



CAREERS EDUCATION AND GUIDANCE POLICY

ORIGINATOR: Alice Beckwith
SLT LINK: Stuart Williams

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1. INTRODUCTION

- 1.1 Within this policy 'we' and 'us' means Catmose College.
- 1.2 This policy statement sets out our arrangements for managing the access of providers to our students for the purpose of giving them information about the provider's education or training offer. This complies with our legal obligations under Section 42B of the Education Act 1997.
- 1.3 The careers programme is aligned with the updated Gatsby Benchmarks (2025), ensuring that careers education is embedded within the College's strategic vision and supports all students in making informed decisions about their future education, training and employment pathways. It is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.
- 1.4 Students are entitled to careers education and guidance that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote equality of opportunity, inclusion and anti-racism. Further details can be found on our website: <https://www.catmosecollege.com/careers-overview/>

2. STUDENT ENTITLEMENT

We are committed to providing a planned programme of careers education, information and guidance for all students in Years 7-11. Students are entitled to:

- find out about technical education qualifications and apprenticeship opportunities as part of a careers programme which provides information on

the full range of education and training options available at each transition point;

- have access to current local, regional and national labour market information to support informed decision-making about future pathways. Students will be supported to explore the full range of progression routes, including A levels, apprenticeships, T Levels, Higher Technical Qualifications and other vocational and academic opportunities.
- understand how to make applications for the full range of academic and technical courses.

3. RESPONSIBILITY FOR IMPLEMENTATION

The governing body, senior leadership team, careers leader (Kate Lucas) and careers advisor (Beth Meynell) share responsibility for ensuring careers education and guidance are embedded within the College's strategic priorities, improvement planning and curriculum provision.

4. STAFF

All staff are expected to contribute to the careers education and guidance programme through their roles as tutors and subject teachers. Careers education is planned, monitored and evaluated by the careers leader and advisor. Specialist training is given to the tutors delivering the programme. The careers advisor provides specialist, impartial and confidential careers guidance and holds an appropriate professional careers guidance qualification. Personal guidance is supported by current labour market information and external sources to ensure students receive comprehensive and unbiased advice.

5. CURRICULUM

- 5.1 The careers programme includes careers education tutorials, careers guidance activities (group work and individual interviews), information and research activities (in the library), work-related learning, action planning and recording achievement.
- 5.2 Employer encounters, workplace experiences, enterprise activities and careers learning are structured to contribute towards the Government's ambition that all young people receive the equivalent of two weeks' worth of work experience by the end of Key Stage 4.
- 5.3 Careers lessons are part of our Personal Development Programme. Other focused events, such as post-16 events are provided. Preparation for the work place, including interview skills, CV writing and personal statements, and follow-up takes place in careers tutorial lessons and other appropriate parts of the curriculum.
- 5.4 Careers education is tailored where necessary to meet the needs of individual students, including those with special educational needs and disabilities (SEND), disadvantaged students and other vulnerable groups, ensuring equitable access to careers learning, guidance and encounters with employers and providers.

Further information on careers intent, implementation and impact can be found on the website: <https://www.catmosecollege.com/careers-overview/>

6. ASSESSMENT & MEASUREMENT

- 6.1 Careers provision is evaluated using Compass+, student and parent surveys, destination data, intended destination data, student aspiration measures and sustained destination outcomes. The College also utilises the Future Skills Questionnaire and Career Impact Internal Leadership Review to evaluate effectiveness and identify priorities for continuous improvement. Evaluation is undertaken against the updated Gatsby Benchmarks (2025).
- 6.2 Review of the information within this policy will take place annually.

7. PARTNERSHIPS

The College maintains and develops partnerships with employers, apprenticeship providers, further education providers, universities and other education and training organisations. These partnerships support students' understanding of local, regional and national opportunities and ensure access to a diverse range of education, training and employment pathways.

8. OPPORTUNITY TO ACCESS

- 8.1 A number of events integrated into our careers programme will offer providers an opportunity to come into College to speak to students and/or their parents/guardians. The programme is published on the College website and is updated regularly.
- 8.2 The College will provide opportunities for students to encounter providers of technical education, apprenticeships and vocational learning alongside academic providers, enabling students to understand the full range of progression opportunities available to them.
- 8.3 Providers are welcome to leave a copy of their prospectus or other relevant course literature with the careers advisor who will ensure that it is distributed/displayed.
- 8.4 A provider wishing to request access should contact Beth Meynell (Careers Advisor), Telephone: 01572 770066; email: emeynell@catmosecollege.com or careers@catmosecollege.com. The College is not required to accept every request from a provider to visit, but will work with providers to seek a mutually convenient time.

9. PARENT AND CARER ENGAGEMENT

Parents and carers are recognised as key influencers in young people's career decision-making. The College is committed to engaging parents and carers through information events, communications, careers activities and access to careers resources. This enables parents and carers to support students in making informed decisions about future education, training and employment pathways.

10. FACILITIES

For careers events, we will make available a wide range of facilities including the theatre, Hellerup and classrooms. AV and other specialist equipment will be provided to support presentations.