



## Careers Education Policy

Policy first adopted: January 2019  
**To be reviewed annually**

Reviewed – June 2020

Reviewed – June 2021

Reviewed – November 2022

Reviewed – November 2023

Reviewed – November 2024

Reviewed – November 2025

## Aims

At Ferndown Upper School, we are committed to preparing every students for life beyond the classroom. Our comprehensive careers programme is designed to equip students with the skills, knowledge and confidence to make informed decisions about their next steps by providing a range of services such as one-to-one guidance appointments, careers events and resources to support students to explore a wide variety of career paths. Through close partnerships with local businesses, universities and training providers, we ensure our students have access to invaluable insights and opportunities. The world of work is constantly evolving, our mission is to equip our students with the skills, knowledge and confidence to thrive in their chosen paths.

Ferndown Upper School have a number of statutory duties in relation to careers guidance following a number of statutory guidance documents such as;

- 1) Department for Education, Careers guidance and access for Education and Training Providers May 2025
- 2) The Education Act 1997
- 3) The Education and Skills Act 2008

This includes the following:

- An obligation to provide independent and impartial face to face careers guidance from Years 9 to 13.
- Ensuring that there is an opportunity for a range of education and training providers to access all students in Years 9 to 13.
- Using the Gatsby Benchmarks to improve careers provision.
- Appointing a named person to the role of Careers Lead – this is *Miss Lucy Giles*.
- Publishing details of the Careers Programme for students and their parents/guardians.
- Careers Education will be based on a partnership with students and their parents/guardians. The programme will raise aspirations, promote social mobility, challenge stereotypes and actively promote equality and diversity.

This provision is:

- Reviewed annually through discussions with SLT, teaching staff, Head of Careers (Miss Lucy Giles), students, parents, governors, advisory staff and other external partners.
- Underpinned by the school's aims and policies for teaching and learning, assessment, recording and reporting achievement, PSHE and Citizenship, equal opportunities, health and safety and SEND.

- Designed to meet the needs of all students at Ferndown Upper School. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. This includes supporting students with SEND to develop independence and contribute meaningfully to their community.

## **Commitment**

Ferndown Upper School is committed to ensuring that the 8 Gatsby Benchmarks of good practice are in place. These 8 benchmarks are:

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

## **Students' needs and entitlement**

Students at Ferndown Upper School will benefit from:

- Access to a range of activities that inspire them, including employer talks and assemblies, careers fairs, motivational speakers, college and university visits.
- Links with local employers to help boost attitudes and employability skills, learn about the range of roles and opportunities available to them.
- Direct experiences of the workplace through Year 12 Work Experience
- Meaningful encounters with employers, helping students to learn about what work is like and how to be successful in the workplace.
- Access to advice from external providers on options available post 16 including apprenticeships, university and employment.
- Face to face advice and guidance to build confidence and motivation.

- Information including local Labour Market Information from a range of agencies to develop a smother pathway between education and work.
- Free access to careers advice, 7 days a week, from trained specialists through the National Careers Service.
- Activities during Drop Down days and other events in all year groups that promotes awareness of a wide range of career opportunities and progression routes.
- Activities during tutor time in all year groups that promotes awareness of a wide range of career opportunities and progression routes.
- Having an appropriate understanding of relevant trends in local and national employment and the implications of the choices they make in relation to these.

### **Provider Access Legislation**

All maintained schools and academies must provide six encounters with a provider of technical education or apprenticeships for Year 8 to 13 students. As a minimum schools must offer:

- Two encounters for pupils during the 'first key phase' (Year 8 or 9) that are mandatory for all pupils to attend, to take place any time during Year 8 or between 1st September and 28th February during Year 9.
- Two encounters for pupils during the 'second key phase' (Year 10 or 11) that are mandatory for all pupils to attend, to take place any time during year 10 or between 1st September and 28th February during Year 11.
- Two encounters for pupils during the 'third key phase' (Year 12 or 13) that are mandatory for the school 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.

All six encounters must happen for a reasonable period of time during the standard school day. Provider encounters that take place outside of school hours do not count towards fulfilment of the legal requirement for six provider encounters but schools are still encouraged to provide these complementary experiences for pupils and their parents.

### **Implementation**

The Head of Careers Education co-ordinates the careers programme and works closely with the SLT link for Careers – Mrs Sonia Chater.

All teaching staff contribute to Careers Education through their role as tutor and subject teacher.

## **Staffing**

All teaching staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the Careers Lead in consultation with the Deputy Head (SLT link for Careers) and The Head of Careers Education. Careers information is available on our website, subject classrooms and the Careers Office.

## **Partnerships**

Ferndown Upper School works closely with a large number of local employers and organisations, and with other educational establishments to ensure a broad and balanced range of information and opportunities are available to students. In addition, the Careers Lead works closely with our Enterprise Advisor – Sue Heyes and our Enterprise Co-Ordinator Penny Charrett from the Careers and Enterprise Company.

## **Resources**

Funding is allocated in the annual budget planning exercise. Funding for developments in the school's development plan is considered in the context of whole school priorities. Sources of external funding are actively sought from companies such as The Careers and Enterprise Company.

## **Approval**

Ferndown Upper School's Careers Programme is reviewed annually by the Deputy Head (SLT link for Careers) and the Head of Careers Education.

Next review: 11/2026

Signed:                      Chair of Governors – Clive Dedman                      Head teacher – Phil Jones