



**NORTHGATE**  
*High School*

# Careers Policy

Respect | Determination | Teamwork

**Review period:** Annual

**Review by:** Mrs V Calder

**Date Reviewed:** June 2026

**Next Review:** June 2027

# Careers policy

## 1. Vision and Purpose

- 1.1 Promoting a career development culture is an essential part of the mission and ethos of our school. We aim to support the aspirations of all our students and to ensure that they gain the understanding, skills and experience they need to make progress and succeed in learning and work. We believe that effective careers education and guidance not only contributes to the wellbeing of individuals but also to the wellbeing of their families, the communities to which they belong, wider society, businesses and the economy.
- 1.2 As options for young people become more varied and complex, it is vital that our Careers Programme supports students in developing the knowledge, skills, understanding and confidence that they need to make well-informed, confident decisions as they progress onto further learning and employment.
- 1.3 This policy sets out how career activities are delivered at Northgate High School.

## 2. Introduction

- 2.1 The Careers Education, Information, Advice and Guidance (CEIAG) programme at Northgate aims to develop in all students the knowledge, skills, attitudes and abilities which will enable them to be effective in a variety of adult roles and working life. It focuses on:
  - 2.2 **Developing yourself through careers, employability and enterprise education**  
Self-awareness, self-determination and self-improvement underpin aspiration, ambition and achievement in careers, learning and the world of work. In thinking about education, training and work students need to assess their own needs, interests, values, aptitudes and aspirations. They should be provided with opportunities to reflect on these matters and to develop the knowledge, self-reliance, key skills and other capabilities required for working life.
  - 2.3 **Learning about careers and the world of work**  
Exploring, investigating and understanding the opportunities, responsibilities and experiences that careers and the world of work have to offer is a prerequisite for successful planning and development. Students need to understand changing patterns of careers and work. Provision needs to be made for them to find out about local, national and international opportunities in education, training and work and gain direct experience of work as part of the curriculum. They must be made aware of the need for lifelong learning and the issue of equality and diversity in learning and in the workplace.
  - 2.4 **Developing your career management, employability and enterprise skills**  
Developing a range of career management, employability and enterprise skills is the key to meeting challenges, making progress and managing change. Students need to develop increasing autonomy in making decisions and implementing their own career planning. They need to be able to review and evaluate their decisions and cope with change. Students need to be able to gain access to sources of further help and weigh up the advice offered. They also need to acquire skills for making effective transitions, such as a move from school to further and higher education, training or work.

## 3. Aims and Objectives

- 3.1 The Careers Education, Information, Advice and Guidance (CEIAG) programme at Northgate High School aims to provide all of our students with personalised support on GCSE options and post-16 options such as A Levels, apprenticeships, T Levels, V Levels, HTQs, further education and higher education. Our school's CEIAG programme aims to raise aspirations, broaden horizons and develop employability skills throughout the young person's time at our school. The effectiveness of the Careers programme depends largely on it being perceived as an integral part of a whole school policy and approach to personal wellbeing and social developments.
- 3.2 Careers provision at Northgate High School is delivered as an integral part of the PSHEE and Core programme and through special events. Careers is not thought of merely in terms of jobs but aims also to deal with aspects of further and higher education, leisure, unemployment and their effects on a person's life. Careers is therefore coordinated with other aspects of preparation for life after compulsory education.
- 3.3 We are committed to meeting national and local expectations in relation to careers by:
  - Working with the Careers & Enterprise Company (CEC), established by the Government in 2014 as required by the 2017 Careers Strategy: making the most of everyone's skills and talents
  - Working to meet the statutory requirements of the DfE's 'Careers guidance and access for education and training providers', May 2025 updated guidance
  - Working with our Local Enterprise Partnerships and the Norfolk and Suffolk Careers Hub

- Working to meet the 8 Gatsby Benchmarks to improve and underpin our Careers provision, as set out in the new statutory guidelines

**3.4** The Gatsby Benchmarks originated in the Good Career Guidance research report from the Gatsby Foundation in 2013. The report focused on international evidence for what good quality, impartial CEIAG should look like. The 2024 'Good Career Guidance: The Next 10 Years', report assessed the framework's decade of impact and updated the framework to reflect technological advancements, new labour market dynamics and a stronger emphasis on inclusion. Northgate High School underpins its Careers Strategy and Careers Development Plan using the updated requirements of the 8 Gatsby Benchmarks.

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. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

**3.5** To achieve the objectives of this policy, we will:

- Ensure that the Governing Body is actively involved in shaping careers policy and strategy through its committee structure.
- Identify a Careers Leader to advise the senior management team and governors on curriculum, staffing and resource requirements; and to lead the development, implementation and evaluation of the school's careers provision with the support of other key post holders (e.g. SENCO, Head of Sixth Form) and specialist careers staff.
- Identify a Careers Leader to manage the day-to-day running of the careers programme.
- Develop and maintain a costed annual careers plan for achieving current priorities including delivering the planned programme, meeting staffing and CPD costs, and monitoring, reviewing and evaluating the strategy.
- Set out clearly the contribution expected of all staff, including subject teachers and tutors, for the students' career learning and planning.
- Communicate the benefits of effective provision to our partners and engage them in coordinating provision.
- Actively involve students themselves in the planning, delivery and evaluation of the careers programme.

## **4. Organisation of Careers Provision at Northgate High School**

**4.1** With the Careers element seen as part of the whole PSHEE/RSHE guidance/core programme:

- its relationship to other components becomes apparent
- staff are familiar with the background of students and can therefore offer sound and personal advice
- a small proportion of staff are involved
- it can be integrated into the pastoral care system

## **5. Careers Provision at Northgate High School**

**5.1** Students will learn how to access and use a variety of careers information, advice and guidance resources to help them understand the opportunities that are available to them. They will receive support through our Careers Programme to enable them to make appropriate option choices, understand career and labour market information and develop the skills and attributes that employers are looking for. Students will receive support to enable them to gain the knowledge and understanding of pathways and options available at the end of Year 9, post-16 and post-18. Students will have access to a qualified Careers Adviser, their Form Tutor and Head of Year, the school's Pastoral Staff and Learning Support Transition Coach to support them with their decision making and career planning. Students are encouraged to take an active role in their own career development.

## **6. Student Entitlement for KS3 and KS4 Students**

**6.1** For KS3 and KS4 students the entitlement through which the objectives of the CEIAG programme are met are outlined below. Students can expect:

- Support to develop the self-awareness and career management skills needed to be successful in the future.

- The support they need to make the right choices in Year 9 and Year 11.
- A planned programme of careers education in Years 7-11, delivered as part of the Core timetable.
- Access to individual guidance when necessary and requested either with subject teachers, form tutors, careers teachers/advisers, with access to a qualified impartial Careers Adviser.
- Opportunity to experience the world of work during a 5 day/minimum 25 hour work experience placement at the end of Year 10, as part of the government's Modern Work Experience requirement of 25 hours of meaningful work experience delivered in KS4.
- Opportunity to take part in work-related learning employer-led activities in Years 7, 8 and 9 as part of the government's Modern Work Experience requirement of 25 hours/5 days of meaningful work experience delivered in KS3.
- Development of personal action plans that are reviewed and updated and provide useful information for students, careers staff and tutors.
- Access at all times to accurate, comprehensive, unbiased and up-to-date information on the full range of opportunities available in education, training and employment, careers and labour market information.
- Meaningful encounters with the world of work through assemblies, workplace visits, employer talks, our careers fair and employer support within the curriculum.
- To hear from a range of education and learning providers, including colleges, apprenticeship providers, T Level providers, V Level providers, HTQ providers and universities through assemblies, our careers fair, university and college visits, taster days and talks at school
- The opportunity to relate what they learn in lessons to the world around them, their life and their career beyond school.
- To be asked about their views on the Careers activities that they have taken part in and the service that they have received from the Careers Department to ensure that the Careers programme at Northgate High School continues to improve and fully meets the needs of our students.

## **7. Provision of Careers Education in Years 7-11**

- 7.1** Careers education is delivered by middle and senior leaders for Years 9, 10 and 11 during the Core rotation timetable. The Careers Administrator works with the Careers Leader to plan and execute the one-week work experience programme.
- 7.2** **In Years 7 and 8**, students receive Careers lessons as part of the PSHEE and Study Skills programme, delivered by subject teachers.
- 7.3** **In Year 9** students receive a six lesson programme of careers education, with the main emphasis being placed on employability skills and preparation for decisions regarding option choices.
- 7.4** **In Year 10** students receive a eight lesson programme and all students have the opportunity to undertake a one-week work experience placement. The purpose is not specific to job selection but is rather more general, providing students with the opportunity to experience the world of work. The experience includes thorough preparation and follow-up, and helps to equip students for post-16 decision making. Regular contact is made with employers before, during and after the placements with students playing a very active role to enhance the learning experience. Work experience logbooks are completed and each student receives an employer report and a visiting teacher report.
- 7.5** **In Year 11** students receive a five lesson programme, with 3 additional half-year group sessions emphasising post-16 choices (including Sixth Form, Further Education and Apprenticeships), the application process and interview techniques. Over the 5 lesson rotation, students complete their Northgate Record of Achievement (NRA) and look at personal action planning, CVs, volunteering, character strengths and writing a personal profile.

## **8. Provision of Personal Guidance**

- 8.1** Guidance in its broadest sense is part of the pastoral/tutorial programme. Students have access to individual Careers Guidance interviews with the Careers Leader and the independent Careers Adviser, which involve the development of individual action plans/career plans. Priority for Careers Personal Guidance interviews is given to students in Year 11, 12 and 13 and those who are at transition or option points in their education.

## **9. Provision of Careers Information**

- 9.1** The Careers programme is not thought of solely as a body of knowledge that students have to acquire. Therefore the delivery of Northgate's Careers programme uses a wide range of methods whereby students are encouraged to take an active part in their own learning and decision making.
- 9.2** Provision of Careers Information occurs in the following ways:

- The Careers programme in Years 7-13.
- Careers guidance interviews and group talks with a qualified Careers Adviser.
- Links with employers, including employer mentoring, employer talks, enterprise events and work experience.
- Discussion with Careers teachers, form tutor and other teaching staff.
- Information sessions directed to part and/or whole year group.
- Careers Suite resources, noticeboards and displays around the school.

## **10. Student Entitlement for Post-16 Students**

**10.1** For post-16 students the entitlement through which the objectives of the Careers programme are met are outlined below. All students can expect:

- Support to develop the self-awareness and career management skills needed to be successful in the future.
- The support they need to make the right choices in the Sixth Form and beyond.
- A structured programme of careers education planned within the curriculum with termly careers lessons within Year 12 and a drop down Careers Day at the end of the Summer Term in Year 12.
- Opportunity to take part in the Aspire Programme which aims to develop the skills and experiences that universities and employers want young people to have to be competitive in the workplace.
- Access to individual guidance with a qualified Careers Adviser at an appropriate time.
- Support for the processes of recording and reviewing achievement and action planning.
- Access at all times to accurate, comprehensive, unbiased and up-to-date information on the full range of opportunities available in education, training and employment, careers and labour market information.
- Meaningful encounters with the world of work through assemblies, workplace visits, employer talks, our careers fair and employer support within the curriculum.
- Access to volunteering and work experience opportunities through the Sixth Form enrichment programme.
- To hear from a range of education and learning providers, including colleges, apprenticeship providers and universities through assemblies, our careers fair, university and college visits, taster days and talks at school.
- The opportunity to relate what they learn in lessons to the world around them, their life and their career beyond school.
- To be asked about their views on the Careers activities that they have taken part in and the service that they have received from the Careers Department to ensure that the Careers programme at Northgate High School continues to improve and fully meets the needs of our students.

## **11. Provision of Careers Education in the Sixth Form**

**11.1** This occurs through a combination of methods within the Sixth Form, including:

- group work timetabled within the curriculum time.
- individual interviews.
- special events e.g. employer talks, conventions, conferences, mock interviews, information evenings.
- off-site activities e.g. work shadowing, employer visits, university visits.

**11.2** The Careers programme in the Sixth Form is delivered by the Careers Leader, the Careers Adviser, Head of Sixth Form/Assistant Heads of Sixth Form, employers, university and college outreach officers, our alumni and computer assisted learning.

## **12. Provision of Individual Careers Guidance in the Sixth Form**

**12.1** This is provided by the Careers Leader and our independent Careers Adviser working with the Head of Sixth Form and Sixth Form tutors. It is available to all students on request, via a sign-up appointment system, throughout their Sixth Form life. All Sixth Form students and their parents/carers are aware of their entitlement to individual career guidance interviews at any stage of their Sixth Form career.

## **13. Provision of Work Experience in the Sixth Form**

**13.1** The Sixth Form team and Careers Leader may advise on work experience, summer jobs or tasters for those students who request it. These various experiences can be used as a valuable addition to a CV, UCAS university application, or an apprenticeship or job application. Students may also take part in work experience as part of their Enrichment programme.

## 14. Parental Involvement

- 14.1** Parents/carers/guardians have a substantial impact on, as well as a clear interest in, the right outcomes for their child. Young people do not make career decisions in isolation and Northgate High School is keen to involve parents/carers by providing information to support their daughter's or son's career planning and decision making.
- 14.2** Parents/carers/guardians are encouraged to attend parents' evenings, options and pathways evenings to discuss progress and help their child make informed decisions relating to next steps. Parents/carers/guardians are also welcome to attend Careers meetings with their son or daughter by prior arrangement with our Careers team. The Careers team is always happy to receive enquiries should a parent/carer/guardian have any queries or concerns.
- 14.3** Northgate High School welcomes parental involvement in our CEIAG programme and is always keen to hear from parents who are willing to provide support for the school's Careers activities, for example, our annual careers fair, employer workplace visits, employer talks, work experience and mentoring.

## 15. Resources

- 15.1** Northgate High School is committed to providing the resources to enable an effective Careers programme, including access to electronic and paper-based resources, sufficient staffing and staff training.
- 15.2** The school's Careers Suite has a fully stocked careers library and prospectuses from a range of education providers. The suite is equipped with computers with internet access and staff are on hand to help students make decisions about their future. Students are able to access the Careers Suite throughout the school day and can make appointments to see members of staff.

## 16. Careers-Related Roles of Staff at Northgate High School

- 16.1** The following staff play a key role in relation to the delivery of careers information, advice and guidance at Northgate High School.
- 16.1.1 Careers Leader** – The Careers Leader is responsible for leading the careers development and delivery work throughout the school at Northgate High School. They work with the Assistant Headteacher (Personal Development and Extended Curriculum) to set and oversee the strategic direction, operational plan and evaluation of Careers information, advice and guidance at the school. Their work involves delivering and supporting staff to deliver the Careers programme in Years 9-11 and carrying out one-to-one appointments with Year 11 students to support their post-16 choices. They also work with Year 12 and 13 students to ensure that they are given support throughout their time in the Sixth Form. The role includes individual interviews to support university applications, Apprenticeship applications, work experience and employment, administration of the UCAS application procedure and teaching Careers lessons to Year 12 as part of the PSHE programme. The Careers Leader oversees the Aspire Programme for Year 12 and the work experience programme for Year 10. They organise and promote within the school employer engagement activities like employer talks, workshops, enterprise days and the annual careers fair. The Careers Leader delivers careers lessons on a rotation basis to all students in Years 9-12, with support from the Sixth Form PSHE team for Year 12. In Year 9 students receive a six lesson programme of careers education, with the main emphasis being placed on employability skills and preparation for decisions regarding option choices. In Year 10 students receive an eight lesson programme and all students have the opportunity to undertake a work experience placement. The purpose is not specific to job selection but is rather more general, providing students with the opportunity to experience the world of work. In Year 11 students receive an eight lesson programme, with emphasis being placed on post-16 choices, the application process, interview technique and the production of their Northgate Record of Achievement (NRA).
- 16.1.2 Careers Adviser** – provides independent and impartial information and guidance to students in Years 9 to 13. The role involves individual interviews and the production of action plans for students in Years 9-11 who are referred by teachers, Heads of Year or the Careers Leader and in Years 12 and 13 for students who self-refer or who are referred by members of the Sixth Form team.
- 16.1.3 Careers Administrator** – administers the work experience programme for Year 10 students, assists with the development of enterprise and work-related learning events and provides administrative support to the Careers Leader.
- 16.1.4 Senior Leadership Team (SLT)** – the whole of the Senior Leadership Team (SLT) at Northgate have an understanding of the school's Careers provision. Members of SLT with specific responsibilities with regards to the school's careers provision are the Headteacher and the Assistant Headteacher (Personal Development and Extended Curriculum).
- 16.1.5 Head of Sixth Form** – the Head of Sixth Form supports students' academic and pastoral development and

oversees arrangements for work experience in the Sixth Form. They also support students with choices post-18. The Head of Sixth Form will work closely with the Careers Leader to ensure that Careers provision within the Sixth Form meets statutory requirements and the needs of the students.

- 16.1.6 Head of Year 12 & Head of Year 13** – the Head of Years 12 and 13 both have pastoral responsibility for students within their year group. They work closely with the Careers Department to support students in their post-18 choices, making referrals as appropriate. The Head of Year 13 also supports with the UCAS application process.
- 16.1.7 Pastoral Officer (Sixth Form)** – the pastoral officer works with students, referring them to the Careers team as appropriate. They provide information, support and advice on a range of pastoral issues.
- 16.1.8 Heads of Year** – in Years 9, 10 and 11 the Heads of Year have pastoral responsibility for students in their year group. They work closely with the Careers Department to support students with GCSE options choices and post-16 choices. The Head of Year 10 is also involved in working with the Careers Leader to identify and support students for the workplace visits and the Year 10 work experience programme that is run for that year group. The Head of Year 11 is also involved in working with the Careers Leader to support students with their post-16 pathway.
- 16.1.9 Subject Departments/Teachers** – subject departmental staff provide specific knowledge of their subject area and careers linked to it. They are involved in providing students with careers and work-related learning experiences through school trips, visits to universities/colleges/employers, having employers/speakers in to support/co-deliver lessons, carrying out careers specific activities linked to subject specific schemes of work, through applied curriculum learning projects, supporting enterprise events and the links that subject staff have with employers.
- 16.1.10 Form Tutors** – Form Tutors help develop an Action Plan with students and advise and assist students in understanding their strengths, weaknesses, qualities and attitudes. They assist students to make wise and informed decisions about their futures and show awareness of careers information, advice and guidance within the tutorial programme. Form Tutors will make direct referrals to the Careers Department for students to access an individual Careers Guidance appointment. Year 10 Form Tutors will also support the work experience programme for their form group by speaking to their tutees about work experience opportunities and processes and will refer those who need support in preparing for work experience to the Careers team.
- 16.1.11 Governors** – the role of the Governing Body at Northgate High School is to support the work of the Careers department at Northgate, through actively supporting Careers events and initiatives and by reviewing and approving careers-related policies.
- 16.1.12** All staff are required to have an awareness of Career development work at Northgate High School and will support large Careers events, such as Year 10 Work Experience, Enterprise Days and the annual whole school Careers Fair.

## 17. Staff Development

- 17.1** Northgate High School is committed to the development of staff involved with careers delivery at the school. This is through supporting staff to gain formal industry recognised qualifications, encouraging them to attend relevant conferences and CPD events and peer support and mentoring. We believe that if staff are supported to carry out their role confidently, through self-development, formal and informal training, our students will be best positioned to make informed decisions about their futures.

## 18. Monitoring, Review and Evaluation

- 18.1** In order to monitor the success of Northgate High School's Careers programme, the school monitors, reviews and evaluates a range of formal and informal measures, qualitative and quantitative data and hard and soft outcomes for students.
- 18.2** Our Careers programme is evaluated on an ongoing basis in a variety of ways, which include:
- Annual review of Careers provision led by Assistant Headteacher (Personal Development and Extended Curriculum), Careers Leader and member of governing body responsible for Careers.
  - Progress against the Careers Strategic Plan and the Careers Development Plan.
  - Formal and informal feedback on Careers activities from students, parents/carers/guardians, employers and staff.
  - Formal and informal feedback from partners – for example the Careers & Enterprise Company, the Norfolk and Suffolk Careers Hub, colleges, universities, learning providers, employers and careers companies.

- Student destination data at post-16 and post-18.
- Feedback from Careers Adviser and Careers Leader to report on overview of careers-related activities undertaken in the school, including Personal Guidance interviews.
- Regular meetings with the Enterprise Coordinator from the Norfolk and Suffolk Careers Hub and the school's Enterprise Advisors from business to review the Careers programme against employer engagement targets to support meeting Gatsby Benchmarks 4, 5 and 6
- Using the Compass Self Evaluation Toolkit on an annual basis to assess Northgate High School's Careers provision against the Gatsby Benchmarks. Evaluation of progress towards the Gatsby Benchmarks will feed into the Careers Strategy and Development Plan.
- Using the CEC's Careers Impact System and internal leadership review framework to evaluate, quality-assure and improve the maturity of the school's Careers education programme.
- Using the CEC's Future Skills Questionnaire (FSQ) at KS4 and KS5 to measure students' career-readiness, track their progress, and evaluate the effectiveness of the school's Careers programme.

## 19. Partnerships and Provider Links

**19.1** Northgate High School works with a number of outside providers and companies in order to deliver its Careers programme. We believe that Careers isn't something that can be delivered in isolation in the school and so we work with organisations like the Careers & Enterprise Company, the Norfolk and Suffolk Careers Hub, Apprenticeships Suffolk, universities, local FE colleges and employers.

## 20. Business Links

**20.1** Links with employers and other external partners continue to grow as we build on our existing contacts to create a Careers programme for our students that links their learning and qualifications to the world of work. We welcome the opportunity to hear from employers and learning providers who would like to support us by taking part in activities such as our annual Careers Fair, Employer Talks, Workplace Visits, Mentoring, CV & Interview Skills sessions and Work Experience for Year 10 students and Sixth Form students.

**20.2** All of our Year 10 students complete one week of Work Experience with local and national employers in the Summer Term of Year 10. Students are encouraged to identify areas for work experience that they have a genuine interest in and are supported by the Careers department to either self-source or select from the range of work experience opportunities that the school has sourced and advertised on the 'Work Experience Job Board'. Sixth Form students are supported with work experience opportunities through our enrichment programme, 'Encompass'. We work positively with a number of employers to deliver our Work Experience programme.

**20.3** Our Alumni programme encourages ambassadors from industry, university and apprenticeships to return to Northgate High School to raise aspirations and inspire students by demonstrating their successes on leaving the school. Our Alumni support our Employer Talks, workshop sessions, Careers Fair and mentoring.

## 21. Links to Other Policies

**21.1** Northgate High School's Careers Policy should be read and applied in conjunction with the following school policies which can be accessed on the school's website:

- Behaviour
- Charging and Remissions
- Communication
- Complaints
- Data Protection
- Equalities Duties
- RSHE & PSHE
- Safeguarding
- Special Educational Needs

## 22. Statutory Requirements

### 22.1 Provider Access Policy Statement

We welcome providers and employers to Northgate High School to work with our students to support them with their

transition from school to further education, higher education or the workplace. Providers and employers who wish to come into school to work with students and staff to give information, advice and guidance on the education, training and employment opportunities that they offer should follow the procedure set out in the school's Provider Access Policy Statement.

## **22.2 Provider Access Legislation**

In line with Provider Access Legislation, the governing body is committed to ensuring that students in Years 8 to 13 receive at least 6 encounters with a provider of technical education or apprenticeships. To inform consideration of post-14, post-16 and post-18 options and progression to the next stage of education or training, during the standard school day the school will offer:

- 2 encounters that are mandatory for all students to attend that take place any time during year 8 or between 1 September and 28 February during year 9
- 2 encounters that are mandatory for all students to attend that take place any time during year 10 or between 1 September and 28 February during year 11
- 2 encounters that are mandatory for the school to put on, but optional for students to attend, to take place any time during year 12 or between 1 September and 28 February during year 13.

## **22.3 Supporting Documents and References**

Career Development Institute (CDI) Framework

**<https://www.thecdi.net/resources/cdi-framework>**

The Careers & Enterprise Company (CEC)

**<https://www.careersandenterprise.co.uk/>**

Careers Guidance and Access for Education and Training Providers (May 2025) - DfE

**<https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools/careers-guidance-and-access-for-education-and-training-providers>**

Good Career Guidance: The Next 10 Years – The Gatsby Report (Gatsby Benchmarks)

**<https://cdn.gatsbybenchmarks.org.uk/app/uploads/2024/11/good-career-guidance-the-next-10-years-report.pdf>**

The Quality in Careers Standard

**<http://www.qualityincareers.org.uk/>**