

Last review: February 2026

Review date: February 2027

SLT Governors Link: NC/ID/EV

Approval Committee: Governing Body



CAREER EDUCATION AND GUIDANCE (CEG)

Gillingham School

Hardings Lane, Gillingham

Dorset, SP8 4QP

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make 14-19 choices that are right for them and to be able to manage their careers throughout their lives.

The school follows the statutory guidance in, Careers Guidance and Access for Education and Training Providers (2023) in its efforts to encourage all pupils to make good choices and understand what they need to do to succeed in the careers to which they aspire. Guidance is presented in an impartial manner and promotes the best interests of the pupils to whom it is given. Guidance should also include information on options available in respect of 16-18 education or training, including apprenticeships and technical qualifications. This complies with the school's legal obligations under Section 42B of the Education Act 1997 and the Technical and Further Education Act of 2017.

Students are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- To have good quality and meaningful opportunities to encounter the world of work.
- To understand how to make applications for the full range of academic and technical courses.
- To understand that they can gain access to impartial guidance by making a request through their tutor or by contacting the Careers Leader.

The school is committed to providing a planned programme of careers education for all students in Years 7-13, within a clear framework linked to outcomes for pupils (The CDI Career Development Framework KS3, KS4 and Post 16 2021), which is under- pinned by the Gatsby Benchmarking Tool and information, advice and guidance (IAG) in partnership with the Careers Enterprise Company, our Enterprise Coordinator and Enterprise Advisor.

The school endeavors to follow guidance from the DfE, QCA and OFSTED. This policy is to be developed and reviewed biannually by the Board of Governors.

It is supported by the School Development Plan which aims to 'Enhance the knowledge of career options and progression routes amongst students in all year groups.' It also supports and is underpinned by key school policies including those for safeguarding, equality, health and safety, SEND, and the professional development plan.

Objectives:

The careers programme is designed to meet the needs of students at this school. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

Students are entitled to careers education and guidance that meets professional standards of practice and is person-centred, impartial and confidential. The programme will promote equality of opportunity, inclusion and anti-racism.

It will:

- Develop a sense of self awareness and a knowledge of their skills, abilities and potential.
- Acquire a knowledge of the world of work and the opportunities for continuing education, training and employment.
- Make decisions about their continuing education, training and employment choices and be able to implement those decisions.
- Develop a structured approach to vocational decision-making using Careerpilot for action planning
- Acquire and recognise transferable skills which will allow them to be effective in a variety of situations in adult and working life. Including taking care of their well-being and effecting a balance between working life and involvement with their families and their communities.
- Overcome the overt and subtle barriers which they may encounter as they progress through school into adult life.
- Recognize how the economy, politics and society impact on their own life and career choices.

Implementation

This careers policy was originally developed with the involvement of students through the school council, staff and governors through meetings and presentations.

The Careers Leader coordinates the careers programme and is responsible to an Assistant Headteacher, this area is supported by a link Governor. Work experience is planned and implemented by the Work Experience and Enterprise Coordinator who works alongside the Careers Leader.

All teachers contribute to careers education and guidance through their roles as tutors and subject teachers. The careers programme is planned, monitored and evaluated by the Careers Leader in consultation with the Enterprise Advisor. Feedback is collected from students, parents, employers and staff at every stage of the programme, and the impact is evaluated by a careers strategy group and reported to the board of governors on an annual basis. Careers are present in each subject area. There are supplementary drop-down events and activities. Student learning is mapped and recorded by the Careers Leader. Careers information is available in Careers Collections which is also maintained by the Careers Leader. Administrative support is available.

The careers programme includes careers education sessions, careers guidance activities (group work and individual interviews), information and research activities (in Careers Collections and via the school computer network), individual learning planning, impartial careers advice, work-related learning (including work experience) and opportunities to meet and work with employers and education training providers.

Any provider wishing to request access should contact:
Emma Vallender, Careers Leader 01747 822222
evallender@gillingham-dorset.co.uk

Opportunities for access - See Provider Access Statement

Please speak to our Careers Leader to identify the most suitable opportunity for you.

The school policy on safeguarding sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library which is managed by the Careers Leader. This is available to all students at lunch and break times.

The school works in Partnership with DC and the Careers Enterprise Agency and employs a Level 6 qualified guidance professional to ensure that pupils receive impartial careers advice.

Staff training needs are identified in conjunction with the School Inset Coordinator. Funding is provided by school funds. The school will endeavour to meet training needs within a reasonable period.

The programme is re-reviewed annually by the Careers Leader using the school's quality assurance process to identify desirable improvements, and a report is submitted to the Senior Leadership Team and Governors. Young people, staff, local employers and parents will be actively encouraged to be involved in all aspects of the monitoring, evaluation and review of IAG provision.

