



Careers Education Policy & Strategy

School Name: Devizes School

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Purpose

Devizes School will provide a world class learning experience for all our students. We will raise aspirations and support students to achieve their full potential supported by a robust career education programme. We will develop global citizens who are ready to overcome the challenges of tomorrow.

Entitlement and Vision

The personal and social development of pupils is the responsibility of every member of staff at Devizes School and the provided Careers Education Information Advice and Guidance is an integral part of this.

Our vision is:

- Values, culture, and character through excellence in standards. Devizes School raises aspirations and builds futures – we change lives.

Our values are Courage, Pride, and Resilience:

- We have courage to always try and do the right thing, even when it is difficult to do so.
- We have pride in ourselves, each other, and our school.
- We have the resilience to never give up and always bounce back.
- We do this with the spirit of kindness, trust, and cheerfulness.

We are committed to delivering a robust programme of Careers Education, Information, Advice and Guidance (CEIAG) for all our students (Years 7-13). This will provide our students with the skills, knowledge, support and insight into the world of work and therefore enable them to make informed decisions and choices for their future pathways.

Context

Devizes School is a 11-18 comprehensive academy where children of all abilities, aptitudes and social backgrounds are nurtured, encouraged and challenged to achieve their best. We are proud member of the White Horse Federation and was rated as “Good” in its last Ofsted inspection in October 2024. The school serves the town of Devizes and surrounding villages with an average intake of 180 students per academic year. (source: Wiltshire gov)

We have a high number of students that progress onto their first choice of further and higher education with a relatively low number of NEET students. Based on our average data between 2022- 2025 our students moved to a range of FE and HE providers.

For 2025/26, our Year 11 pupils moved to a range of providers after Devizes School:

- 51.4% Devizes Sixth Form
- 3.4% Other Sixth Form
- 26.7% Wiltshire College
- 12.3% Another FE College
- 1.4% Apprenticeships
- 1.4% Forces
- 0.7% Wiltshire Council Engage
- 1.4% Employment and Training
- 0.7% Specialist Scholarship
- 0.7% NEET

Our Year 13 pupils moved to a range of providers and options after Devizes Sixth Form:

- 72.2% Universities
- 5.6% Apprenticeship (via both College and Training Provider)
- 1.9% HE College Education
- 9.3% Employment
- 11.1 % Gap year

Careers provision at Devizes School is in line with the statutory guidance from the Department of Education, Careers guidance and access for education and training providers (January 2023), Skills and Post 16 Education Act 2022 and Ofsted. The School uses both the Gatsby Charitable Foundation's Benchmarks in conjunction with the new Career Development Framework to continually develop and improve its careers education.

The 8 Gatsby Principles for effective careers guidance are:

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

The structure of the CDI framework is defined under areas of careers, employability and enterprise education: -

1-Developing yourself through careers, employability and enterprise education

Self-awareness, self-determination and self-improvement underpin aspiration, ambition and achievement in careers, learning and the world of work

2- Learning about careers and the world of work

Exploring, investigating and understanding the opportunities, responsibilities and experiences

that careers and the world of work have to offer is a prerequisite for successful planning and development

3-Developing your career management, employability and enterprise skills

Developing a range of career management, employability and enterprise skills is the key to meeting challenges, making progress and managing change

Devizes School pride themselves on developing and delivering a programme which fully meets the Gatsby framework supporting the CDI framework ensuring delivery is compliant with the Baker Clause, Skills for Jobs and the Provider Access Legislation.

There are other documents that support this policy

1. Careers Policy – Provider Access Policy
2. Careers Education Programme
3. Tutor Programme

Objectives

Our programme is designed to bridge the gap between education and employment and will assist students to:

- Increase personal responsibility, aspirations and motivation.
- Make informed decisions and plan with confidence, including choices regarding education, employment and training.
- Ensure students are aware of a variety of progression routes and career opportunities.
- To ensure students will receive a rich provision of extra-curricular, employability, enterprise and work-related learning activities that develop a range of employability skills including resilience and aspiration, which underpin success in education and employment.
- Gain research skills in relation to careers information and develop career management skills.
- Have an awareness of education, employment and training opportunities and trends, and the changing nature of the working environment.
- Appreciate work related issues such as equal opportunities, health and safety and employee well-being.

Organisation and Content

Our programme is carefully designed and delivered in a variety of methods to ensure every need is met. The delivery includes:

- A whole school tutor programme. A full embedded and developmental tutor programme focusing on the following areas:

Year Group	Topic
Year 7	Exploring Careers and the Future, Introduction to employability skills and Careers Labour Market Information
Year 8	Getting to know Yourself and Your Skills and Careers Labour Market Information exploration
Year 9	Options and Pathways, employment environments, sectors and curriculum links
Year 10	Work experience, CV's and Preparing for Post 16
Year 11	Post 16 Options, Applications and Preparing for Year 12
Year 12&13	Preparing for Post 18 pathways

- **Scheduled Annual Next Step Assemblies and Fairs for Post 16 and Post 18 pathways**
An opportunity for students to engage in meaningful encounters with Further and Higher education providers including colleges, sixth forms, UTC, apprenticeships providers, universities, gap years, employment agencies and other organisational provisions.
- **Annual Next Steps Fair for all students -**
Whole school careers fair packed full of interactive stalls and promotional material to inform, educate and inspire our students for their Next Steps including a range of employers, apprenticeship providers, FE and HE options, clubs and societies
- **Annual Employability Ready Recruitment and Selection for Years 10 and 12**
An assessment centre scenario day including applications, CV's, team activities and individual mock interviews
- **Apprenticeships in Curriculum National Apprenticeship Week**
An opportunity for students to engage in a whole week of activities showcasing apprenticeships and alumni correlated to curriculum.
- **National Careers Week Focused events**
A whole week showcasing national career opportunities across a range of business industries and sectors
- **Specialist talks and assemblies throughout the year**
Students have the opportunity to participate in presentations delivered by external organisations.
- **Employability Programmes**
Delivered by external organisations such as WIN, Rise and Villiers Park

- **Careers Guidance Appointments**

All students have the opportunity to meet with an independent, impartial and L6 qualified careers advisor. Referrals can be made by individuals, parents or staff by email to ctranter@twhf.org.uk.

Group Guidance is delivered during assemblies and tutor time.

Individual progress and planning reviews are held with tutors and students.

- **Careers Platform Access (www.unifrog.org.uk)**

All students, parents and staff are encouraged to use the Unifrog platform to enhance their careers education skills and knowledge.

Work Experience and Enterprise Programmes (In-School, external and Virtual options)

Y10 3 Days Term 6	Y12 3-5 Days Term 6
10 Hours Community, volunteering	

In KS4 Our Year 10 and Year 12 students are given the opportunity to engage in work experience in a variety of forms. This includes planning and preparation workshops, CV and letter writing. Students are encouraged to opt for a range of experiences of the workplace including; Physical Work Experience, Work Shadowing, Virtual Work Experience, or an In-School experience alternative. Our model of gaining work experience in school would include Enterprise Days, Employer Encounters, Business Insights and Skills programme to enhance their experience with a minimum of 3 physical days' work-based placement

In KS3, we ensure work experience is a blended model of learning, ensuring a minimum of 1 week experience is gained over Years 7,8 and 9.

Y7 2 days	Y8 2 days	Y9 2 days
PSHE 1/2 Day (across 3 weeks) 9 UNITS UK work modelling & Booklet	PSHE 1/2 Day (across 3 weeks) Virtual WEX (Classroom delivery)	PSHE 1 Day across 6 weeks Virtual individual WEX via Springpod
1/2-day Trip, Tours and Talks	1/2-day Trip, Tours and Talks	1 day Trip, Tours and Talks
Charities Day		
Volunteering in the community Projects - 1 day	½ Day Devizes Business Experience Rotation	

Information advice and guidance for future employability

- Weekly Careers Newsletters
- Employability skills programme
- External visits and trips all with a career's education expectation or a Tour, a Talk and a task in every business visit
- Alumni guest speakers in curriculum
- Specialist Employer engagement Trips for experiencing the workplace
- Specialist Workshops to raise awareness and attainment
- Specialist Disadvantaged student programmes of delivery

Career education is embedded in our curriculum. Head of Faculties are responsible for ensuring that careers education in curriculum is a key part of their subject's curriculum and opportunities are taken to promote careers in their specialisms. All staff are responsible for ensuring that they incorporate and promote careers during their lessons and engage with a minimum of 2 encounters per subject per year.

Heads of Year and tutors are responsible for ensuring that careers education is promoted to their year group and tutors' groups. Tutors must promote, encourage and monitor students' engagement with their future pathway planning.

Responsibilities and Monitoring

The **Careers lead** (Ceri Tranter) is responsible for raising awareness amongst staff of their contribution to the careers programme and agree the overall aims, objectives and priorities lead policy development: monitor, review and evaluate the programme in order to carry out a continuous process of review and development; include the use of outside organisations; liaising with external providers and employers.

The **Careers advisors** (external consultants) are responsible for supporting the Careers Leader (Ceri Tranter) in school, with the strategic planning and delivery of individual personal guidance interviews throughout the school.

Parents and students are asked to book their impartial careers appointments directly via email (to Ceri Tranter ctranter@twhf.org.uk); who works closely with the Heads of Year and wider pastoral team to provide the appointment schedules. Appointments are added to the students' timetables and reminders are sent.

The Careers Team work closely with students with additional needs to ensure all careers support is available and adjusted to their individual needs, supporting disadvantaged learners to the very highest standard possible.

Tutors are responsible for the delivery of the pre-planned and written careers programme activities during Tutor periods and maintaining up to date records for their tutees.

Heads of Faculty are responsible for the oversight and implementation of developing awareness in Careers in their Curriculum specialism.

Heads of Year and the Pastoral Team are responsible for developing, maintaining and monitoring pathway data of all students in their year group.

The **SENCo** is responsible for overseeing that the provided resources and programme information is carefully adapted and delivered for their students.

The **Senior Leadership Team (SLT)** member with responsibility for oversight in this area will undertake quality assurance and review processes for the provision of careers education within the school.

The **link governor** for careers (Audra Gill agill@gov.twhf.org.uk) will be consulted on significant changes to the careers provision and be used to support the status and delivery of

the career's curriculum.

Parents and Carers

a. Parents and carers are encouraged and supported to help their children to become self-reliant and better able to manage their personal and career development. We provide enhanced information and guidance to support parents and carers through information evenings, career events, Unifrog, and the Careers section of the website. Parents and carers are encouraged to support their child with offers of work experience, shadowing, virtual opportunities as well as engaging in careers days such as the GCSE Options pathways process, Post 16, Post 18, Next Steps and Employability Ready days.

b. Information on Careers Education is accessible on the school website.

c. Parents are welcome to contact the Head of Careers and Level 6 Independent Careers Advisor directly – ctranter@twhf.org.uk.

Monitoring and evaluation:

Throughout the school year the Careers Education, information, advice and guidance provision is monitored to ensure students are accessing what they need/require. Some of the ways this happens are listed below. Student destinations are also reviewed each year using alumni data.

- Focus groups (e.g. Career Champions, Student Council) with students gaining a broad range of student feedback. The Career Champion group is a mixture of students and parents/carers and gathers feedback on the provision we offer.
- Staff are encouraged to give feedback to the Head of Careers on all planned provision and events.
- The SLT line manager holds regular link meetings with the Head of Careers to monitor the programme and evaluate all events that have taken place.
- The SENCo has regular analysis meetings with the Head of Careers to address the needs of all our SEND students.
- Unifrog usage percentage and competencies/interactions recorded.
- Records of student's individual guidance appointments are kept
- Student and parent questionnaires
- Analysis of the learning and skills questionnaire
- Destination data and alumni tracking in compliance with Wiltshire Council and DfE requirements.
- Careers is a regular item on the Governors meetings. The Head of Careers liaises all plans with our Link Governor to Careers.
- Careers is a regular agenda item in our Year Group meetings.
- Compass Plus Evaluation reports.
- The school completes the analysis of the Future Skills Questionnaire provided by Compass+, which helps determine the direction and need of specific information, advice and guidance.

A review of this Policy and Procedures will be undertaken by the Careers Lead annually. This will be reported to the Principal every academic year.

The revised policy will be submitted to the Governors every two years.

