KING EDWARD VI
SCHOOL LICHFIELD

Careers, Education, Information and Guidance Policy 2026

Original Version:	*Ratified on June 2024, now superseded*
To be reviewed by:	*Assistant Headteacher – Martin Shaw*
Governors Review: Summary of Changes: Ratified: Date:	*New DfE guidance included (June 2026) Sections 9.2/10.2* *Teaching, Learning and Standards Committee* September 2026
Version:	*Final*
Dissemination: Teams policy folder KES website Other	*Tick as appropriate:* ✓ ✓ ✓ *Teams: All Staff*
Next Review:	*June 2028*

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STATEMENT OF INTENT

This policy is underpinned by Sections 42A and 45A of the Education Act 1997, and has due regard to the DfE's statutory guidance, 'Careers guidance and access for education and training providers', which was last updated in June 2026.

The King Edward VI Careers Programme aims to:

- Fulfil the statutory requirements of the Baker Clause amendment to the Technical and Further Education Act 2017.
- Prepare students for their next educational or work-based training pathway and beyond.
- Share the diverse range of 'next steps' pathways available at both post 16 and post 18 transitions, including T-Levels, College Courses, Apprenticeships (intermediate, level 2, Advanced, level 3, Higher, level 4 & Degree, levels 5-6), A-Levels, Undergraduate degrees.
- Develop an understanding of the workplace environment and employability skills.
- Provide a range of opportunities for students to engage with the world of work, further and higher education providers throughout their time at the school.
- To ensure that students have access to high quality information on careers, job roles and labour market information.
- Offer professional 'next steps' guidance to all students with particular targeting of students leaving King Edward VI school after Year 11, vulnerable, disadvantaged and SEND students.
- Early targeted intervention of most vulnerable to NEET Year 10's informed by RONI (Risk of NEET Indicator) data.
- Promoting equality, diversity, social mobility and challenging stereotypes.
- Aiming for students to sustain employability and achieve personal and economic well-being throughout their lives.

1. LEGAL FRAMEWORK

1.1 This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Education Act 1997
- Education and Skills Act 2008
- Apprenticeships, Skills, Children and Learning Act 2009
- Equality Act 2010
- Children and Families Act 2014
- Technical and Further Education Act 2017
- Careers guidance and access for education and training providers June 2026

2. ROLES AND RESPONSIBILITIES

2.1 King Edward VI School, Link Governor (Hannah Gallimore) and Head Teacher (Cathy Forster) are responsible for:

- Ensuring that all registered students are provided with independent careers guidance from Year 7 to Year 13.
- Ensuring that arrangements are in place to allow a range of education and training providers to access all students in this range and inform them about approved technical education qualifications and apprenticeships.
- Ensuring that the independent careers guidance is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.
- Ensuring that the guidance includes information on the range of education or training options, including apprenticeships and technical education routes.
- Ensuring the Careers Policy does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints and Procedures Policy.
- Organising a regular opportunity for Governors to review the school's careers provision.

2.2 The SLT Careers Leader (Martin Shaw) is responsible for:

- Reviewing and revising where appropriate, this policy on a bi-annual basis.
- Preparing and implementing a development plan for CEIAG.
- Reviewing and evaluating the CEIAG programme.
- Supporting subject teachers with careers education and pastoral tutors providing initial information and advice.
- Monitoring teaching and learning in careers education, and the access to and take up of career guidance.
- Publishing details of the school's careers programme and a policy statement on provider access on its website.
- Attending regular meetings with Kelly Baker, Careers Advisor, to plan and evaluate implementation of the school's career plan and ensuring effective and independent professional careers guidance.

2.3 The Level 6 Qualified Careers Advisor (Kelly Baker) is responsible for:

- Careers Education, Information, Advice and Guidance.
- Working with students and staff to raise aspirations about future education/career pathways through provision of accurate and up to date information, advice and guidance.
- Interviewing, advising and monitoring students so that every student has clear plans for progression at key transition points.
- Ensuring that every student has access to impartial information, advice and guidance.

- Following up with school leavers to identify student destinations, and provide monitoring data.
- Working with the PSHE Co-ordinator, Rachel Baggott/James Vyse, and other colleagues to plan and deliver a coherent programme of careers education.
- Helping to organise a range of careers events.
- Coordinating the school's work-experience programme for Y10 and small numbers of KS5 students.

3. A STABLE CAREERS PROGRAMME

3.1 King Edward VI School has a careers programme in place which meets the requirements of the Gatsby Benchmarks. The programme is reviewed every term (via Compass+) against the benchmarks to ensure that it remains on target.

3.2 The school's Careers Leader (Martin Shaw) ensures the coordination of a high-quality careers programme. The name and contact details of the Careers Leader are published on the school's website.

4. LEARNING FROM CAREER AND LABOUR MARKET INFORMATION

The Careers Leader:

4.1. Ensures that students and families have support and guidance in accessing and using information, primarily via the school's professional Careers Advisor.

4.2. Ensures that every student and their families have access to good quality information about future study options post 16 and post 18 and labour market opportunities including careers, job roles, example salary expectations and job opportunities. Online resources are accessible via the school's website and through our school's subscription to Unifrog.

4.3. Ensures, alongside the Curriculum Leader (Paul Cotton) that all students, by the age of 14, have accessed and used information about career paths and the labour market to inform their decisions on study options, particularly through the Year 9 Options assembly, guidance documentation and parental information evening.

5. ADDRESSING THE NEEDS OF STUDENTS

5.1. King Edward VI School's careers programme aims to raise the aspirations of all students whilst being tailored to individual needs. The programme informs students of the range of opportunities available to them and makes clear equality of opportunity.

5.2. All forms of stereotyping are prohibited in the careers advice and guidance that is provided, to ensure students from all backgrounds, gender and diversity groups, and those with SEND,

can consider the widest possible range of careers. Arrangements are made for students to connect with employees who work in non-stereotypical jobs to raise awareness of the range of careers and equality of opportunity.

5.3. The school's Careers Advisor maintains records of advice given to each student and consequent decisions so that students can be systematically supported in their career development.

5.4. The school collects and analyses destination data to assess how well the careers programme is raising aspirations. The data is reviewed by governors on an annual basis.

6. TARGETED SUPPORT

6.1. The school's Careers Advisor works with Achievement Leaders, pastoral tutors and, where appropriate, alongside the LA to identify students who are in need of targeted support or those who are at risk of not participating in post-16 pathways (NEETs). Agreements are made over how these students can be referred for support drawn from a range of education and training support services available locally. Targeting of these students is informed by data on those in Year 10 who are at risk of being NEET (RONI), ensuring early intervention. Support is provided to those students who are on roll, but are accessing education at home, via Teams video calls.

7. STUDENTS WITH SEND

The school's Careers Advisor:

7.1 Ensures that careers guidance is differentiated and based on high aspirations and a personalised approach.

7.2. Works with the families of SEND students to help them understand what career options are available.

7.3. Focuses on a student's career aspirations and the post-16 options which are most likely to give the student a pathway into employment or higher education.

8. LINKING CURRICULUM LEARNING TO CAREERS

8.1. King Edward VI School delivers an explicit Careers Education Programme, as an integral part of the wider PSHE curriculum.

8.2. Students study a curriculum to the end of Key Stage 5 which supports progression and fosters them in lifelong learning.

8.3. This core provision is supplemented by careers assemblies and tutor time activities spotlighting career sectors, job roles and labour market information.

8.4. The school's careers development plan aims to promote 'within subject' careers links, with subject specialists indicating opportunities relevant to their subjects to help students understand context and progression.

9. ENCOUNTERS WITH EMPLOYERS AND EMPLOYEES

9.1. The school's Careers Advisor has built up a network of local, regional, national and transnational employers, businesses and voluntary organisations. Guest speakers have been invited into school to speak to targeted students, who have a particular interest in that field of work.

9.2. Every year, local employers are invited into school to talk to entire year groups, often with a focus on negating career-based stereotypes. This enables us to meet the 'Baker Clause' duty of providing at least six opportunities for providers of technical education and apprenticeships to speak directly to all pupils in Years 8 to 13.

9.3. Every year, all KS5 students attend a careers fair in Birmingham.

10. EXPERIENCE OF WORKPLACES

10.1. The King Edward VI School work experience programme (targeted at Y10 and Y12) is in place to meet Gatsby benchmark 6, requiring all students to have had at least one experience of the work place by the age of 16, and one further such experience by the age of 18.

10.2. Years 7 to 9 are provided with one week's worth of work experience *activities*, through tutor groups sessions, school trips, etc.

10.3. In addition, utilising Unifrog and an array of other providers, a host of remote work experience opportunities and webinars are continuously promoted.

10.4. The school's Careers Advisor has developed effective links with external agencies including National Careers Service, National Apprenticeship Service, local, regional, national and transnational businesses, training providers, colleges, apprenticeship and university providers in order to further develop the range of work-related experiences offered to students.

10.5. The school's Careers Advisor also promotes work-related learning with students, parents, staff and governors through assemblies, social media, newsletters and parental information events.

11. ENCOUNTERS WITH FURTHER AND HIGHER EDUCATION

11.1. The careers programme provides students with a range of information and opportunities to learn about education, training and career paths throughout their school life.

11.2. Careers interviews, guidance and monitoring takes place in Year 10 and 11 to ensure that students have appropriate progression plans in place.

11.3. Students are encouraged to use information tools, such as websites and apps, which display information about opportunities including Unifrog and National Careers Service.

11.4. Education and training providers deliver information to all students in Years 7 to 13 about approved technical education qualifications and apprenticeships.

11.5. Opportunities are provided for students to engage with further and higher education, including Higher Education events such as the annual UCAS Fair at the NEC, visiting speakers and mentors from universities.

11.6. A policy statement on Provider Access is published on the school website and includes:

- Any procedural requirements in relation to requests for access.
- Grounds for granting and refusal of requests for access.
- Details of premises or facilities to be provided to a person who is given access.

12. PERSONAL GUIDANCE

12.1. All students are provided with opportunities for personal guidance interviews.

12.2. The school's Careers Advisor meets the professional standards outlined by the Career Development Institute and she is qualified to level 6 in Careers Guidance.

12.3. When working with students with SEND, the school's Careers Leader communicates with SEND staff and uses the outcome and aspirations in the EHCP to focus discussions.

12.4. When working with LA students or care leavers, the school's Careers Advisor uses students' personal education plans to focus discussions.

13. INFORMATION SHARING

13.1. Via the school's Careers Advisor, King Edward VI School provides all relevant information about students to the Local Authority (LA) support services.

13.2. The LA will be notified, as early as is possible, whenever a 16 or 17-year-old student leaves an education or training programme before completion.

14. PROVIDER ACCESS POLICY STATEMENT

Under Section 42B of the Education Act 1997, as of 2 January 2018, King Edward VI School "must ensure that there is an opportunity for a range of education and training providers to access registered pupils during the relevant phase of their education for the purpose of informing them about approved technical education qualifications or apprenticeships". This policy statement sets out how we manage requests from these providers.

Students must be enabled to:

- Learn more about technical education qualifications and apprenticeship opportunities, as part of a careers programme which informs students of the full range of education and training options available to them at each transition point.
- Hear from a range of local providers about the opportunities on offer, e.g. technical education and apprenticeships – this can be achieved through options evenings, assemblies, group discussions, and taster events.
- Understand how to apply to the full range of academic and technical courses available to them.

15. ACCESS REQUESTS

Access by external providers to King Edward VI School students must be agreed by Head Teacher.

Any provider wishing to request access should contact the Careers Leader, Martin Shaw via email: mshaw@keslichfield.org.uk or via the school telephone number: 01543 410250

We will grant access requests that meet the following criteria:

- There is a clear and demonstrable opportunity for students to learn new information about technical education qualifications and apprenticeship opportunities.
- Provider visits fit with the school's careers programme.
- Visitors represent organisations or providers which are recognised providers of high quality technical or apprenticeship education and training.
- Visitors will provide evidence of identity.
- We will refuse any access request that: duplicate information already provided to students, disrupt learning of students and to visitors unable to provide adequate credentials.

Once we have approved a provider, we will work with them to identify the best method for working with our students.

We will make the school hall, classrooms or meeting rooms available to host presentations and workshops, as appropriate to the event.

We will also make presentation equipment such as projectors available to providers subject to sufficient notice of request.

Arrangements will be discussed in advance between the Careers Leader and a nominated member of the provider's team.

Providers are welcome to leave a copy of their prospectus and other relevant course materials to be displayed in the school library, with copies also held by Careers Advisor.

16. APPENDICES

This policy is informed by the following publications:

A. Careers guidance and access for education and training providers: Statutory guidance for schools and colleges on providing careers guidance, July 2021
B. DfE (Jan 2018) Careers guidance and inspiration in schools: Statutory guidance for governing bodies, school leaders and school staff
C. DfE (April 2014) Careers guidance and inspiration in schools: non-statutory departmental advice for governing bodies, school leaders and school staff
D. HM Government (September 2013) Inspiration Vision Statement
E. Ofsted (September 2012) Going in the right direction? Careers guidance in schools from September 2012
F. Gatsby Charitable Foundation (May 2014) Good Career Guidance (a report produced by Sir John Holman)
G. Association of Careers Education and Guidance (2012). The ACEG framework for careers and work-related education: A practical guide
H. Careers Strategy – Making the most of everyone's skills and talents (Dec 2018)
I. *'Careers guidance and access for education and training providers',* published by the Department for Education (DfE) on 23 June 2026.