



# **Careers Programme Policy**

**2025-2026**

|                |                |
|----------------|----------------|
| Approving body | Headteacher    |
| Date approved  | 17.09.24       |
| Review date    | September 2025 |

## Commitment:

Colonel Frank Seely Academy is committed to providing:

- All students in Years 7-13 with a careers programme through a range of activities and meaningful encounters.
- Access to high quality, impartial career guidance to encourage them to be aspirational and well informed when making educational, training or career-related decisions.
- Opportunities to access and participate in a range of activities to develop key employability skills which help them to prepare for a working life.
- Access to up-to-date information about work, training and educational opportunities.
- Opportunities to experience work-related learning including experiences of workplaces.
- A range of career-related activities including workshops, employer talks, career fairs, motivational speakers, college, university and workplace visits/experiences.

## Ensuring high quality and best practice:

Our careers programme has been developed in line with the [Gatsby Benchmarks](#) and the [Career Development Framework](#) to ensure high quality.

**The Gatsby Benchmarks** identify good practice and define the essentials of good career guidance by providing a robust framework for developing a career programme that is first class. We use Compass+ Evaluation Tool to measure, develop and improve the careers programme. This includes evaluation of 8 key areas:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of workplaces
7. Encounters with further and higher education
8. Personal guidance

## Planned Careers Programme 2025-26

| Student Activity             | When (Term)    |
|------------------------------|----------------|
| <b>Year 7</b>                |                |
| National Apprenticeship Week | Spring         |
| Careers Fair                 | Spring         |
| National Careers Week        | Spring         |
| PSHE career sessions         | Spring         |
| UNIFROG introduction         | Spring         |
| Tutor career activities      | All year round |
| Educational trips and visits | All year round |
| Enrichment activities        | All year round |

|                               |                |
|-------------------------------|----------------|
| <b>Year 8</b>                 |                |
| UNIFROG introduction          | Autumn         |
| National Apprenticeship Week  | Spring         |
| Future Pathways Presentations | Spring         |
| National Careers Week         | Spring         |
| PSHE career sessions          | Spring         |
| Tutor career activities       | All year round |
| Educational trips and visits  | All year round |
| Enrichment activities         | All year round |

| <b>Year 9</b>                |                |
|------------------------------|----------------|
| Unifrog options support      | Autumn         |
| National Careers Week        | Spring         |
| National Apprenticeship Week | Spring         |
| Careers Fair                 | Spring         |
| PSHE career sessions         | Spring         |
| Tutor career activities      | All year round |
| Educational trips and visits | All year round |
| Enrichment activities        | All year round |

| <b>Year 10</b>                     |                 |
|------------------------------------|-----------------|
| 1:1 with qualified Careers Advisor | Spring / Summer |
| National Apprenticeship Week       | Spring          |
| Future Pathways Presentations      | Spring          |
| National Careers Week              | Spring          |
| Week of career related workshops   | Summer          |
| Mock Interviews                    | Summer          |
| PSHE career sessions               | Spring          |
| Tutor career activities            | All year round  |
| Educational trips and visits       | All year round  |
| Enrichment activities              | All year round  |
| Careers Support – Period 6 drop-in | All year round  |
| Unifrog Activities                 | All year round  |

| <b>Year 11</b>                                    |                                      |
|---|--------------------------------------|
| 1:1 with qualified Careers Advisor                | Autumn / Spring (Summer by referral) |
| Students encouraged to attend FE open days/events | All year round                       |
| National Apprenticeship Week                      | Spring                               |
| Careers Fair                                      | Spring                               |
| National Careers Week                             | Spring                               |
| PSHE career sessions                              | Spring                               |
| Tutor career activities                           | All year round                       |
| Educational trips and visits                      | All year round                       |
| Enrichment activities                             | All year round                       |
| Careers Support – Period 6 drop-in                | All year round                       |

| <b>Year 12</b>                                    |                                      |
|---|--------------------------------------|
| Students encouraged to attend HE open days/events | All year round                       |
| 1:1 with qualified Careers Advisor                | Spring / Summer (Autumn by referral) |
| National Apprenticeship Week                      | Spring                               |
| Careers Fair                                      | Spring                               |
| Future Pathways Presentations                     | Spring                               |
| National Careers Week                             | Spring                               |
| Work Experience                                   | Summer                               |
| Oxbridge Launch                                   | Summer                               |
| Focus on your future day (Derby Uni)              | Winter                               |
| Next Steps Conference                             | Summer                               |
| Careers Support – Period 6 drop-in                | All year round                       |

| <b>Year 13</b>                                    |                                      |
|---|--------------------------------------|
| 1:1 with qualified Careers Advisor                | Autumn / Spring (Summer by referral) |
| Moving on Day                                     | Winter                               |
| Students encouraged to attend HE open days/events | All year round                       |
| National Apprenticeship Week                      | Spring                               |
| National Careers Week                             | Spring                               |
| Careers Fair                                      | Spring                               |
| Educational trips and visit                       | All year round                       |
| Careers Support – Period 6 drop-in                | All year round                       |
| UCAS Support                                      | All year round                       |

### **Personal Career Guidance - Access to Career Development Professionals**

Students at Colonel Frank Seely have access to the Redhill Academy Trust Careers Team of qualified and impartial careers advisors for 1:1 personal career guidance.

The advisor attached to Colonel Frank Seely is Yasmin Moon.

### **Monitoring and Evaluation:**

The Compass+ evaluation tool is used annually to monitor and evaluate how the school is performing towards the 8 Gatsby Benchmarks. Monitoring of activities and the guidance taking place will include observations by SLT/Careers Leader and feedback from those engaged in activities. Outcomes will be reported to Governors on an annual basis. Impact will be measured by:

1. Attainment and destination of students – closing the gap between young people from disadvantaged backgrounds and others
2. NEET figures
3. Questionnaires – trend analysis
4. Student evaluation forms
5. Focus groups

### **Staff Involved in the design and review of the career programme:**

|              |   |
|--------------|---|
| Mr P. Howe   | – Governor link for Careers               |
| Mrs G. Evans | – Senior Leadership Team link for Careers |
| Ms A. Pears  | – Careers Leader                          |
| Miss Y. Moon | – Careers Advisor                         |