



Careers Programme Policy

2024-2025

Approving body	Headteacher
Date approved	September 2024
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 2024-25

Student Activity	When (Term)
Year 7	
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

Year 8	
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

Year 9	
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

Year 10	
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

Year 11	
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

Year 12	
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

Year 13	
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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 Co-ordinator
Miss V. Faulkner – Head of Sixth Form
Miss Y. Moon – Careers Advisor