

Last review: February 2025
Review date: February 2026
Signed By:
Approval Committee: Governing Body



CAREERS GUIDANCE

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 (2021) 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 are able to 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 was developed and will be 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 of education and guidance that meet professional standards of practice and are person-centered, 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 Unifrog 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 a Deputy Headteacher. This area is supported by a link Governor. Work experience is planned and implemented by the Work Experience and Enterprise Coordinator who works with 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 is 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

evallender@gillingham-dorset.co.uk / 01747 213202

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.

<https://www.gillingham-dorset.co.uk/learning-enrichment-support/safeguarding>

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 DCC 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 of time.

The programme is re-viewed 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.

Provider Access Statement

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils 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 and the subsequent Provider Access Legislation 2023.

Student entitlement

All students in years 8-13 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 assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours, and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
- answer questions from pupils.

Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [Making it meaningful checklist](#).

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

Previous providers

The school has previously been visited by a number of providers.

These include: Yeovil College, Kingston Maurward College, Wiltshire College, Exeter Maths School, British Army, Navy and RAF, Merck, J P Morgan, ASK About Apprenticeships, DSTPN, University of Southampton, University of Exeter, Dorset Police.

Student Destinations

In 2021 our Year 11 students moved to a range of providers in the local area after school:

187 students joined our school Sixth Form

64 students joined a Further Education College

14 students gained Apprenticeships

In 2021 our Year 13 students moved to a range of providers in the local area and beyond after school:

42% students went to university.

19% students opted for a gap year.

7% took up an apprenticeship

13% went straight into employment

Management of provider access requests

Procedure

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

Opportunities for access

The school offers the six provider encounters required by law (marked in bold text below) and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

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

Year	Autumn Term	Spring Term	Summer Term
8	STEM Week - a STEM careers focused set of activities. Organised and delivered by Merck a company specialising in science and technology who will also do a session on the	Introduction to Careers Resources Careers Week - a careers lesson in each subject Options Assembly Options Evening	

Year	Autumn Term	Spring Term	Summer Term
	training and apprenticeship routes that they offer.		
9	STEM Week - a STEM careers focused set of activities. Organised and delivered by Merck a company specialising in science and technology who will also do a session on the training and apprenticeship routes that they offer. Next Steps Evening - A careers fair, including studio schools, universities, gap year organisations, volunteer organisations and employers offering apprenticeships, school leaver programmes and graduate opportunities.	KS4 Options Future Skills Survey Careers Fair – North Dorset Careers Hub Army Encounters	<i>No encounters – legislation requires encounters to take place by 28 February if in year 9</i> Careers Week – a careers lesson in each subject, to include labour market and CV writing. Update Unifrog with activities to prepare for writing CVs next term.
10	Introduction to Work Experience Database Writing CVs and searching to work experience placements in weekly registration periods. Next Steps Evening - A careers fair, including universities, gap year organisations, volunteer organisations and employers offering apprenticeships, school leaver programmes and graduate opportunities. Work Observation Day	Careers Week - a careers lesson in each subject. Lessons will incorporate researching Labour Market information and breaking down stereotypes Introduction to Apprenticeships – ASK to include an apprenticeship provider	Yeovil College Experience Day Work Experience Meetings with Careers Advisor
11	Careers Lessons PSRE – application processes including mock interviews Careerpilot Pathway Planner College Showcase – including a range of local colleges Next Steps Evening - A careers fair, including universities, gap year organisations, volunteer organisations and employers offering apprenticeships, school leaver programmes and graduate opportunities. Sixth Form Information Evening Meetings with Careers Advisor	Post 16 Interviews Meetings with Careers Advisor Future Skills Survey Updating Unifrog with Post-16 Intentions	<i>No encounters – legislation requires encounters to take place by 28 February if in year 11</i> Meetings with Careers Advisor
12	Meetings with Careers Advisor Next Steps Evening - A careers fair, including universities, gap year organisations, volunteer organisations and employers offering apprenticeships at the higher level, school leaver programmes and graduate opportunities. STEM Enrichment option	Future Routes Sessions – bi-weekly. Including Careerpilot Pathway Planner, applying to university, writing personal statements, introduction to Higher and Degree Apprenticeships. JP Morgan Trip Work Experience UCAS Apprenticeship Fair Meetings with Careers Advisor STEM Enrichment option	University Trip Future Routes Evening to include university and degree apprenticeships with representatives from local companies. Future Routes interviews Alumni Speed Dating – with ex-students representing different career routes STEM Enrichment option Meetings with Careers Advisor
13	Future Routes sessions – Five one hour sessions to support students: 1) Application Process - UCAS,	Meetings with Careers Advisor Future Skills survey Intended destinations survey	<i>No encounters – legislation requires encounters to take place by 28 February if in</i>

Year	Autumn Term	Spring Term	Summer Term
	Apprenticeships, Employment 2) Writing a good Personal Statement/Letter of Application 3) Interview Skills 4) UCAS OR Apprenticeships/Employment -- narrowing choices, 5)- starting work. Next Steps Evening - A careers fair, including universities, gap year organisations, volunteer organisations and employers offering apprenticeships at the higher level, school leaver programmes and graduate opportunities. Meetings with Careers Advisor		<i>year 13</i> Meetings with Careers Advisor

The school policy on safeguarding [Child Protection Procedures \(gillingham-dorset.co.uk\)](http://gillingham-dorset.co.uk) page 8 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 AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the careers leader.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

Providers are welcome to leave a copy of their prospectus or other relevant course literature either in our Library or Sixth Form Study Centres. All areas are available to students throughout the school day.

Complaints

If providers wish to make a complaint about a lack of access they should contact Mr Paul Nicholson Headteacher on pnicholson@gillingham-dorset.co.uk or 01747 822222. Alternatively, with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

Approval and review

Approved [date] by Governors

Next review: [date]

Signed: [name] Chair of Governors

[name] Head teacher

