



400 YEARS OF EXCELLENCE

Careers Education and Guidance Policy

Policy approval date	December 2025
Policy review date	December 2026
Policy Lead	Phil Camm
Governor or SLT approval	SLT
Governor Committee responsible for policy	Pastoral

Rationale and Commitment

All young people have an entitlement to a planned and progressive careers programme from Years 7 to 13 as set out in the Education (Careers Guidance in Schools) Act 2022, the Skills and Post-16 Education Act 2022, and the Education Act 1997. This programme should enable students to make informed choices at key stages in their educational journey and allow them to prepare for successful adult life in an ever-changing workplace.

Richard Hale School is committed to providing careers education and access to appropriate age related careers guidance to all students from year 7 to 13 and recognises the importance of providing young people with real life experiences from the world of work during this time. Our approach has a significant focus on addressing the needs of each pupil through frequent personal reflection and individual activity.

The school understands the importance of providing both independent and impartial guidance throughout the programme and the Careers policy aims to ensure this entitlement for all. The school follows the current statutory guidance 'Careers guidance and access for education and training providers' (May 2025) and non-statutory guidance as well as the Career Development Institute (CDI) national framework, and additional guidance from the DfE and OFSTED.

Objectives

Our Careers Education Programme has a bespoke design to meet the needs of students at this school. It is differentiated and personalised to ensure progression through activities that are appropriate to students' stages of careers learning, planning and development. It aims to raise aspirations, develop work related core skills, promote equality and challenge stereotypes. Specifically, the Richard Hale programme aims to give students the ability to:

- Develop a greater knowledge and understanding of themselves and others as individuals - their strengths and limitations, abilities, skills, personal qualities, potential, needs, attitudes and values
- Prepare students for life post education and enable them to learn to make considered choices in relation to anticipated careers and occupations
- Develop an understanding of different career paths and the skills required to be successful in the workplace
- Help students access information on the full range of post 16 education and post 18 education and training opportunities
- Manage the transition from school to adult and working life effectively
- Offer targeted support for vulnerable and disadvantaged students
- Instill a healthy attitude to work

Leadership, Monitoring, Evaluation and Review

The Careers Education Programme is planned and overseen by Philip Camm (Assistant Headteacher). Heads of Year, Heads of Departments, and Form Tutors are involved in the delivery of the programme, with appropriate training, support and monitoring to ensure all students receive a consistently positive experience.

The Compass digital assessment tool will be used twice yearly to audit our provision, in conjunction with the CEC advisor. This tool helps evaluate how successfully Richard Hale meets the 8 Gatsby Benchmarks and enables us to adapt and refine our programme to respond to areas for improvement. We will publish our Compass score annually on the school website alongside a range of other evaluative measures.

Student focus groups in a range of year groups will give feedback on the Careers Education Programme throughout the year. Their suggestions will be taken into account and used to adapt the programme where appropriate. Regular pastoral learning walks are used to evaluate the consistency of delivery by form tutors. Monitoring meetings are convened annually with the link governor as part of the ongoing monitoring and evaluation process.

Parents will be invited to complete an annual survey on the Careers Education Programme. This will measure their understanding of what we offer as well as its effectiveness. Parents can also contact the school at any point if they wish to discuss our provision or the entitlement of their child.

Partnerships

An annual service agreement is agreed between the school and Herts Services for Young People (HSfYP), identifying the contributions that each will make to the programme. They provide a specialist advisor who carries out the one to one appointments with students, fulfilling Gatsby benchmark 8 (Personal Guidance). The partnership is reviewed annually by the two parties. The school also works closely with the Careers Enterprise Company (CEC) and the Hertfordshire Local Enterprise Partnership (LEP) who provide additional support to students and staff in a variety of careers areas and the world of work. Other links are also developed with local 14-19 providers, businesses, Richard Hale alumni, and parents. By drawing on a wealth of expertise and contrasting backgrounds, Richard Hale works collaboratively to deliver a forward thinking, dynamic Careers Education Programme that meets the needs of today's students.

Implementation

Our approach to careers learning is that it should be delivered regularly, in manageable chunks that lead to a progressive understanding of the world of work. Therefore, the majority of our Careers Education Programme is delivered via our bespoke scheme of learning which is currently delivered in Years 7 to 11. Students receive a 20 minute session every fortnight, following a rigorous planned curriculum which is delivered during form time. This curriculum is mapped against the CDI framework, covering 6 areas:

- Grow throughout life
- Explore possibilities
- Manage career
- Create opportunities
- Balance life and work
- See the big picture

The full scheme of learning can be viewed on our website.

In addition, students in all year groups receive a block of three 40 minute careers related sessions during the year which is part of the PSHE programme.

All staff contribute to our Careers Education Programme through their roles as both form tutors and subject teachers. Each subject area is encouraged to make frequent, meaningful links in their curriculum to career opportunities in that discipline, and this is audited on an annual basis.

In addition to all of the above, our Careers Education Programme is also delivered via:

- Assemblies
- Enrichment activities
- External speakers
- Information evenings
- Work shadowing
- Visits to FE colleges
- Apprenticeship talks
- Annual week of activities linked to National Careers Week

A full plan of the events delivered throughout the year is available on the school website.

Additional up to date careers information is available outside Mr Camm's office, on the school website, in subject areas and on the careers google classrooms.

Experience of workplaces

We are committed to working towards achieving the DfE's 'work experience guarantee', announced in 2025. This ensures that all students undertake 2 weeks of work experience during Year 7 to 11. A week placement is arranged in Year 10 and the remaining 5 days are allocated across Year 7 to 10. Students also undertake a week placement in Year 12. The expectation is that all students will participate and the school will support students who are unable to secure a work placement on their own. Work shadowing preparation and follow-up take place in tutorial sessions and during other appropriate parts of the curriculum.

Hertfordshire Services for Young People (HSfYP)

The school works closely with HSfYP who provide professional, impartial and independent support for both students and staff. They deliver the one to one personal guidance sessions for all Year 11 and 6th form students (one appointment in either Year 12 or 13). Additional interviews are arranged with the adviser for those students in Years 11-13 in need of further support, prioritised through discussions with the SENCO and Heads of Year. Disadvantaged students are given highest priority. In addition, students can self-refer through their Form Tutor or Head of Year, ensuring that all students have access to independent, impartial guidance. All students in Year 11 are interviewed during the spring term by a member of the Senior Leadership Team in addition to their HSfYP interview.

External Providers Access & Frequency of encounters

Our separate Providers Access Policy sets out the arrangements for managing the access of providers to students at the school.

Under Section 14 of the Skills and Post-16 Education Act 2022 students have an entitlement to engage with a range of education and training providers. The school must provide the following opportunities as a minimum:

- Two encounters for pupils during Year 8 or 9 that are mandatory for all pupils to attend;
- Two encounters for pupils during Year 10 or 11 that are mandatory for all pupils to attend;
- Two encounters for pupils during Year 12 or 13 that are mandatory for the school to provide, but optional for pupils to attend.

For further details related to our Careers Education Programme please contact:

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