



# Careers Policy

Date reviewed: November 2024

Next review by: September 2025

Person Responsible: Chief Education Officer

## Contents

Careers Roles and Responsibilities and Statutory Requirements .....	2
Purpose and Aims of Careers at the 5 Dimensions Trust .....	3
Introduction .....	3
Provision .....	4
Monitoring, Recording and Evaluation .....	5
Careers and SEND Provision .....	5
Student Entitlement .....	5
Parent Entitlement .....	6
Staff Entitlement .....	6
Employers, Education, and Training Providers Entitlement .....	6
Partnership with Providers .....	7

## Careers Roles and Responsibilities

Shenley Brook End School - Assistant Headteacher Curriculum and Work-Related Learning  
- Mrs C Wright

Hazeley Academy - Assistant Headteacher 6<sup>th</sup> Form and Work-Related Learning – Mrs R Mayles

5 Dimensions Trust Pathways and Employability Lead – Mrs A Harris

Walton High - Donna Montague - Head of Education2Employment

Walton High -Chris Tan - Careers Adviser

Walton High - Semara Mahmood - Careers Adviser

## Statutory Requirements

This policy is based on the Department for Education’s (DfE’s) statutory [Careers guidance and access for education and training providers](#).

This guidance refers to:

- o The Education Act 1997
- o The Education and Skills Act 2008
- o The School Information (\*England) Regulations 2008
- o

This policy is also in line with the more recent [Skills and Post-16 Act 2022](#), which came into force on **1 January 2023**. It explains that schools must provide a minimum of **6 encounters** with technical education or training providers to all pupils in years 8 to 13. For more detail on these encounters, see our provider access policy statement, which you can find on our secondary school websites.

This policy is also in line with the Education (Careers Guidance in Schools) Act 2022. This came into force on 1 September 2022, and amended the existing duty in The Education Act 1997, so that:

- o Our schools must now secure independent careers guidance from year 7 (instead of from year 8, previously)
  - o As an academy in England, we're now required to provide and publish careers guidance
- The above guidance requires that schools publish information about their careers programme on their website. This policy includes this information and shows how each school complies with this requirement.

This policy complies with our funding agreement and articles of association.

We also act in line with our statutory duty under the 'Baker Clause', to be impartial and not show bias towards any route, be that academic or technical. This policy should be read in conjunction with our provider access policy statement, which sets out how our school meets this duty, and can be found on our secondary school websites.

## Purpose and Aims of Careers at the 5 Dimensions Trust

1. Nurture meaningful connections with the wider community.
2. Developing skills that current and future labour markets demand.
3. Linking curriculum learning to careers.
4. Inspiring students on the range of opportunities.
5. Supporting individuals to make successful transitions at Post -16 and Post- 18.

Each school within the 5 Dimensions Trust has developed a careers programme which seeks to deliver these 5 aims within the framework of The Gatsby Benchmarks. In line with statutory requirements each school has appointed a named Careers Leader who is committed to providing a reviewed and evaluated programme of careers education from Years 7 to 13, which meets the eight Gatsby Benchmarks for careers guidance:

1. A stable careers programme.
2. Learning from career and labour market information.
3. Addressing the needs of each pupil.
4. Linking curriculum learning to careers.
5. Encounters with employers and employees.
6. Experiences of workplaces.
7. Encounters with further and higher education.
8. Personal guidance (Gatsby Foundation, 2014).

The 5 Dimensions Trust adheres to the Department for Education guidance, 'Careers guidance and access for education and training providers' (DfE, October 2018), which stipulates that all schools must allow other educational providers access and that we must publish a provider access policy.

## Introduction

At the 5 Dimensions Trust, we aim to prepare our pupils to become work ready to enable them to be successful and independent upon leaving education. Each school has a Careers and Work-Related Learning Programme, which are a crucial element within this process, giving access to careers education activities, opportunities to find out about the local and national labour market, regular employer engagement within the curriculum as well as the opportunity to access 1-1 careers and pathway guidance.

Our programmes give students:

- The opportunity to take an active part in their career learning at multiple stages of their education.
- Access to useful information through local and national employers and the ability to network with prospective employers to improve future career prospects.
- An understanding of how their curriculum subjects link with the world of work and the importance of both employability skills and qualifications when entering the work force.
- Access to Unifrog, an online service, which allows students to record and reflect on the activities they have taken part in and research career and education pathways.

Each school within the 5 Dimensions Trust retains its own ethos which is reflected in their individual Careers and Work-Related Learning Programmes. This is reflected in each school's supporting policy documentation.

The three-year careers programmes at each school are aligned with the Trust Improvement Plan and can be found on each of the school's websites at the addresses below:

- Shenley Brook End School - [Shenley Brook End School - Career Pathways & Employability \(sbeschool.org.uk\)](http://sbeschool.org.uk)
- The Hazeley Academy - [The Hazeley Academy - Careers Guidance for students](#)
- Walton High - [Careers | Walton High](#)

## Provision

The provision offered at the 5 Dimensions Trust ensures that students develop the following knowledge and skills at the appropriate ages and key stages:

By the end of Key Stage 3, all students will have:

- A better understanding of the full range of opportunities for progression and the knowledge to make informed decision regarding their GCSE options.
- A better understanding of their strengths and areas for development and support to understand how these might affect the careers they aspire to.
- An understanding of the attitudes and skills needed for employability in general.
- Used online careers resources to research information regarding their career opportunities and the local labour market.

By the end of Key Stage 4 all students will have:

- Developed employability skills and a better understanding of working policies and procedures through completing the work experience programme.
- Developed confidence in speaking with prospective employers and have a better understanding of how to conduct themselves in interview situations.

By the end of Key Stage 4 and 5 all students will have:

- An understanding of the potential routes available to them post-16 and support in helping them to make choices and applications regarding their next steps.
- Been provided with the resources to develop their CVs to help assist with part-time employment and apprenticeship applications.

- Grown their career management and employability skills through enrichment, work experience and work shadowing opportunities.
- Used ICT software and other resources to investigate and explore future choices and progression routes including full time work, Higher Apprenticeships and University.
- Received guidance through the UCAS application procedure.
- Had direct access to employers and universities.
- Received guidance to help identify a range of Post-18 options.

## Monitoring, Recording and Evaluation

The 5 Dimensions Trust use the Compass Evaluation Tool to monitor and evaluate careers and work-related learning provision within the schools. Career's provision is monitored and evaluated several times a year by the Careers Leaders, the Director of Skills and Employability, the Pathways and Employability Lead and the Careers Hub Coordinator to assess the effectiveness of provision.

Individual careers and work-related learning events are evaluated after delivery which includes feedback from participating pupils and employers or further and higher education providers as appropriate.

Feedback from parents regarding careers and work-related learning provision is gathered as part of the annual whole school questionnaire.

All results from the monitoring and evaluation of careers and work-related learning provision are assessed at the end of each academic year and inform the planning for the subsequent year's activity. Our policy statement on provider access details the engagement of students in each year groups with providers.

## Careers and SEND Provision

All students who are registered on the SEND registers undertake the career and work-related learning programme with their peers at the 5 Dimensions Trust. The school's Pathways and Employability lead liaises with the SEND leads at each school to provide additional support for SEND students when required to ensure successful destinations for all students.

## Student Entitlement

All staff at the 5 Dimensions Trust support students in developing the skills needed for the world of work. Students receive information when appropriate about work experience opportunities, how subjects link to careers and will meet people from the world of work who could help students to acquire the skills and knowledge to be successful.

The 5 Dimensions Trust is committed to helping students realise their potential and develop their understanding of what is available so that when students leave the Trust they are equipped to deal with the challenges and opportunities that the world of work brings.

All students at the 5 Dimensions Trust will be provided with access to Unifrog, an online resource that helps students research career and education pathways.

## Parent Entitlement

At the 5 Dimensions Trust we recognise the vital importance of the support that parents and carers bring to students as they progress through the school. The Trust will inform parents at relevant stages throughout the year of careers related activities and application deadlines for Post 16 and Post 18 pathway decisions. Parents will receive this information via Parentmail, the individual school newsletters and the individual schools You Tube channels.

Parents can expect:

- All students will have access to a range of support and advice in relation to their career progression when making important decisions about their pathway choices.
- All students will have access to 1:1 guidance meetings which parents/carers are welcome to attend.
- Support when organising Experience of Work Placements upon request.
- Access to Unifrog to help support student's in making career and learning pathway decisions.

## Staff Entitlement

- Help in accessing relevant external employers to engage students within your subjects.
- Assistance in running career related events, project and activities.
- Support and information when assisting students in organising work experience placement in Year 10 and information and assistance when visiting students on work placements.
- Information regarding pathways as and when requested by students.
- Information and advice for students that you refer to 1-1 support.
- Training and development will be provided with regard to the use of Unifrog.

## Employers, Education, and Training Providers Entitlement

The 5 Dimensions Trust aims to help every student to reach their full potential and progress onto a successful destination by providing them with the widest possible range of employer and careers related opportunities. The Trust values the help and support businesses can offer students in developing the skills needed for a successful future.

The 5 Dimensions Trust work with Employers, Education and Training Providers by coordinating:

- Site visits.
- Work experience placement for students.
- Support students to produce a CV.
- Participate in mock interviews and provide feedback for success.

The Trust builds relationships with further, higher education and training providers and liaises with local and regional providers to organise access and events in order to widen horizons and raise aspirations amongst our student community.

Please contact Mrs Harris, Pathways and Employability Lead at the 5 Dimensions Trust if you would like to discuss opportunities to support our students on the following email addresses [aharris@sbe5d.com](mailto:aharris@sbe5d.com) or [aharris@haz5d.com](mailto:aharris@haz5d.com)

## Partnership with Providers

The 5 Dimensions Trust recognises the importance of working with partners to deliver a successful careers and work-related learning programme. Provision is commissioned from a variety of partners who provide enhanced opportunities for students during their time at the school.

The 5 Dimensions Trust also recognise the essential role that local employers play in providing opportunity for students to gain work experience and learn about Labour Market Information. The school has also developed links with local colleges and regional University's to enhance provision for students during their time at the 5 Dimensions Trust.

Please contact Mrs Harris, Pathways and Employability Lead at the 5 Dimensions Trust if you would like to discuss opportunities to support our students on the following email addresses [aharris@sbe5d.com](mailto:aharris@sbe5d.com) or [aharris@haz5d.com](mailto:aharris@haz5d.com)