

Careers & Work-Related Education and Guidance Policy

Approved by:

Governing Body

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1 Introduction

1.1 Rationale for CEG

Young people's careers are forged out of their experience, progress and achievements in learning and work. All young people will benefit from a planned curriculum or programme of activities to help them make curriculum choices that are right for them and to develop the personal resources and readiness that will enable them to manage their careers throughout their lives. Schools have a statutory duty to secure independent and impartial careers guidance for pupils in Years 7-11 and provide opportunities for a range of providers to access pupils to inform them about vocational routes (Section 45A of the Education Act 1997 and the Provider Access Legislation 2023). Although careers education is no longer a legal requirement, we wish to continue to make provision in this area following Statutory Guidance (DfE, June 2026). In line with raising of the participation age of young people in education, employment or training to their 18th birthday (DfE Sept 2016), all students are prepared for transition to either college, apprenticeship or volunteering combined with part-time education or training, once they leave the school at the end of Year 11. Tracking of student destinations takes place and information is published on the school website.

1.2 Commitments

Carrington School is committed to providing a planned programme of careers and work-related education and information, advice and guidance (IAG) for all pupils and students in Years 7-11 according to the eight Gatsby benchmarks listed below as laid out in the Statutory Guidance (DfE 2026):

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each students
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces*
- Encounters with Further and Higher Education
- Personal Guidance

* To comply with updates to Statutory Guidance (DfE 2026) every pupil will have multiple experiences of the workplace by the age of 16. The school will work towards ensuring every student has 5 days worth of work experience across Years 7 to 9 and a further 5 days across Years 10 and 11.

In adherence with Provider Access Legislation (DfE, 2023), the school ensures that there are opportunities for a range of providers to access pupils to inform them about technical education and apprenticeships. There will be a minimum of two encounters with providers through Years 8 and 9 and a minimum of two in Years 10 and 11.

The school employs a designated Careers Lead. This person holds a Postgraduate Diploma in Careers Guidance so is qualified to design and deliver the careers education and guidance programme to students throughout the school. Details of the careers programme along with the name and contact details of the Careers Lead are published on the school website.

The careers programme will help students to achieve a range of outcomes including the careers and work-related learning as well as practical outcomes such as positive destinations, successful transitions and on-going development of employability skills.

We will also pay regard to relevant guidance on improving outcomes for young people that appears from DfE, Ofsted and other agencies from time to time.

1.3 Developments

This policy was developed by the Careers Lead after wide consultation and was discussed by the governors' curriculum committee before being formally adopted.



1.4 Links with other Policies

The policy for CWRE and G is related specifically to our policies for teaching and learning, assessment, citizenship, Personal Development, equality and diversity, gifted and talented, looked after children and learning difficulties and disabilities

2 Objectives

2.1 Students' needs and entitlement

To ensure the career development, wellbeing and progression of all students.

To provide CWRE and G that is relevant, timely and sufficient to meet students' needs and integrated into their overall curriculum.

To uphold the standards and code of practice of the Career Development Institutes standards and codes of practice.

To provide CWRE and G in partnership with students themselves, their parents/carers and our chosen professional and community partners.

3 Implementation

3.1 Leadership and Management

Leadership and management are secured through the careers lead team. Membership includes the Head of School (Artemis) and the Careers Lead who leads and co-ordinates the day-to-day delivery of the careers programme and liaises with other members of staff who from time to time are called on to be part of the careers lead team. A link governor supporting this area is also a member of the careers lead team.

3.2 Staffing

It is an expectation that all staff contribute to CWRE and G delivery through their roles as tutors, subject teachers and support staff. Specifically, designated careers and work-related education sessions are designed by Personal Development lead staff in partnership with the Careers Lead. These sessions are delivered by Form Tutors in Personal Development lessons. The CWRE and G programme is planned, monitored and evaluated by the Careers Lead in consultation with the careers lead team.

3.3 Curriculum

The careers and work-related education programme for each year group is constructed around taught careers education, assemblies, careers events, online and printed information, personal tutoring, group work and individual interviews. The Careers Lead works in partnership with Heads of Curriculum and Heads of Department to ensure that links are made to the world of work through classroom presentations delivered by the Careers Lead, online content, workplace visits and employer talks. Annual audits of careers activity within the curriculum are conducted to measure engagement with careers content.

The school engages with a range of providers to inform students about vocational pathways including apprenticeships and T levels. There are opportunities for all students to sample post 16 learning at local Further Education and Sixth Form colleges and students are provided with information about university pathways with some students being given the opportunity to sample university learning.

Students are actively involved in the evaluation of activities and their feedback used for the planning and delivery of future sessions.

3.4 Student Outcomes

The careers and work-related education programme forms an integral part of the whole school ethos to encourage and enable students to develop skills, knowledge, attributes and networks to allow them to manage their career development now and in the future.



3.5 Partnerships

The school works with a range of partners to deliver the CWRE and G programme. This includes working with a Local Enterprise Partner sourced by the Government funded Surrey Careers Hub, local education-business partnerships in addition to a well-established network of local and national business contacts. To support RONI students with Year 11/12 Transition, the Careers Lead works in partnership with Personal Coaches employed by Surrey County Council.

3.6 Resources

Funding is allocated in the annual budget planning round and the level of funding is related to whole school priorities and particular needs in the CEG area. The Careers Lead is responsible for the effective deployment of resources. Sources of external funding are actively sought.

3.7 Staff Developments

Staff training needs are identified in conjunction with the school inset co-ordinator. The school will endeavour to meet training needs within a reasonable period of time.

3.8 Monitoring Review and Evaluation

The annual CWRE and G strategy is connected to the school improvement plan. It is reviewed termly by the careers lead team and annually by the senior leadership team.

The careers programme is evaluated each school term using the Compass Benchmark Tool, and annually using the Careers Impact Internal Leadership Review, both developed by the Government Funded Careers and Enterprise Company. Regular student feedback and evaluation also occurs on careers events and initiatives.

