



South Farnham Educational Trust

●●●●● The Continual Pursuit of Excellence

Careers Policy



**Brighton Hill
Community
School**

Making success inevitable

REVIEW DATE: 18.10.2024

NEXT REVIEW DATE: OCTOBER 2025



This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education.

Contents

1. Our Careers Vision Statement	3
2. Aims and Purpose	3
3. Statutory Requirements and Recommendations	3,4
4. Our Careers Provision	4
Key Stage 3.....	5
Key Stage 4.....	5
5. Students with Special Educational Needs or Disabilities	5
6. Students in receipt of Pupil Premium Funding	5
7. Careers Advisor	5
8. Local Enterprise Partnership.....	6
9. Careers Link Governor	6
10. Approval and Review	6
11. Appendix I: Brighton Hill Community School Response to Gatsby Good Careers Guidance: Gatsby 8 Benchmarks.....	7,8,9,10



Our Careers Vision Statement

The Brighton Hill Community School careers provision is committed to providing an ambitious programme of Careers Education Information Advice and Guidance (CEIAG), with a vision is to firmly embed a comprehensive careers programme within the curriculum, rooted in the Gatsby 8 Benchmarks. (Appendix 1)

As a result, we are committed to gaining and maintaining 'The Quality in Careers Standard'. The CSW group were commissioned as our delivery partner for the duration of the qualification.

The provision will recognise the needs of each individual student in our care, enriching and empowering them to access the next stage of their education, while being aspirational in these post-16 choices, providing a pathway towards well informed career decisions which will change their lives for the better.

As a result, students will be happy, responsible citizens, prepared for the challenges they may face in life, who will continue to be aspirational in their life and career choices and so make positive contributions to society.

Aims and Purpose

- Prepare students for the transition to life beyond secondary school (higher education and the world of work)
- Support students in making informed decisions which are suitable and ambitious for them
- Provide students with well-rounded experiences
- Develop characteristics e.g. social skills, communication, innovation, resilience and leadership which support high achieving students in the curriculum and in their careers
- Inspire and motivate students to develop their values and aspirations

Statutory Requirements and Recommendations

The careers provision at Brighton Hill Community School is in line with the statutory guidance ['Careers guidance and access for education and training providers: Statutory guidance for schools and guidance for further education colleges and sixth form colleges – January 2023'](#) developed by the Department for Education, which refers to :

- Section 42A, 42B, and 45A of the Education Act 1997
- Section 72 of the Education and Skills Act 2008
- Schedule 4 (15) of the School Information (England) Regulations 2008
- Section 37 of the Children and Families Act 2014
- Skills and Post-16 Education Act 2022
- Education (Career Guidance in Schools) Act 2022

This states that all schools should provide independent careers guidance from Years 7 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including university options or apprenticeships
- be adapted to the needs to the student
- The introduction of partnership with the Department for Work & Pensions for target students across Yr7-11

In addition, the school is compliant 'provider access legislation (PAL). This states that schools have put in place arrangements to provide opportunities for a range of education and training providers to access all year 8 to 13 pupils to inform them about approved technical education qualifications and apprenticeships. Further information relating to this is set out under the [BHCS Provider Access Policy 24.25.pdf](#)

The recommendations from the [2024 Youth Voice Census Report.pdf](#) and our Ofsted Report are also used to guide the careers provision at Brighton Hill Community School.

The recommendations include but not limited to:

- Ensure that opportunities to access youth provision, sports, volunteering and other forms of enrichment are accessible to young people where they live.
- Ensure young people are better able to share their voice on what they need to progress. Commit to making the services around young people work by ensuring that EHCP plans, mental health services, care support and support with housing is available when they need it.
- Build the young person's guarantee at a hyper-local level. Ensure that there are quality training, apprenticeship and employment opportunities for young people where they live and that such barriers such as transport and costs are removed.

Careers Provision at Brighton Hill Community School

All student's entitled to the following:

- Enrichment clubs and trips support students in developing their understanding of a range of different subjects. A list of extra-curricular clubs and trips is available on the school website.
- Speakers for Schools and other aspirational speakers deliver assemblies on a range of careers that inspire and motivate the students. These are offered to all students in the school and include higher level apprenticeships.
- All students attend careers advisor meetings from Year 10
- All students have their own '[Unifrog](#)' account and are guided through a careers blended learning programme across 5 years.
- BHCS Values including 'My World' Programme that includes post-16 and careers topics.
- All students have access to the Careers & Enterprise pages on the school's website and additional FE, HE and Careers resources in our Careers Zone where 1-2-1 Careers Guidance is delivered by a Level 6 Qualified Careers Advisor. External opportunities linked to FE, HE & Careers are advertised to students via school newsletters and email communication.
- A comprehensive careers assembly programme is delivered termly to all year groups on a range of topics including, but not limited to Labour Market Information to Post-16 choices
- Additional opportunities are outlined in our 'Brighton Hill Community School Careers Programme' published in the 'Careers & Enterprise' pages of our school website.



Key Stage 3

The BHCS Careers Programme Road Map and associated BHCS Careers Programme document detail key strands of the KS3 Careers Programme, which includes but is not limited to:

- The '[Unifrog](#)' blended learning programme introducing students to a range of tools to explore post-16 options and beyond to the world of work.
- The guided choices options programme for Year 8 is designed to support students in their GCSE choices.
- The 'My World' (Values) Curriculum and assemblies introducing both further education (FE) providers and training providers are delivered across Key Stage 3.
- Students in Year 7 & 8 attend assemblies where key career's themes are presented. Relevant students are selected for more targeted workshops to support their early careers planning including but not limited to- 'Department for Work and Pensions' workshops targeted for potential NEET (Not in Education, Employment or Training) students.

Key Stage 4

The [BHCS Careers Programme Road Map](#) and associated BHCS Careers Programme document detail key strands of the KS4 [Careers Programme](#), which includes but is not limited to:

- One-to-one careers discussions with the school Careers Advisor which starts in Year 10 informs individual Careers Plans that each student, their tutor and their Head of Year use.
- A good number of students every year will take part in the Duke of Edinburgh Award, including both Bronze Award (from Year 10) and Silver Award (from Year 11).
- Enrichment clubs and trips support students in developing their understanding of a range of subjects. Students are giving advice and guidance about what to participate in e.g. the Young Enterprise 'Company Programme'.
- Students in Year 9, 10 & 11 attend assemblies where the full range of Post-16 options are explored from independent providers including apprenticeships and other technical award options. Students subsequently have the choice to attend follow up workshops to support searches for suitable apprenticeships or technical awards where support on the application process is provided.

Students with Special Educational Needs or Disabilities (SEND):

- Transition from one key stage to another and onto careers is part of the action plan for a student with SEND.
- Personalised support from the SENCO, careers lead, careers advisor and external bodies is used where appropriate.
- Enabling equal opportunities where possible.
- Specialised programmes with external providers

Students in receipt of Pupil Premium funding

Personalised support will be given to these students, and they will receive an extra careers appointment in Year 10/11 where required.

Careers Advisor

At Brighton Hill Community School, there is an independent Level 6 Qualified Careers Advisor, provided by EBP South, who works alongside the school's Careers Lead- Miss C Compton. The Careers Advisor will work with the Careers Lead to develop the Careers Development Plan for the school. This is in line with the Gatsby Good Careers Guidance and the Gatsby 8 Benchmarks. Brighton Hill Community School's response to the Gatsby 8 is detailed in Appendix 1.



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Hampshire Careers Hub

Brighton Hill Community School's Careers Lead works alongside an Enterprise Coordinator-Enterprise and Growth Team as part of Hampshire County Council to develop the Careers Development Plan for the school.

Careers Link Governor

Brighton Hill Community School's Careers Lead works alongside the School's Careers Link Governor-Lisa Kirkman to develop the Careers Development Plan for the school.

Linked Policies

This policy should be read in conjunction with the following policies/documents:

- [Provider Access Policy](#)
- [Brighton Hill Community School Careers Programme](#)

Approval and review

Author: Miss Claire Compton

Last reviewed on: 18.10.2024

Next review due by: 31.10.25

Approved by: Christopher Edwards (Headteacher)

**Appendix I: Brighton Hill Community School Response to Gatsby Good Careers Guidance:
Gatsby 8 Benchmarks**

Gatsby Benchmark	Criteria	BHCS Response
1. A stable careers programme	Every school and college should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.	Brighton Hill Community School's careers programme is outlined in our Careers Policy and led by an appointed CDI certified 'Careers Leader'. As a school we are committed to using the Gatsby 8 Benchmarks to improve careers provision and the 'Compass careers benchmark tool' is used to audit our offering on an annual basis. We work with The Careers and Enterprise Company and through them with our Local Enterprise Partnership – Hampshire Careers Hub. We keep staff informed of our careers programme through allocated CEIAG update sessions across the year.
2. Learning from career and labour market information	Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information.	Brighton Hill Community School provides good quality information to every pupil, and their parents/carers about future study options and labour market opportunities via our website and our online partner, career platform 'Unifrog'. Brighton Hill Community School will make sure that, from Year 7, all pupils have accessed and used information about career paths and the labour market to inform their
3. Addressing the needs of each student	Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's careers programme should embed equality and diversity considerations throughout.	Brighton Hill Community School are committed to raising the aspirations of all pupils and we will strive to deliver a careers programme tailored to individual need. We will consciously work to prevent all forms of stereotyping in the advice and guidance we provide, to ensure that young people from all backgrounds, gender and diversity groups, including those with special educational needs and disabilities, consider the widest possible range of careers.



		<p>We will keep comprehensive and accurate records to support the career and enterprise development of pupils.</p> <p>We will collect and analyse destination data to see how well we are doing in countering stereotypes and raising aspirations.</p> <p>Our programme is under constant review with a live BHCS Strategic Careers Plan document.</p>
<p>4. Linking curriculum learning to careers</p>	<p>All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future careers paths.</p>	<p>Brighton Hill Community School recognises the curriculum offers excellent opportunities for developing the knowledge and skills that employers need and our subject teachers are committed to being powerful role models to attract pupils towards their subject and the careers that flow from it. Our curriculum vision makes clear reference to the importance of a comprehensive careers programme. Subject Schemes of Learning identify relevant curriculum content links to careers. We have allocated specific time in our tutor programme across all year groups to specifically focus on careers.</p> <p>We are committed to ensuring that, from Year 7, every pupil will have had exposure to the world of work by meeting a range of professionals from occupations which require maths and science qualifications, as well as highlighting the importance of maths to all jobs.</p> <p>We make it clear to pupils that if they do not achieve a grade 4 or better in GCSE maths and English by the end of key stage 4 they will be required to continue working towards this aim as part of their 16-19 study programme.</p>
<p>5. Encounters with employers and employees</p>	<p>Every student should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.</p>	<p>Brighton Hill Community School is committed to offering every young person seven encounters with employers – at least one each year from year 7 to year 11. Some of these encounters will be with STEM employers. Encounters will be recorded using ‘Compass +’</p>



		<p>We work with The Careers & Enterprise Company and have identified an Enterprise Adviser appropriate for our school. An Enterprise Adviser is an experienced business volunteer who supports us in connecting to the labour market.</p>
<p>6.Experiences of workplaces</p>	<p>Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.</p>	<p>Brighton Hill Community School are committed to ensuring that by the age of 16, every pupil has at least one experience of a workplace either physically or virtually. We will pay particular attention to work placements for pupils with SEND. We recognise in Year 7 – 11 a more flexible approach to work experience can be adopted and does not necessarily have to involve a traditional placement. Options could include:</p> <ul style="list-style-type: none"> • workplace visits • work experience (1-2 weeks) • job shadowing • career-related volunteering and social action. • virtual experiences of workplaces
<p>7.Encounters with further and higher education</p>	<p>All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.</p>	<p>Brighton Hill Community School understands all young people in England are required to continue in education or training until at least their 18th birthday. We are committed to making sure our students are clear about this requirement and what it means for them. In particular, we will be clear that young people are not required to stay in school. They can choose how to participate which might be through:</p> <ul style="list-style-type: none"> • full time study in a school, college or training provider • an apprenticeship, T-Levels, traineeship or supported internship • full time work or volunteering (20 hours or more) combined with part time accredited study.



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We are committed to allowing a range of education and training providers to access all pupils in years 7-11 for the purpose of informing them about approved technical education qualifications and apprenticeships. We review our arrangements for provider access and these are set out in our 'Provider Access Policy' statement.

8. Personal guidance

Every student should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made.

Brighton Hill Community School provides opportunities for personal guidance interviews with a qualified careers adviser from Year 10 meeting the Government's expectation that every pupil should have at least one such interview by the age of 16. We integrate this guidance within the pastoral system so that personal careers interviews can be followed up by Heads of Year & form tutors. The personal guidance is connected with the wider careers. We also have a dedicated 'Careers Coach' who helps students who are most in need of additional support when following the actions documented by the school's Careers Advisor.