for pupils, the academy will work with the employer to determine any additional support that will be needed during the work placement.

### **Parental involvement**

Young people do not make career decisions in isolation and parents and carers can have substantial

impact, as well as a clear interest in the right outcomes for their young person. OA is keen to foster parental involvement in the careers programme, wherever possible.

Parents and carers are invited into the academy to discuss their child's progress at pupil review meetings with parents. Coaches/tutors collect pupils' career aspirations termly to allow discussions around progress relating to next steps, career ideas and career planning, as well as academic progress.

Representatives of the careers team, as well as education and training providers, attend events for specific year groups.

Parents and carers are kept up to date with career-related events and activities affecting their child via letters and texts home, the academy website and social media. Parents/carers are welcome to attend careers meetings, by prior arrangement and, in some cases, will be asked to attend. They are also welcome to make contact with the Careers Lead at the academy, should they have any questions or concerns.

## **Part 2 - Delivery of the Careers Programme**

### **Careers education**

The content of the taught careers education programme is based around the learning outcomes outlined in the CDI Careers Framework - <https://www.thecdi.net/New-Career-Development-Framework>. This is outlined in Appendix A.

### **Career guidance meetings**

Pupils are entitled to appropriate guidance to meet their individual needs. All pupils at the academy can request an appointment with the careers adviser. Pupils are identified for careers meetings based on need and through self-referral.

### **Needs-based referral**

The referral procedure works as follows:

- appropriate adults identify pupils who would benefit from early intervention, for example pupils with lack of direction or lack of motivation; pupils with SEND; certain pupils receiving pupil premium funding; or those who have potential to become NEET (Not in Employment, Education or Training).
- In Year 11, coaches/tutors prioritise any pupils based on their readiness to make post-16 decisions and the support they might need throughout the post-16 options process.
- Pupils are seen individually early in Year 11 to discuss and explore the different progression routes where the independent careers adviser can identify pupils who might need further support.
- The outcome of all these activities allows the careers adviser to prioritise pupils for

interviews, helping to ensure that pupils of all abilities can access the support they need.

- For those pupils identified as being at risk of NEET, further interventions are arranged as appropriate for each pupil. This support could include personalised curriculum in KS4, visits to colleges and training providers, contact with parents, support from other agencies and ongoing contact as the pupil leaves school.

### **Self-referral**

Pupils may refer themselves for a careers meeting at any point. An appointment with the adviser will then be arranged. Pupils are made aware of the careers adviser through assemblies and via coaches/tutors. Careers sessions are built into the PSHE lesson calendar for the year. The careers adviser will record action plans and pupils will receive a copy. Parents and staff have the option to see this information so they can support the process. If a pupil is absent or fails to attend, an alternative time will be arranged.

### **Career information**

Careers information is available through relevant displays and noticeboards and via careers sessions and assemblies. Information about useful websites and online resources are collated by the careers adviser.

### **External providers**

A range of external providers are invited into school to support the careers programme. These might include local colleges, universities, training providers, apprenticeship organisations, employers, school alumni, or staff from various projects. In all cases, such staff and organisations will be vetted for suitability by the relevant staff at the academy – our provider access statement provides more detail on this process.

### **Management and staffing**

The Careers Lead in the academy is responsible for taking a strategic lead on careers work and works with the headteacher who has responsibility for careers and employability. The academy also contracts a qualified independent careers adviser to offer career guidance through Prospects Careers Advice Plus.

### **Staff Development**

Coaches/Tutors are introduced to the concepts, aims and programme for CEIAG at OA during CPD days or team meetings. The Careers Lead attends conferences and careers network meetings to keep up to date with best practice and legislation.

### **Resources**

OA is committed to providing the resources to enable an effective careers programme, including adequate staffing, staff training and resources.

### **Employer links**

Links with employers, businesses and other external agencies continue to grow through OA; by building on local community connections; as well as through the support of the academy's careers lead (brokered through Careers & Enterprise Company).

### **Equal opportunities**

OA is keen to promote equal opportunities, challenge stereotypes and address limiting beliefs. All pupils can access advice and guidance tailored to their needs with support to explore options that suit their preferences, skills and strengths. The team work on early identification of pupils requiring additional support, with no limit placed on how many times a pupil might see a careers adviser.

Our careers lead will work with the SENCO and teachers and, where appropriate, professionals from relevant organisations, to identify the needs of our pupils with SEND and put in place personalised support and transition plans including plans to prepare for adulthood for pupils with an EHCP. This may include meetings with pupils and their families to discuss education, training and employment opportunities, supported internships and transition plans into post-16 education.

No information will be given to pupils without SEND that is not also offered to our pupils with SEND.

Role models including alumni, current apprentices and university pupils are brought in to raise aspirations and demonstrate what is possible after OA while non-traditional routes are supported and encouraged.

The destinations of school-leavers are monitored and trends identified.

### **Monitoring and evaluation**

This policy, the information included, and its implementation will be monitored by the academy advisory board and the EPS Committee of the Trust Board and reviewed annually.

When monitoring the success of the careers programme, OA considers formal and informal measures, qualitative and quantitative data and hard and soft outcomes for pupils. The careers programme is evaluated in a number of ways, including:

- pupil feedback on their experience of the careers programme and what they gained

from it

- staff feedback on careers lessons, World of Work week activities, mock interviews etc
- gathering informal feedback from external partners and from parents
- quality assurance of careers lessons as part of the tutor time programme
- pupil destination figures post-16

OA is committed to working towards national Quality in Careers Standard

[www.qualityincareers.org.uk/](http://www.qualityincareers.org.uk/)

## **Appendix A - Careers education in Olive Academy – Tunbridge Wells**

The content of the taught careers education programme is based around the learning outcomes outlined in the CDI Careers Framework - <https://www.thecdi.net/New-Career-Development-Framework>

### **Years 7, 8 & 9**

Key activities: preparation for progression to KS4

Lessons might include what work is, how salaries relate to different jobs, stereotyping around jobs, how to find out about jobs, the skills needed for work, jobs of the future, the geography of jobs. Activities will support the KS4/GCSE options process.

By the end of Year 9, all students will have had the opportunity to:

- be introduced to career resources to help them understand their preferences and the options open to them.
- develop their self-awareness
- hear from or talk to representatives from the world of work
- receive support to make the right KS4/GCSE choices, including assemblies, parents' events, meeting with senior staff at school and the option of a careers meeting.

### **Year 10**

Key activities: Exposure to the world of work and employment inclusive of mock interviews.

Lessons include CVs, applications and interview technique in preparation for mock business interviews; an introduction to post-16 options.

By the end of Year 10, all students will have had the opportunity to:

- develop their self-awareness and career management skills, including writing a CV
- experience at least one week in the workplace
- be interviewed by someone from the world of work
- experience a taster day in a sixth form or college setting
- be introduced to the different Post-16 pathways.

## **Year 11**

Key activities: Post-16 applications

Students will learn how to write a personal statement for post-16 applications; hear from guest speakers in assembly about sixth form, college and apprenticeships; attend group sessions discussing the different post-16 pathways and key considerations when choosing post-16 options. These activities are supplemented with after-school support sessions with PC access.

By the end of Year 11, all students will have had the opportunity to:

- use a range of sources of information (with support, as required) to explore Post-16 options
- attend events in school and out of school where they can speak to employers, colleges, training providers and universities
- develop their self-awareness and career management skills
- apply for Post-16 options and back-up plans, as necessary
- continue to develop the skills needed for a successful transition
- have at least one meeting (small group or one-to-one) with a careers adviser.