



**Castle View Academy**  
The best in everyone™

# Careers Policy

Responsibility: Assistant Principal - Careers

Review Schedule: Annual

Reviewed: September 2025

Next Review: September 2026

## **Introduction**

Our careers programme is a vital part of the curriculum offered at Castle View Academy and makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of adult life. A planned, progressive programme of activities supports students in choosing 14-19 pathways that suit their interests and abilities.

At Castle View Academy, careers is set within a clear strategic framework which aims to make transparent to all how, together with academic learning, careers work to the benefit of each student, developing skills, understanding, attitudes and aspirations that will help them succeed in post-16 and post-18 study and employment.

## **Scope**

The academy is committed to providing a planned programme of careers education, information, advice and guidance for all students in Key Stages 3 and 4 at a level that is appropriate to their individual needs. *Section 29 of the Education Act 2011* places schools under a duty to secure access to independent careers guidance for their students in Years 8-11 which must:

- be presented in an impartial manner
- include information on the full range of post-16 education or training options
- be consistent with statutory guidance and relevant national frameworks and deliver a comprehensive Careers and work-related education programme to students in all years
- promote the best interests of the students to whom it is given.
- Ensure students understand what is meant by labour market information and how to gain information on it.

## **Aims**

The aims of the career programme at Castle View Academy is to help all our students:

- realise their full potential in terms of academic, personal and career development;
- understand the full range of employment and further study options open to them and where these lead;
- have the opportunity for a range of experiences, provided both through Castle View Academy and with the aid of employers and other external organisations, that will aid their personal development, skills development and understanding of the world of work which they will be entering;
- be motivated to develop the academic and career-related skills and the high aspirations needed for success;
- present confidently what they have to offer in applications and at interview.
- To maintain working relationships with local providers to develop opportunities for our students.



## Implementation

### Equality and Diversity

All career activities are subject to the normal safeguarding rules that apply across Castle View Academy. Castle View Academy is committed to providing a high-quality Careers programme for all, taking account of the specific needs of individual students and arranging specialist support and resources where needed. In doing so, staff work consciously to prevent all forms of stereotyping in the advice and guidance provided, ensuring that students are exposed to a diverse selection of career options and including those which require STEM subjects.

## Curriculum

All students have easy access to careers guidance throughout their time at Castle View Academy, and through academic, personal development and career-related activities they are encouraged to develop self-knowledge and understanding that will raise aspirations and form the basis for future study and careers.

In outline this covers:

- Key Stage 3: students have the opportunity to attend university campuses in Year 7, 8 and 9. In Year 9, in addition to the opportunity of a university campus visit, our students are introduced to the skills required in various careers and the pathways into these careers through the 'Unifrog' platform. Here, students broaden their understanding of the range of roles and jobs available by exploring various career pathways to ensure Year 9 students are making informed 'option' choices. During Year 9, students will receive information, advice and guidance from all options subject teachers and all students are given the opportunity to speak to a member of staff about their choices. They will also have a 1:1 guidance meeting to discuss any career and options queries in more depth. KS3 students will also receive talks and workshops from various employers, further education establishments and industry professionals.
- Key Stage 4: each Year 10 and 11 students will be provided with 1:1 careers guidance where they are supported in their college applications and interviews. Some students are identified for further intervention where necessary. The Careers programme is supported by a range of activities that seek to inspire our young people. Students will be presented with information about careers, apprenticeships, T-Levels and further education choices from a range of agencies in different assemblies and curriculum time. Each student will have visited at least 2 or 3 college open days by the time that they are in Year 11.

Our close collaboration with universities and colleges ensures a range of exciting and challenging opportunities are offered, including campus visits. We are constantly working to extend the range of employers and educational institutions involved in supporting Careers at Castle View Academy. Castle View Academy's links with volunteer organisations, also provide opportunities for valuable experience and personal development at the academy.

## Partnerships

- Job Centre Plus – careers information, advice and guidance, transition planning, support with college applications



- Business Partners – employability, enterprise and interview skills
- Health Services
- Social Services
- Family Support Workers
- Local employers who support careers events and visits
- Local and National Universities
- Local Colleges and Sixth Forms – visits and taster days
- Parents and carers are recognised as vital to the Careers Education, Information, Advice and Guidance process to exchange information and prepare students for provision after school.
- Up 4 Uni: <http://upforuni.org.uk/>
- ASK (apprenticeship support & knowledge for schools and colleges):  
<https://amazingapprenticeships.com/about-ask/>
- Southern Universities Network: <https://www.sunoutreach.org/>
- The Solent LEP Careers Team: [EnterpriseAdviser@solentlep.org.uk](mailto:EnterpriseAdviser@solentlep.org.uk)
- Unifrog: <https://www.unifrog.org/>

## **Responsibilities**

### *Named Careers Lead*

Mrs Louise Abbott

Role: Careers Lead

Email: [louise.abbott@castleviewacademy.org.uk](mailto:louise.abbott@castleviewacademy.org.uk)

Tel: 023 9237 0321

### *Career Leader:*

- has a specific responsibility for work with the post-16 sector;
- supports academic departments in identifying and supporting initiatives and opportunities in Careers related activities;
- maintains information on the “destinations” of Castle View Academy students (i.e., further study, training, employment, etc.) in post-16 and post-18;
- works to establish and develop links with local industry and businesses and works with organisations to facilitate links between employers and schools.
- Ensure they stay up to date with relevant training and information related to CEIAG.

### *Governors*

It is the responsibility of governors to establish and review the policy on careers education, information, advice and guidance, to monitor the application of the policy and in particular to ensure that activities undertaken by students are safe, and to review outcomes of the policy regularly and to up-date it as appropriate.

Castle View Academy's Governing Body has approved the aims, principles and approaches outlined in this document and regularly discusses careers activities and priorities, with a formal annual report on careers. It has appointed a link for careers, currently Romaine



Seebohm, and she meets regularly with the Career Leader and the Principal and other staff as appropriate.

### **Monitoring and Review**

We use the Gatsby Benchmarks to ensure that the delivery of careers is to a high standard and meets the requirements for the achievement of the national quality standard. A review of the programme against the Gatsby Benchmarks ensures best practice through the 'COMPASS+' tool which is completed termly.

This policy will be reviewed annually, and its implementation and effectiveness will be assessed. The policy will be promoted and implemented throughout Castle View Academy.

### **Additional Information**

Additional information can be found on the following websites:

<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools>



### **Provider Access Policy Statement**

To include The Department of Education, July 2021: “Baker Clause” and the Provider Access Legislation, January 2023

#### **Rationale**

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy. As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

#### **Commitment**

Castle View Academy is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. Castle View Academy is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

Castle View Academy endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: “Baker Clause”: supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

#### **Aims**

Castle View Academy's policy for access to other education and training providers has the following aims:

- To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.
- To support young people to be able to learn more about opportunities for education and training outside of the academy before making crucial choices about their future options.
- To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

#### **Student Entitlement**

Castle View Academy fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The academy will comply with the new legal requirement to put on at least

six encounters with providers of approved technical education qualifications or apprenticeships. This will be done through a variety of different meaningful encounters across their time with us including, workshops, assemblies, careers weeks, employer workplace visits and so on.

### **Development**

This policy has been developed and is reviewed annually by the Careers Leader Louise Abbott based on current good practice guidelines by the Department for Education.

### **Links with other Policies**

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

### **Equality and Diversity**

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. Castle View Academy is committed to encouraging all students to make decisions about their future based on impartial information.

### **Requests for Access**

Requests for access should be directed to Mrs Louise Abbott, Careers Leader, who can be contacted via email [louise.abbott@castleviewacademy.org.uk](mailto:louise.abbott@castleviewacademy.org.uk)

### **Grounds for Granting Requests for Access**

Access will be given for providers to attend during academy assemblies, timetabled careers or character with education lessons and careers or raising aspirations events that Castle View Academy is arranging. Students may also travel to visit another provider as part of an organised trip were applicable.

### **Details of Premises or Facilities to be Provided to a Person who is given Access**

Castle View Academy will provide an appropriate room or assembly hall to be agreed. All rooms will have projectors and screens provided. Computer rooms can also be arranged where available. The Careers Leader will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate. To ensure we are continually improving our provision a short survey will be requested after any visit or event.

### **Live and Virtual Encounters**

Castle View Academy will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the academy assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

### **Parents and Carers**

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

### **Management**

The Careers Leader coordinates all provider requests and is responsible to their senior management line manager.

### **Complaints Procedure**

Any complaints about this policy should be raised to Mrs Louise Abbott, email: [louise.abbott@castleviewacademy.org.uk](mailto:louise.abbott@castleviewacademy.org.uk). Louise Abbott will raise the complaint to David Hale, *Assistant-Principal*.

### **Appendix**

Providers who have been invited into Castle View Academy to date include:

- Bay House Sixth Form
- Fareham College
- Sparsholt College
- City of Portsmouth College
- Havant & South Downs College
- Embley School
- Chichester College
- NHS Services
- SUN Universities
- University of Portsmouth
- University of Southampton
- PETA
- Sky UP
- EBP
- Oddballs Foundation
- Portsmouth City Council
- Job Centre Plus