



**SUTTON VALENCE SCHOOL**  
SINCE 1576

## Careers Policy

(Senior School)

**Author:** Mr David Sansom / Mrs Becci Ball

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This policy is to provide an overview of Sutton Valence School's provision of Careers Education, Information, Advice and Guidance (CEIAG). It provides a framework of support, activities and experiences to help pupils plan and manage their transition beyond school, to manage their careers, sustain employability and achieve personal and economic wellbeing.

The staff responsible for careers provide independent and impartial support and guidance to pupils with decision-making and managing transition, preparing them for the opportunities and responsibilities of life.

Pupils follow a structured careers guidance programme which is appropriate to their age and ability which follows the Gatsby Charitable Foundation's Benchmarks along with the six learning areas of The Career Development Institute (CDI) Framework (see appendix A). It is informed by the ISI Framework 23 which states, 'pupils have access to accurate, up to date, impartial careers guidance so that they are able to make informed choices about a broad range of careers options and which helps them to fulfil their potential' as well as guidance from the Department of Education's Careers.Guidance.and. Access.for.Education.and.Training.Providers.updated on 8<sup>th</sup> May 2025 (See Appendix B). The eight Gatsby benchmarks of good careers guidance which the School aims to meet are:

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

We offer pupils face-face impartial guidance supplemented by independent and impartial mentoring, access to careers software, websites and career conventions (where pupils have the chance to meet a broad range of professionals, employers and organisations).

Careers education is essential in the preparation of young people for adulthood, equipping them with the knowledge, skills and attributes needed for the world of work and promotes personal and social development. Careers education should provide the connection between learning and employment, so young people see the relevance of what they are learning at school and contributes to their employability. Effective CEIAG provides pupils with an introduction to the world of work coupled with information and guidance to know about the opportunities available to them. Work-related learning and careers education helps develop a young person's confidence to make informed choices about their future learning or work.

The School's Careers and Futures Leader is Mrs Ring who also delivers impartial careers guidance meetings with pupils following The Career Development Institute code of Ethics. She works in conjunction with Mrs Court-Wilson, Head of Sixth Form, to advise on UCAS and Post-18 pathways for Sixth Form. Pupils are encouraged to speak to tutors and teachers about any career-related issues, use the online Unifrog platform which is a comprehensive and easily accessible bespoke resource that pupils and staff can access. Pupils can also access information in the careers section of the School Library or make an appointment to see Mrs Ring.

## **Objectives**

The school is committed to the following:

- Empowering young people to plan and manage their futures;
- Respond to the needs of each pupil;
- Provide impartial information and guidance;
- Raise aspirations;
- Promote equality of opportunity and challenges stereotypes;
- Assist pupils to progress.

We offer a stable careers programme to meet these objectives from First Form through to Upper Sixth Form.

## **Organisation**

All pupils from the First Form will receive progressive career lessons within their PSHE lessons as well as year group assemblies and career events within school, as well as during curriculum lessons. Mrs Ring also holds an open-door policy so that all pupils can access guidance whenever they need it throughout their time at school.

We ensure that by the end of Fifth Form, every pupil has had access to a 1:1 guidance session with Mrs Ring, so that they know what options are available to them at each stage. Pupils are encouraged to form an action plan for their future and are given guidance on researching careers, training opportunities, apprenticeships, A Level choices and work experience as part of this. The Senior Management Team and Head of Sixth Form also interview all Fifth Form pupils, following up on their mock exam results and discussing their A Level choices or alternatives.

The careers programme in the Sixth Form is comprehensive and is designed to meet the needs of pupils at the school. Most of our pupils continue into the Sixth Form to study A Levels and CTechs, then to Higher Education. However, this is not every pupil's preference, and the programme is differentiated in order to respond to all pupils' individual needs. In addition to our preparation for university programme, we have devised an alternative options provision to promote information on apprenticeships and direct employment in equal measure. Help is available throughout the application and recruitment process for those applying for these pathways. Sixth Form specific careers information and guidance is readily available from Mrs Ring and Mrs Court-Wilson. Detailed advice is given in dedicated UCAS sessions regarding UCAS applications, finance, gap years and personal statements. Pupils are guided individually with their research of further education courses and careers information. In the Lower Sixth, UCAS supervisors give individual help with personal statements and the UCAS process. Pupils are encouraged to arrange work experience placements during the holidays relevant to their future career. The School, through the alumni database [www.svsfoundation.org.uk](http://www.svsfoundation.org.uk) enables pupils to search for suitable placements. The school has a separate policy and procedure for this. We also encourage pupils to make use of virtual work experiences available on Springpod [www.springpod.com](http://www.springpod.com)

All pupils have accounts with Unifrog. With interactive content on university (including International Universities, apprenticeships, gap year and employment options), Unifrog provides pupils a thorough and guided understanding of the different options available as well as Labour Market Information. Parents are given their own unique log in so they can also access varied content.

## **Implementation**

- All staff contribute to CEIAG through their roles as tutors and subject teachers;
- Specialist sessions are delivered by external agencies;
- Careers information is available via Unifrog and in the school Careers Library that is maintained by the Library team.

The range of activities the School uses include:

- Career guidance on an individual or small group basis for all year groups;
- Careers education and work-related learning is delivered through PSHE, Curriculum subjects as well as Young Enterprise, Volunteering, CCF and Duke of Edinburgh;
- Presentations on careers related topics; such as studying in the USA;
- Information and research activities using Unifrog, the school career library and relevant websites;
- Encouragement to seek work experience or shadowing from Fifth Form onwards (help from alumni database which pupils can access online);
- Specialist talks from visiting speakers e.g. universities, employers, gap year organisations and apprenticeship providers;
- Visits to external events, e.g. Oxbridge days, University Open Days, Universities and Apprenticeship Fairs;
- Morrisby Profile Psychometric Testing offered to all pupils at set points of their school career;
- Careers weekly newsletter with opportunities available to pupils from a wide range of industries, display boards both subject related and general information;
- Parents' Evenings and events aimed at keeping parents informed about key events and process such as the Post-18 Options Morning.

## **Partnerships:**

- As a Partner School with InvestIn, which can be accessed independently by pupils to see immersive career experience days on offer, we are involved in new initiatives to help our pupils succeed in professional life. InvestIn also provide us with presentations and workshops on employability skills, interview skills, networking and graduate recruitment;
- Through SVS Foundation, the school has links with various employers who can offer current pupils mentoring and work experience opportunities;
- The school has close association with various Universities who deliver presentations on university related topics;
- There is a long-standing link with the armed forces, who come in to school to deliver careers related presentations;
- We have a partnership with the Morrisby organisation who provide psychometric testing and impartial careers guidance, information and planning for our pupils at a discounted rate;

## **Resources**

- All pupils have access to Unifrog, which can also be accessed by staff to provide useful links and track advice;
- The Careers Library is situated in the main Library and is accessible to pupils throughout the School day. Resources are monitored and updated;

- Higher Education, apprenticeship, gap year and employment information can also be found in the Sixth Form Study Centre;
- Varying opportunities and information can also be found in the Careers Newsletter
- Signpost pupils to various relevant websites as needed for their own research.

## **Evaluation**

We regularly gain feedback from all stakeholders to help us evaluate our careers provision and review our programme annually.

## **Personal Information**

We ensure that any personal information related to higher education and careers is dealt with correctly and securely and in accordance with school policies, the Data Protection Act 2018, and other related legislation. It will apply to information regardless of the way it is collected, used, recorded, stored, and destroyed, and irrespective of whether it is held in paper files or electronically.

## APPENDIX A

### The CDI Framework

#### The six learning areas:

The CDI's Career Development Framework describes the six learning outcomes that career development programmes should focus on to ensure clients develop the career development skills that they need to have positive careers.



## **Appendix B**

### **Provider Access Policy**

#### **Introduction**

This policy outlines the procedures and responsibilities related to managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

#### **Policy Statement**

We are committed to providing impartial information, advice, and guidance to all pupils. This includes ensuring that pupils are aware of the full range of academic and vocational pathways available to them. The school will facilitate access to external education and training providers in accordance with the Provider Access Legislation 2023.

#### **Pupil Entitlement**

All pupils in Second Form to Upper Sixth Form are entitled to:

- Find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- Hear from a range of local and national providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies, group discussions, and taster events;
- Understand how to make applications for the full range of academic and technical courses.

#### **Management of Provider Access Requests**

Procedure:

A provider wishing to request access should contact the School's Careers and Futures Leader, Mrs Louise Ring by email at [ringl@svs.org.uk](mailto:ringl@svs.org.uk) or by telephone 01622 845200.

Opportunities for Access:

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. These events are subject to an annual review, and providers are encouraged to check with the school for the latest schedule.

Please speak to Our Careers and Future Leader to identify the most suitable opportunity for you.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the main school reception. Items will be reviewed by the Careers and Futures Leader and made available to all pupils if appropriate.

## **Safeguarding**

Sutton Valence School is committed to safeguarding and promoting the welfare of children and young people. All providers will be required to adhere to the school's safeguarding policies and procedures. Providers will be expected to ensure that their staff who visit the school have appropriate safeguarding training and qualifications.