



# Careers and Enterprise Policy

Procedure Originator:	Senior Leadership Team
Approved By:	Headteacher
Date of Last Review:	January 2026
Next Review Date:	January 2027

## 1. Purpose & Scope

This policy sets out our commitment to providing high-quality careers and enterprise education, information, advice and guidance (CEIAG) for all students at Brookhaven. As a specialist school for autism spectrum conditions (ASC), we are committed to ensuring that every student has the support, skills, and knowledge to make informed choices, become as independent as possible, and succeed in future education, training or employment.

This policy applies to all students from Year 7 through Year 11 (and any post-16 provision if applicable), including those on the Achieve, Vocational, and Independence pathways.

## 2. Statutory & Best Practice Framework

Our policy is informed by:

- Careers Guidance and Access for Education and Training Providers statutory guidance (England, updated May 2025).
- The Gatsby Benchmarks (updated 2024-25).
- Guidance for special schools and SEND, ensuring adaptations and additional support.
- Provider Access Legislation, ensuring encounters with FE, training, and apprenticeship providers.
- Our membership of the Greater Manchester Combined Authority (GMCA) Careers Hub, which supports us in embedding the Gatsby Benchmarks, accessing training and resources, and connecting with local employers and providers.

## 3. Principles & Aims

Brookhaven School's careers programme aims to:

- Ensure every student has scheduled careers & enterprise lessons each week.
- Provide impartial and inclusive careers guidance, tailored to each student's needs, abilities, aspirations, and pathway.
- Equip students with knowledge of the world of work, labour market information (LMI), and future education/training routes.

- Foster enterprise skills: teamwork, communication, problem solving, confidence.
- Increase independence: supporting students in making decisions, planning next steps, and understanding their rights and responsibilities.
- Build strong connections with employers, FE/HE providers, training providers, and the local community through the GMCA Careers Hub.

## 4. Roles & Responsibilities

Role	Responsibilities
Academy Council	Approve and review this policy; ensure statutory duties are met; appoint a Careers Leader; ensure policy published on website.
Headteacher / SLT	Provide strategic leadership; ensure resources; integrate careers into the school development plan; support Careers Leader.
Careers Leader	Implement and monitor the programme; track Gatsby Benchmarks; liaise with employers/providers; engage with GMCA Careers Hub.
Pathway Leads (Achieve, Vocational, Independence)	Ensure pathways embed careers learning suited to student needs.
Teachers	Deliver lessons; link curriculum to careers; support encounters and trips.
External Partners Providers	/ Deliver impartial advice; provide LMI; employer encounters.

## 5. Careers Programme Structure

**Scheduled Lessons:** Weekly careers & enterprise lessons (Years 7–11).

**Encounters & Experiences:** Employer talks, workplace visits, virtual encounters, FE/HE provider input (through GMCA Careers Hub links).

Personal Guidance: One-to-one careers meetings, especially at transition points.

LMI: Shared regularly with students and families.

Provider Access: In line with statutory guidance.

## 6. Meeting Gatsby Benchmarks

Brookhaven School, with the support of the GMCA Careers Hub, aims to achieve all eight Gatsby Benchmarks.

1. A stable careers programme.
2. Learning from LMI.
3. Addressing the needs of each pupil.
4. Linking curriculum to careers.
5. Employer encounters.
6. Workplace experiences.
7. Encounters with FE/HE.
8. Personal guidance.

## 7. Special School / SEND Considerations

- Accessible communication methods (visuals, symbols, social stories).
- Extra time for reflection and decision-making.
- Parent/carer involvement.
- Tailored workplace visits and experiences through GMCA Careers Hub partners.

## 8. Monitoring & Evaluation

- Self-evaluation via Compass+ tool.
- Regular reporting to SLT/Academy Council.
- Student and parent feedback.
- Annual review of the careers programme with GMCA Careers Hub support.

## 9. Resources & Budget

- Dedicated budget for staff CPD, employer visits, and resources.
- Careers Leader time allocation.
- Access to GMCA Careers Hub training, employer networks, and events.

## 10. Policy Review

- Reviewed every 1 year (or earlier if statutory changes occur).

## 11. Publication

- Published on the Brookhaven School website.
- Shared with students, parents, and community partners.