Newfield School

Careers Education and Guidance Policy

Sep 2026

Newfield School - Careers Education and Guidance Policy

This policy reflects the requirements and expectations in the Education Reform Act 1988.

> *Careers Education and Guidance is an essential part of every pupil's curriculum. In promoting self-awareness, it is a prerequisite to pupils making well-informed educational, vocational and training choices and to managing the transition from education to new roles including employment. NCC 1990.*

Aims

Careers Education and Guidance should help pupils to:

- know themselves better, and raise self-esteem and worth
- be aware of education, training and career opportunities,
- make choices about their continuing education and training, and about career paths,
- manage transitions to new roles and situations,
- be able to plan and write Individual Action Plans.
- know who will help with making transitions

Organisation

The Careers Co-ordinators (Mr Whelan / Mr Boardman) liaise with teachers, parents, Connexions, Sefton Education and Business Partnership, Colleges of Further Education, the LEA and local employers and training providers.

Equal Opportunities

All pupils have access to Careers Education and Guidance. All pupils in Years 9-11 should have equal access to resources including the Careers Library and Information Technology. Resources and guidance should reflect cultural diversity and take into account gender stereotyping. Where pupils work in pairs or groups, provision should be made to ensure that each has equal attention and input.

Quality in Careers Standard Award (2020-23)

The "Quality in Careers Standard Award" has been obtained from 2023, in recognition of provision and high quality of careers education, information, advice and guidance (CEIAG).

Teaching and Learning

Careers provision in Year 7, 8 and 9 is delivered through the Skills Builder Accelerator Programme. Students have an individualised programme to improve in 8 skills that are key to career entry.
In Year 10 and 11, the students work towards a BTEC Level 1 subsidiary in Work Skills. The focus is to prepare for and engage in work entry.
In Years 10 and 11 Careers Education and Guidance has a particular emphasis on personal competence in:

- communication skills
- personal preparation for work
- researching work sectors and work places
- expectations of the workplace
- Interpersonal skills
- Demonstrating positive attitudes and behaviours
- Analysing and improving own skill set

All secondary pupils also are given opportunities to engage in some or all of the following: visiting speakers; visits outside school; by presentations in assembly, and by visits to educational institutions and training providers.

Community placements, work experience, mock interviews, and the mentoring programme are an integral part of the Careers Education. All years 10 and 11 undertake a one-week work experience placement in November (Year 11) and March (Year 10).

The Careers teacher and Connexions, will plan an annual programme of support for pupils in Years 10-11. This will include presentations from Connexions to class groups and one to one interviews with each pupil. These plans will be recorded and agreed in the Annual Service Level Agreement.

Advice and guidance offered to pupils will be impartial and provided on an individual basis according to need.

At all stages of careers guidance, confidentiality will be observed. This should be explained to staff and pupils by the careers teacher.

Resources

- Connexions
- Skills Builder Accelerator Programme
- Sefton Education and Business Partnership
- Parents and visiting speakers
- The School Careers Library (including computer software and videos)
- Newspapers, magazines
- Differentiated worksheets and classes prepared by the Careers Teacher
- National Records of Achievement

Pupil Progress

All pupils progress will be monitored on an individual basis, giving reinforcement where needed. This work will be recorded and monitored:

- In pupils own portfolios of work, Senior Pupil Planners, and National Records of Achievement.
- Progress Tracking using Skills Builder Programme
- Written reports from Providers.
- Action Plans agreed with Careers Officer.

Parents will be informed of pupil progress by means of:

- Parents consultation day
- Annual Reports Transition Plans and SEN9's

- National Records of Achievement

Review and Development

- The Careers teacher will collect and update materials for use by staff and pupils.
- Staff will be kept informed of new developments via staff meetings and INSET.
- Opportunity will be given for staff to attend any relevant INSET provided at the Professional Development Centre.
- This policy will be informally monitored by the Careers Teacher and formally reviewed annually.

CAREERS EDUCATION, INFORMATION, ADVICE AND GUIDANCE (CEIAG) POLICY

Rationale

Careers education and guidance programmes play a major part in helping young people choose programmes that suit their interests, abilities and individual needs. A robust careers programme helps avoid disengagement, puts school learning into a wider and more relevant context, and helps raise aspirations.

Newfield Careers programme helps our students to plan and manage their careers effectively, ensuring progression which is ambitious and aspirational. It will promote equality of opportunity, embrace diversity and challenge stereotypes. The policy will be guided by the Gatsby benchmarks[1] and conform to statutory requirements, in particular the DfE's Careers Strategy[2] and the revised statutory guidance[3].

Context

From September 2013, The Education Act of 2011 placed schools under a duty to ensure that all registered pupils in Years 8-11 have access to independent, accurate and impartial information advice and guidance. Schools are free to make arrangements for careers guidance which best suit the needs of their students, engaging where appropriate with independent providers.

Newfield have developed their own arrangements for providing impartial careers advice and guidance may continue to do so as long as they ensure students have access to a source of guidance which is independent and external to the school. This could include website or telephone helpline access and/or face to face support from a specialist provider where needed.

A further addition to the Technical and Further Education Act 2017 states that schools in England *"must ensure there is an opportunity for a range of education and training providers to access registered pupils during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships".*

At each point where we deal with students leaving the school we strive to ensure that they are purposefully provisioned in terms of advice and guidance, including information and support regarding apprenticeships, employment or re-commencement of study with another provider.

Commitment

Newfield is committed to providing all students in all Years with a programme of careers and enterprise related activities. The details of the CEIAG and Enterprise programme will be published on the school website and can be viewed by students, parents and carers as well as employers, partners and education/careers providers. The programme is guided by the Gatsby benchmarks for ensuring best practice. In addition, to ensure Newfield is delivering the best possible careers guidance we are currently working towards the Quality in Careers Standard. This is in accordance with the Government's recommendation that "*all schools should work towards a quality award for careers education, information, advice and guidance as an effective means of carrying out a self-review and evaluation of the school's*

[1] http://www.gatsby.org.uk/education/focus-areas/good-career-guidance

[2] https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf

[3] https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools

programme." And as advocated by the Department for Education in their 'Careers Guidance and Inspiration in Schools' policy issued in March 2015.
Newfield is also participating in CEC's Enterprise Adviser Network to strengthen the linkage between education and industry; particularly in respect of the identified growth sectors in the Liverpool City Region; raising awareness of opportunities in the current labour market and preparing students for these career experiences.

Careers and Employability Programme
The current programme is delivered through a combination of methods, including 1:1 impartial and independent guidance, assemblies, events, presentations, visiting speakers, work experience over 2 years, trips, workshops, Life Skills and structured lessons where the programme is delivered to every year group for one 30 minute lesson per week supported by a 50 minute PSHE lesson.

To enable teaching staff to track student progress and employer engagement Newfield is developing a system for monitoring each students achievements, 'meaningful' employer encounters, career aspirations/goals, predicted grades and potential pathways. This enables Newfield to monitor and track the learner journey, helping to plan and prepare targeted 'meaningful' encounters for individual students.

Aims
To help students develop the skills and confidence to make realistic and informed decisions about their futures and to manage the transitions from one stage of their education, training and work to the next.

Objectives
- To ensure that students develop the skills and attitudes necessary for success in adult and working life
- To make students aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and into adulthood
- To equip students with the necessary decision-making skills to manage those same transitions
- To develop in students an awareness of the wide variety of education, training and careers opportunities locally, nationally and internationally
- To encourage students to make good use of the paper-based, virtual and staff resources available to them, in order that they can make informed and appropriate choices throughout their learning journey
- To foster links between the school, local businesses and further/higher education establishments.
- To ensure there is an opportunity for a range of education and training providers to access registered students during the relevant phase of their education, for the purpose of informing them about approved technical education qualifications or apprenticeships.

Learning Outcomes
Students should <u>be able to</u>:
- Assess their achievements, qualities and skills
- Present this information as appropriate
- Use this information for personal development
- Set career and learning targets. Recognise and deal accordingly with influences on their attitudes, values and behaviour in relation to work.

- Recognise the value and impact their activities at school can have on their future.

Implementation

The school guarantees impartial and independent advice via:
- Barry Thomas, An independent Careers Adviser, employed by Connexions, who attends school 2 days a week. 1 to 1 Appointments are made for all pupils in years 9 – 11. The independent careers advice, as outlined in section 29 of the Education Act 2011, must:

- Be presented in an impartial manner
- Feature information on the range of education or training options, including apprenticeships and other vocational pathways
- Promote the best interests of the students to whom it is given
- Access for all students and staff to 'Fast Tomato' website and other appropriate sources of guidance
- Promoting the National Careers Service Website and Helpline
- Promotion of independent websites relevant to all career needs, from choosing a university or apprenticeship to pursuing a career
- Access to relevant external speakers offering independent sources of information including local and national employers, representatives from professional bodies and organisations including, representatives of higher education establishments and former students, who are a valuable resource.

Headteacher, Mr Whelan and Deputy Headteacher Mr Boardman have responsibility for Careers and Enterprise education, although all staff have a part to play in the implementation of this policy through their role as teachers / TA's / Mentors etc. Careers information and resources are reviewed and renewed on a regular basis. College prospectuses are current and visual displays on the notice boards are kept current in KS4 unit.

Monitoring, Review and Evaluation

A report will be published on an annual basis, including an account of activities, a review of progress and an evaluation of pupil responses to provision. This policy will be reviewed annually as part of the whole-school self-assessment process, informing the COMPASS SEF and will be reviewed by the Governors. Parents are welcome to give feedback on any aspect of the CEIAG programme to the Careers Coordinator, via the school website. Student voice activities are conducted with students from all year groups.

Recording, Assessment and Reporting

Students' progress is monitored on annual Career Plans, and remain with pupils for their entire duration at Newfield. The work is individual and personal to the student and is a log of activities completed and employability skills gained - these skills are not graded. A report on the careers programme is presented to the governors annually.

Entitlement

Every student at Newfield is entitled to a thorough, personalised and aspirational programme of careers events throughout their time at the school. They are given support to whichever route they choose, whether this occurs at the end of KS2 or the end of KS4.

Students will come into contact with Careers, Employability and Enterprise in the following ways:

- Through a variety of year group assemblies
- Through their PSHE and Careers lessons, which are timetabled for 1 hour 20 mins per week.
- Parents/carers are welcome to speak to any staff about their child's progress or their child's participation in careers events.
- Students, parents/carers are entitled to have access to information about the options processes - provided via letter, on the school website and on information evenings.
- Each KS4 student will have regular and individual careers interviews with the independent, qualified careers Adviser during KS4.

Partnerships

The CEIAG programme is greatly enhanced through links with several partners who ensure the students' learning is up to date and relevant. We strive constantly to expand and improve links with employers and other local groups, including the Careers and Enterprise Company's Enterprise Adviser Network.

Parental involvement is encouraged at all stages. Newfield recognises that parents/carers remain the biggest influence on a young person's career choices and as such we offer parents help and guidance at critical stages in the students' time with us. Parents may also have the opportunity to speak to the Careers Coordinator by phone, by appointment or at any parental consultation event. We also have a dedicated section for parents on our school website on Careers, Employability and Enterprise. The school also provides signposting to the National Careers Service.

Links with the Local Authority:

The Local Authority has a duty under section 68 of the Education and Skills Act 2008 to encourage, enable and assist the participation of young people in education or training. In addition, the Education and Skills Act 2008 placed two new duties on local authorities from June 2013 for 16-18 year olds in relation to the raising of the participation age:

- To promote the effective participation in education and training of young people covered by the duty to participate
- To have in place arrangements to identify those who are not participating

Newfield works with the Local Authority, including sharing information, to support the above. In particular, in accordance with Section 13 of the above Act, the School will notify the Local Authority whenever a pupil leaves an education or training programme before completion.

Links with the Governing Body

There is a named link Governor responsible for Careers and Enterprise education. All changes to the Careers Policy are approved by the school Governing Body and they are regularly informed about the progress of the careers programme via visits to the school and reports/presentations delivered by the Careers Coordinator.

Resources

Funding is allocated in the annual budget planning. This is planned around the level of funding related to whole school priorities and particular needs in the CEIAG area. The Careers Coordinator is responsible for the effective deployment and monitoring of resources.

Staff Development

Staff training needs are identified and make use of the Training Needs Analysis for CEIAG. The CPD at the School makes every effort to meet training needs within an agreed period of time.
The annual CEIAG improvement plan is connected to the School Improvement Plan and takes account of the CEC's Careers and Enterprise Strategic Plan. It is reviewed termly by the Careers Coordinator and annually by the Senior Leadership Team. The Quality in Careers Standard Award also helps to identify desirable improvements.

Approvals

Policy Created by: RB Date: 11/09/25

Date Approved by the Senior Leadership Team: 24/9/26

Date Approved by member of Governing Body: (SE) Sept 2026

Last amended/updated: Sep 2026

Date of Next Review by Governors: Nov 2026