

Reviewed July 2025

CAREERS POLICY

Version	2
Current Date Approved	August 2025
Approved By	Northumberland PRU Management Committee
Date of next review	August 2026
Policy Owner	Headteacher
Statutory Requirement	No
Linked to:	Northumberland PRU Careers Framework Strategy Provider Access Policy

Document History		
Version	Date of review	Summary of key changes
1	July 2024	New policy created
2	August 2025	DFE legislation changes from September 1 st 2025 incorporated throughout (Gatsby Benchmarks) Dates amended

Policy statement:

Rationale

All young people regardless of their race, gender or academic abilities need a planned programme of activities to help them make decisions and plan their careers. Here at Northumberland PRU we ensure that all registered pupils in Years 7-11 have access to independent, accurate and impartial information advice and guidance.

The Management Committee recognise that to meet this statutory requirement we must ensure that the independent careers guidance provided:

- is presented in an impartial manner.
- includes information on the full range of education and training options, including apprenticeships and vocational pathways.
- will promote the best interests of the pupils to whom is it given.

Northumberland PRU has a critical role to play in preparing our pupils for the next stage of their education or training and beyond.

A young person's career is their pathway through learning and work and we recognise that effective career guidance contributes to raising aspirations, improving motivation and overcoming barriers to success and we are committed to achieving all of the Gatsby Benchmarks.

We have high expectations for all of our pupils, including for our most vulnerable and those with special educational needs and disabilities, so that every student is challenged appropriately and acquires the knowledge, skills and attitudes for lifelong learning which are valued by employers. This will help every young person to realise their potential and enhance their employability.

Aims

- To prepare pupils for the ever-changing opportunities, responsibilities and experiences of adult life and equip them with the skills to manage the choices, changes and transitions ahead of them.
- To help pupils develop a positive self-image, increase self-confidence and raise personal aspirations.
- To ensure that all pupils have an equal opportunity to develop the necessary skills, knowledge and awareness of the working world so that they are equipped with the ability to follow an individually chosen route into further education training and ultimately employment in a career choice, which makes the most of their potential.

Objectives:

- To ensure that pupils develop the skills and attitudes necessary for success in adult and working life.
- To make pupils aware of the full range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+.
- To equip pupils with the necessary decision making skills to manage these transitions.
- To develop in pupils an awareness of the wide variety of education, training and career opportunities both locally and nationally.
- To provide appropriate guidance, up-to-date information and a range of opportunities to support pupils' development at key points throughout their education.
- To foster links between the PRU, local businesses and further/higher education establishments.
- To collaborate with the North East LEP organization.
- To enable pupils to experience the world of work and develop transferable skills.
- To ensure that wherever possible, all young people leave the PRU to re-integrate back in to mainstream education, enter employment, further education or training.
- To maintain a culture of high aspirations.
- To promote equality of opportunity, celebrate diversity, challenge stereotypes and ensure all pupils who require any extra assistance and guidance to reach their potential, such as SEN pupils or Pupil Premium pupils receive it.
- To ensure any independent careers guidance given is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.
- To give information on the range of education or training options, including apprenticeships and technical education routes.
- To ensure all guidance given will promote the best interests of the pupils to whom it is given.
- To ensure that there is an opportunity for a range of education and training providers to access all pupils in Year 7 to Year 11 for the purpose of informing them about technical education qualifications and apprenticeships.

- To ensure there is a policy statement in place setting out the circumstances in which education and training providers will be given access to pupils, and to ensure that this is followed.

Careers Education

The current careers programme is delivered through a combination of methods, including daily form tutor time and additionally through assemblies, our Personal Development curriculum, presentations, careers open days, employer engagement in school, through external visits and virtually and through participation with local Universities, Apprenticeship services, and other local external organisation such as Northumberland Forestry School.

Careers Impartial Advice and Guidance

- Impartial 1-2-1 Careers advice is delivered to individual students and in small group settings via an independent provider (CareerWave), via an SLA.
- Careers information, advice and guidance can also be accessed by pupils on request.
- Pupils receive independent and impartial advice through a variety of activities detailed in the careers programme.
- Pupils receive a face-to-face interview at key decision points either with a member of school, staff or an external Careers Adviser, and are made aware of all available learning pathways open to them.
- During a careers interview all pupils are helped to develop a careers action plan.
- Those most at risk of becoming NEET (not in employment, education or training), and the reasons why, are identified, targeted and prioritised when scheduling one to one careers interviews.
- Those most at risk of disengaging from learning, and the reasons why, are identified, targeted and prioritised when scheduling one to one careers interviews.
- Northumberland PRU organises information events for pupils and their parents/carers to which local providers of education and training are invited and actively engaged in offering advice.
- As a school, we advertise open days and evenings featuring local education providers to all pupils and their parents/carers.
- Pupils are made aware of the National Apprenticeship Service and National Careers Service
- Pupil views are sought on the best way to offer provision.

Equalities

Northumberland PRU consciously works to prevent all forms of stereotyping in the advice and guidance we provide to ensure that pupils from all backgrounds and diversity groups consider the widest possible range of careers, including those that are often portrayed as stereotypical roles. We use the Destination Measures Data published by the Department for Education to assess how successfully pupils in Northumberland make the transition into the next stage of education, training or employment.

Partnerships

The CEIAG programme is greatly enhanced through links with a number of partners who help us make the pupils' learning up to date and relevant.

Staff Development

Staff training needs for planning and delivering the careers programme will be identified in the school development plans.

Careers Education Information Advice and Guidance Programme.

This is published on the PRU website and updated annually.

Roles and responsibilities Senior Leadership Team

The Headteacher of Northumberland PRU will take overall responsibility for the application of this policy, and the monitoring of the quality of provision in relation to individual student outcomes.

Careers Lead

The Careers Leader will take responsibility for the implementation of the policy to ensure equal opportunity for all pupils. They will be responsible for the day to day application of the policy, working with pupils to ensure all have an equal opportunity to access this element of the curriculum. The Careers Leader will ensure that all aspects of the statutory requirements are met in relation to current government policy and will report to a designated member of the Senior Leadership Team in relation to changes required to policy or practice. The Careers Leader will co-ordinate delivery of the careers programme across all eight Gatsby Benchmarks.

Monitoring, review and evaluation

The Headteacher will lead on the monitoring of the CEIAG programme.

A report will be published on an annual basis, including an account of activities, a review of progress and an evaluation of pupil and parental responses to our careers provision.

This policy will be reviewed regularly in relation to government policy by the member of the Senior Leadership Team responsible in conjunction with the Careers Leader as part of the whole-school self-assessment process and will be reviewed by the Management Committee when any additions or amendments are made.

Parents/carers are welcome to give feedback on any aspect of the CEIAG programme to the Careers Leader. This can be completed via the twice annually Parent/Carer survey or by directly contacting the school.