

Ref: Careers Education and Guidance Policy
Reviewer: Careers Adviser
Date of last review: September 2025
Date of next review: September 2027

CAREERS EDUCATION AND GUIDANCE POLICY



Governing Body Approval

Policy approved by:

NAME: Mr Ken Tyson

SIGNATURE: 

GOVERNOR POSITION: Chair of Governors

Date: November 2025

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Vision and purpose

Promoting a career development culture is an essential part of the mission and ethos of our school. We aim to support the aspirations of all our learners and to ensure that they gain the understanding, skills and experience they need to make progress and succeed in learning and work. We believe that effective careers education and guidance not only contributes to the well-being of individuals but also to the wellbeing of their families, the communities to which they belong, wider society, businesses and the economy.

This policy is underpinned by Sections 42A and 45A of the Education Act 1997, as amended by the Education (Careers Guidance in Schools) Act 2022 and the Skills and Post-16 Education Act 2022. It has due regard to the DfE's statutory guidance, *Careers guidance and access for education and training providers*, last updated in May 2025

National and local expectations

We are committed to meeting national and local expectations in relation to careers by:

- **Securing independent and impartial careers guidance for all pupils in Years 7–13**, as required by the Education Act 2011, as amended by the Education (Careers Guidance in Schools) Act 2022.
- **Having due regard for the Department for Education's statutory guidance, *Careers guidance and access for education and training providers***, last updated in May 2025.
- **Fulfilling our duties under the Equality Act 2010 to promote equality of opportunity**, foster good relations, and eliminate discriminatory practices for all pupils, including those with protected characteristics.
- **Ensuring that the eight updated Gatsby Benchmarks, which form the bedrock of the government's careers strategy**, are embedded within the school's comprehensive careers plan. The Careers and Enterprise Company will support our implementation.
- **Strengthening our provider access arrangements to reflect the Provider Access Legislation (PAL)** introduced by the Skills and Post-16 Education Act 2022. This includes ensuring all pupils in Years 7–11 receive four meaningful encounters with a range of approved providers of apprenticeships and technical education, as detailed in our school policy access statement.
- **Integrating local and regional Labour Market Information (LMI) into our careers programme** to help pupils in Burnley and Lancashire make informed decisions about their future training and employment options.
- **Partnering with local employers and education providers**, including those in our local area, to offer high-quality work experiences and meaningful encounters.
- **Tailoring our careers guidance to address the specific needs of all pupils in our area**, including those from disadvantaged backgrounds and those with Special Educational Needs and Disabilities (SEND), to ensure equitable access to opportunities.

Current priorities

Our careers strategy is informed by these current priorities:

- **Supporting individual aspirations, improving attainment, and ensuring positive destinations for all students.** This includes tracking post-16 destinations to evaluate the long-term impact of our careers provision.
- **Meeting the specific needs of vulnerable and disadvantaged groups**, including looked-after children, young carers, students from economically-deprived backgrounds, and students with Special Educational Needs and Disabilities (SEND), to promote social mobility and equality of opportunity.
- **Developing learners' career management skills** based on the updated Career Development Institute (CDI) Framework (April 2021). Our programme will develop the six key career learning areas: **Grow throughout life; Explore possibilities; Manage career; Create opportunities; Balance life and work; See the big picture.**
- **Preparing young people for modern working lives**, including helping them identify personal values, understand environmental issues related to work ("greener ways"), and develop adaptability and resilience for future labour market challenges.

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- **Integrating digital technologies** to meet young people's career development needs, ensuring they complement and enhance face-to-face guidance.
- **Working with a broad range of stakeholders** including parents/carers, alumni, education providers, and community and business partners to co-create and deliver the careers programme.
- **Providing opportunities for meaningful encounters with employers and experiences of workplaces**, in line with the Gatsby Benchmarks. For students in KS4 this will include 1 week of structured work experience. For students in Key Stage 3, this will include planning for work experience activities, which can range from multi-day work visits to employer-led projects.

Strategy

To achieve the objectives of this policy, we will:

- ensure that the governing body is actively involved in shaping careers policy and strategy through its committee structure
- identify a senior member of staff to advise the senior leadership team and governors on curriculum, staffing and resource requirements; and to lead the development, implementation and evaluation of the school's careers provision with the support of other key post holders (e.g. SENCO, Year Leaders) and specialist careers staff
- develop and maintain a costed annual careers plan for achieving current priorities including delivering the planned programme, meeting staffing and CPD costs, and monitoring, reviewing and evaluating the strategy
- commission independent careers guidance services, L6 Careers Adviser employed by the school.
- set out clearly the contribution expected of all staff including subject teachers and tutors for students' career learning and planning
- communicate the benefits of effective provision to our partners, including link schools, and engage them in co-ordinating provision
- actively involve learners themselves in the planning, delivery and evaluation of the careers programme.

Policy 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.

Student entitlement

- Students in years 7-13 are entitled to find out about apprenticeship, employment and alternative technical training 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 and national providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

Pupils as a minimum will receive

- Two encounters at any time during year 8 and between 1 September and 28 February during year 9.
- Two encounters at any time during year 10 and between 1 September and 28 February during year 11.

Management of Provider Access Requests Procedure

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A provider wishing to request access should contact Katie Hart, Careers Leader.

Telephone: 01282 506200.

Email: khart@btrcc.lancs.sch.uk

Opportunities for access

A number of events, integrated into the school careers programme will offer providers an opportunity to come into school to speak to pupils and/or their parent/carers:

	Activities
Y7	STEAM Careers Event, NCW assemblies, NAS assemblies, Enrichment days, PSHE lessons, Curriculum activities
Y8	STEAM Careers Event, NCW assemblies, NAS assemblies, Enrichment days, PSHE lessons, Curriculum activities
Y9	STEAM Careers Event, NCW assemblies, NAS assemblies, Enrichment days, PSHE lessons, Year 9 options event, Careers Fair, Curriculum activities
Y10	STEAM Careers Event, NCW assemblies, NAS assemblies, Enrichment days, PSHE lessons, Careers Fair, Curriculum activities.
Y11	STEAM Careers Event, NCW assemblies, NAS assemblies, Enrichment days, Mock Interviews, PSHE lessons, Careers Fair, Curriculum activities.

Premises and Facilities

The school will make the Theatre, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of the careers team. Providers are welcome to leave a copy of their prospectus or other relevant course literature in the careers area or school library, which is managed by the Careers Leader. This is available to all students at break and lunch times.

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Signatures:



Katie Hart

Careers Leader

Related documents

Careers Development Plan

Policy Access Statement

Destination Data Policy

Gatsby benchmark Document

Careers Section – School Website

PSHE Plan

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