



**BURTON
BOROUGH
SCHOOL**

Careers Policy Education & Provider Statement

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| Policy Reviewer | Lisa Kane | Date of Review | May 2023 |
| Date Presented to Governors | 14 th June 2023 | Date of next Review | June 2026 |

Policy updated June 2025

Acronyms used within the policy:

CEIAG: Careers Education, Information, Advice & Guidance

NEET: Not in Education, Employment or Training

HP: High Potential

WEX: Work Experience

NCS: National Citizen Programme

NCOP: National Collaborative Outreach Programme

Careers Education, Information, Advice & Guidance

The Burton Borough School provides high quality Careers Education, Information, Advice and Guidance (CEIAG), to support our students. This is developed throughout a student's time at the school, is always supportive of their aspirations, strengths, skills and focuses around the Gatsby Benchmarks (See Appendix 1). Although specialist support is available through key staff members and external providers, the teaching of Careers Education is the responsibility of all staff at Burton Borough School and this statement further supports the school's drive for consistency across the curriculum. Our aim is ensure all of our learners are given opportunities and support to ensure they are able to make their own informed decisions regarding their future career pathways and to ensure that all learners receive an offer post 16 and do not become nonparticipants (NEET). This statement summarises our aims, the statutory guidance, and recommendations. It then outlines the provision of CEIAG, work experience and provider access.

BBS is committed to:

- Raising the profile of Careers Education, Information, Advice & Guidance within the School.
- Preparing students for the transition to life beyond secondary school (higher education and the world of work).
- Supporting students in making informed decisions which are suitable and ambitious for them.
- Providing students with well-rounded experiences.
- Developing characteristics and employability skills e.g. social skills, communication, innovation, resilience and leadership which support all abilities of students in the curriculum and in their careers regardless of background.
- Inspiring and motivating students to develop their aspirations.

Statutory Requirements and Recommendations:

The careers provision at Burton Borough is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.

This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- Be impartial.
- Include information on a range of pathways, including university options or apprenticeships.
- Be adapted to the needs to the student.

The recommendations include:

- To ensure that young people have a better understanding about career choice, subsequent progression and its impact on their long-term earnings.
- To assist young people in developing an understanding of the responsibilities and choices associated with adult life.
- To develop better, and more carefully planned opportunities for young women to meet professionals working in non-stereotypical roles, and to learn more about what such work entails.
- To strengthen the knowledge and understanding of staff about the wide range of progression routes available so that learners can make informed choices.
- To consider how to link the contents of lessons and skills to be developed, more frequently to career opportunities.

- To consider ways in which mentoring could be used to help support young people in overcoming barriers to achievement.

In addition, the school is compliant with the CEIAG that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young people in schools.' This states that all schools must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out later in this document, under Provider Access.

Responsibilities:

BBS Staff will:

- Create a positive and attractive environment which encourages high aspirations of students.
- Provide role models through celebrating the successes of ex-students and motivational speakers.
- Ensure that there are activities in the curriculum to allow learners to access careers information related to their specialist area.
- Display high quality examples of careers within their curriculum area.
- Support the Work Experience programme by assisting tutees with applications and completing monitoring visits.

The Leadership Team will:

- Support the development and implementation of CEIAG policy and practice.
- Monitor the effectiveness of the policy through line management of the lead teacher.
- Provide professional development opportunities for teachers and associate staff as appropriate to further support their own understanding and practical competency in CEIAG.

The Lead Teacher will:

- Work with the small schools and partner agencies to ensure students are given maximum experiences to develop employability skills and make informed decisions.
- Organise EEL day activities to enhance the CEIAG Provision.
- Evaluate the effectiveness of the policy and modify it as necessary.
- Lead staff Professional Development on common practices and methods to be adopted when delivering CEIAG.
- Work systematically with small schools and Future Focus advisors to ensure students who are at risk of becoming NEET are referred to external agencies for support.
- Organise careers fairs, assemblies, notices and talks to deliver information to students in all years regarding CEIAG.
- Raise the profile of careers across the whole school.
- Oversee the Work Experience Programme and liaise with staff to organise monitoring visits.
- Organise the Work Experience Awards Evening to improve links with our placement providers and parents as well as to reward student participation.
- Keep up to date with the current research and best practise in CEIAG.
- Provide regular information to families, via letters, emails and social media, around careers and employability skills.
- Organise additional activities and information during National Careers Week and National Apprenticeship week, linking with local and national employers.

We will encourage our parents and carers to:

- Attend careers fairs and encourage conversations to help support their child with their future pathways.
- Support their child with organising a work experience placement.
- To support the aspirations and encourage a positive work ethic to allow their child to realise their full potential.

Students with Special Educational Needs or Disabilities (SEND):

- Careers is part of the annual review and action plan for a student with SEND. Annual Reviews can be attended by our Future Focus Advisor.
- Personalised support from the SENDCO, (SENDCo) Student Services, Future Focus Advisor, and external bodies is used where appropriate.

(I think VP – Inclusion Lead role should be added here as Kim now oversees the work of the SENDCO and has strategic overview to ensure the operation of SEND is fulfilled on a daily basis).

Students in receipt of Student Premium funding:

- Students in receipt of PP are prioritised for appointments with Future Focus.
- Additional funding is available for students to attend career related activities and university residential trips through NCOP/ASPIRE to HE.

Work Experience Provision:

- The aim of work experience is to provide an opportunity for all students to learn in the workplace; an experience that cannot be replicated in school.
- All students are offered the opportunity of two weeks' work experience in the July of Year 10.
- The overall organisation of work experience is undertaken by the Lead Teacher for Careers and the assistant PA to SLT (WEX team).
- The students are encouraged to arrange their own work experience. However, students are supported by the school through access to the Telford & Wrekin WEX database, which provides links with many large businesses and organisations.
- Parents are informed and communicated with throughout the process and a work experience consent form, H&S form and frequently asked question sheet are sent home at the beginning of year 10.
- Drop-in sessions take place after Easter for students who have still not organised their placement.
- The WEX team checks that the placement meets with the schools' requirements, that the students will be treated fairly, and they will undertake meaningful work. This information is uploaded to the database for the Educational Business Links (EBL) to action, on a weekly basis.
- All students on placement are covered by the employers' insurance and places of work are risk assessed by the Educational Business links at Telford & Wrekin Council.
- Students who do not secure a work experience placement, will take part in a hybrid programme consisting of some virtual work experience talks from Speakers for Schools, workplace and college visits, independent remote study, project work and individual tutorials.

Provider Access Statement:

For all provider access information, please refer to the LCT website: [Provider access and careers - Learning Community Trust](#)

Appendix 1 – Activities Matched Against The Gatsby Measures:

The table below colour codes the Gatsby Benchmarks. The same colour code is used in the activity matrixes that follow on the next pages.

| Gatsby Benchmarks | | |
|-------------------|--|---|
| 1 | A stable careers programme | Every school and college should have an embedded programme of career education and guidance that is known and understood by pupils, parents, teachers, Governors and employers. |
| 2 | Learning from career and labour market information | Every pupil, and their parents, should have access to good quality information about future study options and labour market opportunities. They will need the support of an informed adviser to make best use of available information. |
| 3 | Addressing the needs of each pupil | Pupils have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each pupil. A school's careers programme should embed equality and diversity considerations throughout. |
| 4 | Linking curriculum learning to careers | All teachers should link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths. |
| 5 | Encounters with employers and employees | Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes. |
| 6 | Experiences of workplaces | Every pupil should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks. |
| 7 | Encounters with further and higher education | All pupils should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace. |
| 8 | Personal guidance | Every pupil should have opportunities for guidance interviews with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be timed to meet their individual needs. |

The Colour coding links activities with the Gatsby Benchmarks in the following tables.

| Autumn Term | | | | | | |
|-------------|--|---|--|---|---|--|
| Year Group | Lessons | Guidance | Enrichment Curriculum | Assemblies | Extra Curricular option | |
| 7 | Careers in Curriculum Week 1 - all lessons have a careers link | Future Focus support for Annual Review available on request | START Profile (careers software) | Raising Aspirations Assemblies | Travel & Tourism Period X | |
| | PSHE - Core Theme 3 (See PSHE Curriculum) | Careers Policy shared with Staff, Governors, Parents and wider audience via the website | Big Think Questions - launched on notices in tutor time | | X53 Business Enterprise Period X | |
| | Real or Not quiz in C/D Notices- LMI & Career myths exposed | Careers Library - resources, prospectuses etc updated weekly | External career related workshops/ events shared and students encouraged to attend | | Young Archaeologist Period X | |
| | L4L - KS3 Takeover day application letters sessions | Career of the week information on notices | HP BBS University | | Young Medics Period X | |
| 8 | Careers in Curriculum Week 1 - all lessons have a careers link | Future Focus support for Annual Review available on request | START Profile (careers software) | Raising Aspirations Assemblies | Travel & Tourism Period X | |
| | PSHE - Core Theme 3 (See PSHE Curriculum) | Careers Policy shared with Staff, Governors, Parents and wider audience via the website | STEM Competition - MCMT | | X53 Business Enterprise Period X | |
| | Real or Not quiz in C/D Notices- LMI & Career myths exposed | Careers Library - resources, prospectuses etc updated weekly | Big Think Questions - launched on notices in tutor time | | Young Archaeologist Period X | |
| | L4L - KS3 Takeover day application letters sessions | Career of the week information on notices | National Enterprise Challenge - School Heat | | Young Medics Period X | |
| 9 | Careers in Curriculum Week 1 - all lessons have a careers link | Future Focus support for Annual Review available on request | External career related workshops/ events shared and students encouraged to attend | | | |
| | PSHE - Core Theme 3 (See PSHE Curriculum) | Careers Policy shared with Staff, Governors, Parents and wider audience via the website | HP BBS University | Raising Aspirations Assemblies | Travel & Tourism Period X | |
| | Real or Not quiz in C/D Notices- LMI & Career myths exposed | Careers Library - resources, prospectuses etc updated weekly | External career related workshops/ events shared and students encouraged to attend | | X53 Business Enterprise Period X | |
| | L4L - KS3 Takeover day application letters sessions | Career of the week information on notices | MFL Open days at Wolverhampton, Aston & Oxford Universities | | Young Archaeologist Period X | |
| 10 | Careers in Curriculum Week 1 - all lessons have a careers link | Work Experience Support Sessions | STAAR RAF Project | | Young Medics Period X | |
| | PSHE - Core Theme 3 (See PSHE Curriculum) | Careers Fair - Post 16 advice | START Profile (careers software) | Work Experience Launch | Travel & Tourism Period X | |
| | Real or Not quiz in C/D Notices- LMI & Career myths exposed | Post 16 Provider Lunch time drop ins | Big Think Questions - launched on notices in tutor time | Raising Aspirations Assemblies | X54 Business Enterprise Period X | |
| | | Careers Library - resources, prospectuses etc updated weekly | External career related workshops/ events shared and students encouraged to attend | | Young Archaeologist Period X | |
| 11 | | Career of the week information on notices | HP BBS University | | Young Medics Period X | |
| | | Future Focus support for Annual Review available on request | The Brilliant Club (HP Students) | | Intro into Law - Period X | |
| | | Key Stage 4 Parents Information Evening - Careers (Work experience presentation) | MFL Open days at Wolverhampton, Aston & Oxford Universities | | Driver Theory Training Period X | |
| | | Careers Policy shared with Staff, Governors, Parents and wider audience via the website | | | Work Experience Awards night - speakers from businesses | |
| | Careers in Curriculum Week 1 - all lessons have a careers link | Careers Fair - Post 16 advice | START Profile (careers software) | Post 16 Provider Assemblies (Fridays) | Travel & Tourism Period X | |
| | PSHE - Core Theme 3 (See PSHE Curriculum) | Post 16 Provider Lunch time drop ins | University Visits - Local & National (Inc. Oxbridge sessions) | Future Focus - different Pathways session | X54 Business Enterprise Period X | |
| | Real or Not quiz in C/D Notices- LMI & Career myths exposed | Future Focus one to one appointments | Open days /Taster sessions shared on notices and students encouraged to attend | Raising Aspirations Assemblies | Young Archaeologist Period X | |
| | | Careers Policy shared with Staff, Governors, Parents and wider audience via the website | External career related workshops/ events shared and students encouraged to attend | | Young Medics Period X | |
| | | Career of the week information on notices | HP BBS University | | Intro into Law - Period X | |
| | | Post 16 Applications /CV - Support sessions in the library | | | Driver Theory Training Period X | |
| | | Careers Library - resources, prospectuses & vacancies board updated weekly | | | | |

| Year Group | Spring Term | | | | |
|------------|---|--|---|---|---|
| | Lessons | Guidance | Enrichment Curriculum | Assemblies | Extra Curricular option |
| 7 | Careers in Curriculum Week 2 - all lessons have a careers link | Future Focus support for Annual Review available on request | START Profile (careers software) | Raising Aspirations Assemblies | Travel & Tourism Period X |
| | Career Competition in CIC Notices- Research and presentation task | Careers Policy reviewed and updated | Key Stage 3 Takeover day interviews and feedback | | KS3 Business Enterprise Period X |
| | National Apprenticeship & National Careers week - activities in CLL | Careers Library - resources, prospectuses etc updated weekly | External career related workshops / events shared and students encouraged to attend | | Young Archaeologist Period X |
| | | Career of the week information on notices | HP BBS University | | Young Medics Period X |
| 8 | Careers in Curriculum Week 2 - all lessons have a careers link | Future Focus support for Annual Review available on request | START Profile (careers software) | Raising Aspirations Assemblies | Travel & Tourism Period X |
| | Career Competition in CIC Notices- Research and presentation task | Careers Policy reviewed and updated | External career related workshops / events shared and students encouraged to attend | | KS3 Business Enterprise Period X |
| | National Apprenticeship & National Careers week - activities in CLL | Careers Library - resources, prospectuses etc updated weekly | Key Stage 3 Takeover day interviews and feedback | | Young Archaeologist Period X |
| | | Career of the week information on notices | National Enterprise Challenge - Practice for the finals | | Young Medics Period X |
| 9 | Careers in Curriculum Week 2 - all lessons have a careers link | Future Focus support for Annual Review available on request | START Profile (careers software) | Raising Aspirations Assemblies | Travel & Tourism Period X |
| | Career Competition in CIC Notices- Research and presentation task | Careers Policy reviewed and updated | HP BBS University | | KS3 Business Enterprise Period X |
| | National Apprenticeship & National Careers week - activities in CLL | Careers Library - resources, prospectuses etc updated weekly | External career related workshops / events shared and students encouraged to attend | | Young Archaeologist Period X |
| | | Career of the week information on notices | MFL Open days at Wolverhampton, Aston & Oxford Universities | | Young Medics Period X |
| 10 | Careers in Curriculum Week 2 - all lessons have a careers link | Work Experience Support Sessions | START Profile (careers software) | Raising Aspirations Assemblies | Travel & Tourism Period X |
| | Career Competition in CIC Notices- Research and presentation task | Careers Fair - Post 16 advice | Big Think Questions - launched on notices in tutor time | | KS4 Business Enterprise Period X |
| | National Apprenticeship & National Careers week - activities in CLL | Post 16 Provider Lunch time drop ins | External career related workshops / events shared and students encouraged to attend | | Young Archaeologist Period X |
| | | Careers Library - resources, prospectuses etc updated weekly | HP BBS University | | Young Medics Period X |
| 11 | Careers in Curriculum Week 2 - all lessons have a careers link | Future Focus support for Annual Review available on request | MFL Open days at Wolverhampton, Aston & Oxford Universities | | Intro into Law - Period X |
| | Career Competition in CIC Notices- Research and presentation task | Career of the week information on notices | The Brilliant Club (HP Students) | | Driver Theory Training Period X |
| | National Apprenticeship & National Careers week - activities in CLL | Careers Policy reviewed and updated | Work Experience Drop in Sessions | | Work Experience Awards night - speakers from businesses |
| | Destinations Audit to inform interventions for students at risk of NEET | Careers Fair - Post 16 advice | START Profile (careers software) | Post 16 Provider Assemblies (Fridays) | Travel & Tourism Period X |
| | | Post 16 Provider Lunch time drop ins | Open days / Taster sessions shared on notices and students encouraged to attend | Future Focus - different Pathways session | KS4 Business Enterprise Period X |
| | | Future Focus one to one appointments | External career related workshops / events shared and students encouraged to attend | Raising Aspirations Assemblies | Young Archaeologist Period X |
| | | Careers Policy reviewed and updated | HP BBS University | | Young Medics Period X |
| | | Post 16 Applications (CV - Support sessions in the library) | Apprenticeship Show | | Intro into Law - Period X |
| | | Careers Library - resources, prospectuses & vacancies board updated weekly | Your Future Conference - CV Writing and Interview Prep workshops | | Driver Theory Training Period X |
| | | Career of the week information on notices | Your Future Conference - employability and progression routes workshops | | |
| | | | Your Future Conference - Mock Interviews with full application process | | |
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| Spring Term | | | | | | |
|-------------|--|---|---|---|----------------------------------|--|
| Year Group | Lessons | Guidance | Enrichment Curriculum | Assemblies | Extra Curricular option | |
| 7 | Careers in Curriculum Week 3 – all lessons have a careers link | Future Focus support for Annual Review available on request | START Profile (careers software) | Raising Aspirations Assemblies | Travel & Tourism Period X | |
| | Career Pathways in C/D Notices- Showing staff/journeys | Careers Policy shared with Staff, Governors, Parents and wider audience via the website | External career related workshops (events shared and students encouraged to attend) | | KS3 Business Enterprise Period X | |
| | PSHE - Core Theme 3 (See L4L Curriculum) | Careers Library - resources, prospectuses etc updated weekly | HP BBS University | | Young Archaeologist Period X | |
| | | Career of the week information on notices | | | Young Medics Period X | |
| 8 | Careers in Curriculum Week 3 – all lessons have a careers link | Future Focus support for Annual Review available on request | START Profile (careers software) | Raising Aspirations Assemblies | Travel & Tourism Period X | |
| | Career Pathways in C/D Notices- Showing staff/journeys | Careers Policy shared with Staff, Governors, Parents and wider audience via the website | External career related workshops (events shared and students encouraged to attend) | | KS3 Business Enterprise Period X | |
| | PSHE - Core Theme 3 (See L4L Curriculum) | Careers Library - resources, prospectuses etc updated weekly | National Enterprise Challenge - Preparation for finals | | Young Archaeologist Period X | |
| | | Career of the week information on notices | National Enterprise Challenge - Finals | | Young Medics Period X | |
| 9 | Careers in Curriculum Week 3 – all lessons have a careers link | Future Focus support for Annual Review available on request | START Profile (careers software) | Raising Aspirations Assemblies | Travel & Tourism Period X | |
| | Career Pathways in C/D Notices- Showing staff/journeys | Careers Policy shared with Staff, Governors, Parents and wider audience via the website | HP BBS University | | KS3 Business Enterprise Period X | |
| | PSHE - Core Theme 3 (See L4L Curriculum) | Careers Library - resources, prospectuses etc updated weekly | External career related workshops (events shared and students encouraged to attend) | | Young Archaeologist Period X | |
| | | Career of the week information on notices | Key Stage 3 Takeover day interviews and feedback | | Young Medics Period X | |
| 10 | Careers in Curriculum Week 3 – all lessons have a careers link | Careers Fair - Post 16 advice | START Profile (careers software) | Raising Aspirations Assemblies | Travel & Tourism Period X | |
| | Career Pathways in C/D Notices- Showing staff/journeys | Post 16 Provider Lunch time drop ins | Work Experience Placement | Work Experience H&S assembly | KS4 Business Enterprise Period X | |
| | PSHE - Core Theme 3 (See L4L Curriculum) | Careers Library - resources, prospectuses etc updated weekly | External career related workshops (events shared and students encouraged to attend) | | Young Archaeologist Period X | |
| | Work Experience Preparation in L4L | Future Focus support for Annual Review available on request | HP BBS University | | Young Medics Period X | |
| 11 | Work Place visits for students without placements | Career of the week information on notices | The Brilliant Club HP Students | | Intro into Law - Period X | |
| | Work Experience Brief Activities | Careers Policy shared with Staff, Governors, Parents and wider audience via the website | | | Driver Theory Training Period X | |
| | FF Choices Checklist activity in preparation for next year | | | | | |
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| 11 | Careers in Curriculum Week 3 – all lessons have a careers link | Careers Fair - Post 16 advice | START Profile (careers software) | Raising Aspirations Assemblies | Travel & Tourism Period X | |
| | Career Pathways in C/D Notices- Showing staff/journeys | Post 16 Provider Lunch time drop ins | Open days / Taster sessions shared on notices and students encouraged to attend | Future Focus - different Pathways session | KS4 Business Enterprise Period X | |
| | PSHE - Core Theme 3 (See L4L Curriculum) | Future Focus one to one appointments | External career related workshops (events shared and students encouraged to attend) | | Young Archaeologist Period X | |
| | | Careers Policy shared with Staff, Governors, Parents and wider audience via the website | HP BBS University | | Young Medics Period X | |
| | | Continuation work with FF & Small schools to ensure smooth transition | | | Intro into Law - Period X | |
| | | Post 16 Tasters | | | Driver Theory Training Period X | |
| | | MEET Intervention - Support to apply & tasters | | | | |
| | | Careers Library - resources, prospectuses & vacancies board updated weekly | | | | |
| | | Career of the week information on notices | | | | |
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Additional external events are advertised as they occur via our twitter account: @CareersBbs and information is regularly shared to families via the bulletin.