



GEORGE ABBOT SCHOOL

Policy Title:	Careers Education and Guidance, and Work-Related Learning	
Author:	Deputy Headteacher	
Date of most recent review:	Autumn 2025	
Date of next review:	Autumn 2026	
School Mission Statement:	Academic excellence within a strong community of equality and respect, where potential and opportunity are realised.	

A young person's career is their pathway through learning and work. All young people need a planned programme of activities to help them make 11-19 choices that are right for them and to be able to manage their careers throughout their lives. Schools have a duty to provide careers education in Years 7-13 and to give students access to external and impartial careers information and guidance.

Aims

The programme has three aims and is designed to help students make the most of themselves and their opportunities and is based on the eight Gatsby Benchmarks, the CDI's New Career Development Framework 2021, Compass+ and the Provider Access legislation.

Self-knowledge

- To help students understand their own skills and aptitudes and develop their capabilities.
- To enable students to understand that a career is a personal journey that includes learning, work and career breaks (both planned and unplanned), and that all career decisions involve making choices about learning and lifestyles.

Career knowledge

- To help students develop career awareness allowing them to investigate careers and different opportunities. Through this they will begin to understand the changing pattern of careers and work at both a local, national and international level.

Career management

- To help students manage the transitional stages in their lives by acquiring the skills necessary to make their own informed decisions about their career planning and transitions at the end of each Key Stage. Students will develop the skills of reflection which will allow them to evaluate their decisions and take appropriate actions to manage their personal career development.
- To contribute to wider school action to raise aspirations, improve motivation, develop key and other employability skills and illustrate the relevance of subject studies in future life.
- To promote equal opportunities and to challenge stereotypical thinking and attitudes.
- To ensure that students receive appropriate information and guidance, especially at key decision and transition points.

Implementation

This policy adheres to the Education Act 2011 and subsequent additions and amendments.

This policy supports and is underpinned by key school policies/guidance including those for teaching and learning, assessment, recording and reporting achievement, citizenship, PSE, equal opportunities and diversity, health and safety, gifted and talented, and special needs.

Governors and staff are committed to providing a planned programme of careers education for all students in Years 7-13 and information, advice and guidance (IAG). This programme is reviewed annually to ensure its effectiveness.

George Abbot School endeavours to follow the eight Gatsby Benchmarks, the CDI's New Career Development Framework 2021, Compass+, the Provider Access legislation and other relevant guidance from the DfE, QCA and Ofsted.

Management

The careers programme is planned, monitored, administered and evaluated by the Careers Lead. The planned programmes are delivered through PSE lessons, form time and assemblies and then through the enrichment programme in the Sixth Form.

Resources

Relevant and up-to-date careers resources are mainly web-based. However, any hard copies of careers information can be found in the Upper School Information Centre. The Learning Partnership have provided Unifrog. Support systems are available for individuals with learning difficulties and/or disabilities. Additional information sources include participation in local events, external IAG consultants, employers, business and other organisations. Funding is allocated for CEG annually. The Careers Lead is responsible for the effective deployment of resources.

Guidance

Guidance is provided by George Abbot staff and external IAG consultants who provide individual and group activities. When approached by students, all staff respond with appropriate guidance and support. Guidance aims to be impartial, confidential (within policy guidelines), responsive to students' needs and based on the principle of equality.

Year 11/12 students who are at risk of not being in employment, education or training are supported by a pre and post school phase trained careers professional.

Staff Training

Staff training needs are identified through the George Abbot annual performance management process and to support the school development plan.

Curriculum

Careers lessons are part of the school's PSE programme. All Heads of Departments additionally highlight a 'careers focus' within their schemes of work. In the Sixth Form careers education is delivered through our enrichment programme. Other focused events for example a Year 10 interview day, are provided annually.

Monitoring, review and evaluation

All programme activities are monitored, reviewed and evaluated with active involvement of students, Compass+, Future Skills Questionnaire and Surrey Careers Hub. The development priorities identified form the basis of the programme's development plan. The agreement for the external IAG Consultancy Agreement is reviewed annually.

1. Aims of Work-Related Learning

The key objectives of work experience are to:

- Develop a student's self-confidence
- Provide opportunities for a student to put into practice their academic, personal and social skills
- Motivate students' interest to learn and gain their commitment to education and training
- Increase students' economic awareness and knowledge of local industry and commerce
- Raise awareness of the personal skills and qualities looked for by employers during recruitment of new workers
- Help students develop next steps in their career planning.

2. Department for Education Statutory Guidance

Our work experience programmes follow the Department for Education's statutory guidance. The Unifrog work experience tool is used to administer work experience placements

3. Key Stage 4 – Extended Work Placements

Individual students may be identified by SLT as students who would gain a significant benefit by undertaking an extended work placement; giving them an insight into the world of work and experience of a career that the student has identified that interests them.

In these instances, the same George Abbot administration procedure is followed as for a one-week placement and the student is visited termly by the Pastoral Head of Year.

4. Key Stage 5 – Work Experience

All Year 12 students participate in work related learning. This can be face-to-face work experience or virtual work experience. In extreme circumstances, when a student may have difficulties securing a work experience placement, other online engagement activities with employers are recommended. The work experience programme helps students to develop their key skills' evidence for working with others and students are asked to reflect on their experiences as part of this evidence.