



## **Policy: Careers Education, Information, Advice and Guidance (CEIAG) Policy including the Provider Access Policy Statement**

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## **1. Statement of intent**

This policy is underpinned by Sections 42A and 45A of the Education Act 1997, and has due regard to the DfE's statutory guidance, 'Careers guidance and access for education and training providers', which was last updated in October 2018.

The main aims of careers provision at **Cirencester Deer Park School** are to:

- Prepare pupils for life post-education.
- Develop an understanding of different career paths and challenge stereotypes.
- Develop an understanding of the differences between school and work.
- Inspire pupils to chase and achieve their dreams.
- Help pupils to access information on the full range of post-16 education and training opportunities.
- Support pupils after leaving school.
- Offer targeted support for vulnerable and disadvantaged young people.
- Instil a healthy attitude towards work.

## **2. Legal framework**

2.1. This policy has due regard to the legislation and statutory guidance, including, but not limited to, the following:

- DfE 'Careers guidance and access for education and training providers' 2022
- Education Act 1997
- Education and Skills Act 2008
- Apprenticeships, Skills, Children and Learning Act 2009
- Equality Act 2010
- Children and Families Act 2014
- Technical and Further Education Act 2017
- The School Information (England) (Amendment) Regulations 2018

## **3. Roles and responsibilities**

3.1. The local governing body is responsible for:

- Ensuring that all registered pupils are provided with independent careers guidance from Year 8 to Year 11.
- Ensuring that arrangements are in place to allow a range of education and training providers to access all pupils and inform them about approved technical education qualifications and apprenticeships. A policy statement will set out these arrangements.
- Ensuring that the independent careers guidance is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.
- Ensuring that the guidance includes information on the range of education or training options, including apprenticeships and technical education routes.
- Ensuring the Careers Policy does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Procedure Policy.
- Providing clear advice and guidance to the headteacher on which they can base a strategy for careers education and guidance which meets the school's legal requirements.

3.2. The careers leader is responsible for:

- Managing the provision of careers information.
- Liaising with the headteacher and the careers adviser to implement and maintain effective careers guidance.
- Liaising with the PSHE leader (Head of Ethics and Computing) and other subject leaders to plan careers education in the curriculum.
- Liaising with teachers, Year leaders, Head of Pastoral and the SENCO to identify pupils needing guidance.
- Referring pupils to our careers adviser.
- Establishing, maintaining and developing links with FE colleges, universities, apprenticeship providers and employers.
- Negotiating an annual service level agreement with the LA for support for vulnerable and disadvantaged pupils.
- Providing pupils with effective careers guidance and supporting social mobility by improving opportunities for all young people.
- Supporting teachers of careers education and tutors providing initial information and advice.
- Monitoring teaching and learning in careers education, and the access to and take up of career guidance.

- Advising senior leadership on policy, strategy and resources for careers education, information, advice and guidance (CEIAG).
- Preparing and implementing a development plan for CEIAG.
- Reviewing and evaluating the programme of CEIAG.
- Encouraging the training of school staff to promote careers guidance to their pupils.
- Using the Gatsby Benchmarks to improve the school's careers provision and ensure compliance with legal duties, with an ultimate aim to meet all benchmarks.
- Allowing pupils to have access to providers of technical education, such as colleges, and apprenticeships to ensure every pupil is well-informed about their future options at every stage.
- Using the Compass tool for self-evaluating the careers provision the school offers.
- Publishing details of the school's careers programme and a policy statement on provider access on its website.
- Engaging with the designated teacher for LAC/CLA and previously LAC/CLA to ensure they know which pupils are in care/are care leavers, to understand their additional support needs and to ensure that any personal education plans can inform careers advice.
- Working closely with the SENCO and other staff to identify the guidance needs of all pupils with SEND and implement personalised support.
- Ensuring that pupils with SEND understand their different career pathways, and enabling them to gain the skills, knowledge and experience they require to achieve their career goals.
- Organising workshops for pupils and actively promoting the careers adviser in-house at open evenings, presentation days, assemblies and parents' evenings.
- Developing incentives and initiatives which actively encourage pupils to sign up to the school's career service.
- Ensuring pupils have the support to discuss their options through the tutor team, Year leader, Curriculum lead on Options and teaching staff.
- Coordinating with the designated teacher to work with the relevant virtual school head (VSH) to ensure a joined-up approach to identifying and supporting career ambitions is achieved.

### 3.3. The careers adviser is responsible for:

- Reporting regularly to the careers leader, regarding pupil progress and the effectiveness of the school's career plan.
- Providing a thorough, personalised career service throughout the school.
- Staying up-to-date with relevant CPD and developments in the CEIAG sector.
- Producing careers information and guidance through online and hard copy literature, and visual displays in school.
- Attending regular meetings with the careers leader to discuss the school's career plan.
- Arranging meetings and follow-up appointments with pupils who are interested in the careers service.

### 3.4. Teaching staff are responsible for:

- Ensuring careers education is planned into their lessons.
- Attending any relevant CPD or training to ensure they are up-to-date with the school's careers plan.
- Promoting careers guidance in the classroom through visual aids.
- Creating a learning environment that allows and encourages pupils to tackle real life challenges, manage risks and develop skills that can be applied to the workplace.

#### **4. A stable careers programme**

- 4.1. The school will have its own careers programme in place which meets the requirements of the eight Gatsby Benchmarks. The programme will be reviewed annually against the benchmarks to ensure it remains on target and timely as new opportunities arise.
- 4.2. A careers leader will be appointed to ensure the leadership and coordination of a high-quality careers programme. The careers leader is currently Cath Brace, Assistant Head. The name and contact details of the careers leader will be published on the school website.
- 4.3. A careers adviser will be appointed to support the careers leader and to provide individual, tailored careers guidance to pupils. The careers adviser is currently Andrew Lloyd.
- 4.4. Details of the school's careers plan will be published on the school website inviting pupils, parents, teachers, governors and employers to provide feedback.
- 4.5. The Careers leader will work with enterprise coordinators to build careers and employer engagement plans to broaden the range of guidance that pupils have access to.
- 4.6. The school will work towards the Quality in Careers Standard to support the development of their careers programme, ensuring the programme is reviewed annually to ensure it is in line with the required standards.

#### **5. Labour market information**

- 5.1. The school will ensure every pupil, and their parents, has access to good-quality information about future study options and labour market opportunities.
- 5.2. Pupils and their parents will be referred to the National Careers Service which offers information and professional advice via a website, helpline and web chat.
- 5.3. The school will ensure pupils and their parents understand the value of finding out about the labour market, and support them in accessing this information. Pupils and their parents will be provided with information on the benefits of understanding the labour market, including the salaries and promotion opportunities for different jobs, and the volume and location of vacancies across different sectors.
- 5.4. The school will ensure that all pupils, by the age of 14, have accessed and used information about career paths and the labour market to inform their decisions on study options.
- 5.5. The school will provide pupils with the necessary links and information that will enable them to access this. Access will be monitored to review whether pupils are making the most of the service, and if not, what can be done to ensure they do.
- 5.6. The school will make use of local enterprise partnerships to provide pupils with presentations and workshops on the local labour market and employer expectations. The information provided through the partnership will be used to shape career guidance and workshops in schools.
- 5.7. To support social mobility, the school will work to raise pupils' aspirations and tackle stereotypical assumptions. Interventions will be used to tackle gender stereotypes; arrangements will be made for pupils to talk to employees who work in non-stereotypical jobs to raise awareness of the range of careers that STEM qualifications lead to.

#### **6. Addressing the needs of pupils**

- 6.1. The school's careers programme will aim to raise the aspirations of all pupils whilst being tailored to individual needs. The programme will inform pupils of the range of opportunities available to them, encouraging them to aim higher and make choices relevant to what they feel they can achieve.
- 6.2. All forms of stereotyping will be prohibited in the careers advice and guidance that is provided, to ensure pupils from all backgrounds, gender and diversity groups, and those with SEND, can consider the widest possible range of careers.
- 6.3. Comprehensive and accurate records will be kept to support the career development of pupils. These will be stored securely in the pastoral office and on the School's computer system. The school will allow access to this information, should a pupil or their parent request it.
- 6.4. Destinations data will be retained by the school for at least three years.

- 6.5. Information about destinations, e.g. the percentage of pupils attending sixth form in the following term, will be published on the school's website alongside the school's careers programme.
- 6.6. The school will collect and analyse destinations data to assess how well the careers programme is countering stereotypes and raising aspirations. The data will be reviewed by the careers leader on an annual basis who can then base further development of the school's career guidance plan on the results and areas of success or failure. The careers leader will present analysis of the data and recommendations to the School's Senior Leadership Team.

## **7. Targeted support**

- 7.1. The school will work to identify pupils who are in need of targeted support or those who are at risk of not participating in post-16 pathways. Agreements will be made over how these pupils can be referred for support drawn from a range of education and training support services available locally.
- 7.2. The school will ensure that pupils understand the programmes available to support them and the financial costs associated with staying in post-16 FE.
- 7.3. To support pupils who are likely to need support with post-16 participation costs, such as those with SEND, the school will work with local post-16 education or training providers to share pupil data and ensure these pupils receive such support.
- 7.4. The school will ensure that pupils are aware of the 16-19 Bursary Fund, which has been devised to support those individuals with a financial hardship. Pupils will be advised of how to access this funding and who they should speak to in order to find out more information.

## **8. Pupils with SEND**

- 8.1. The school will ensure that careers guidance is differentiated, if appropriate, and based on high aspirations and a personalised approach.
- 8.2. The careers leader will work closely with the SENCO and other staff to support pupils with understanding different career pathways and how to develop the necessary skills, knowledge, experience and qualifications to succeed and fulfil their potential. The school will work with families of pupils to help them understand what career options are available.
- 8.3. Surveys will be conducted to find out individual pupils' aspirations. The results of the surveys will create careers guidance and experience that will be tailored to pupils needs based on their own aspirations and abilities.
- 8.4. Careers guidance will take account of the full range of relevant education, training and employment opportunities. It will inform pupils about the ways employees with SEND are supported in the workplace, and how jobs can be adapted to fit a person's abilities.
- 8.5. The school will build partnerships with businesses and other employers, employment services, and disability and other voluntary organisations. Pupils will be prepared for encounters with employers and provided with any special support that will allow them to benefit fully from the experience.
- 8.6. Careers guidance will focus on a pupil's career aspirations and the post-16 options which are most likely to give the pupil a pathway into employment or HE.
- 8.7. The SEND local offer will be utilised; annual reviews for a pupil's EHC plan will be informed by good careers guidance.
- 8.8. Pupils with SEND will have the opportunity to hear from adults with disabilities who have succeeded in their careers as part of the school's successful careers strategy.
- 8.9. When arranging work experience for pupils, the school and parents will work with the employer to determine any additional support that will be needed during the work placement.

## **9. Curriculum**

- 9.1. The school will work to encompass careers education and guidance into subjects across the curriculum. All teachers will be asked to support the career development of young people in their role and through their subject teaching.

- 9.2. The school will ensure that every pupil is exposed to the world of work by the age of 14.
- 9.3. Pupils study the core academic subjects at GCSE of English, maths and science and are strongly encouraged to study history and/or geography and a language.
- 9.4. Pupils will be informed that if they do not achieve a grade 4 or higher in GCSE maths and English by the end of KS4, they will be required to continue working towards this aim as part of their 16-19 study programme.
- 9.5. The school will engage with local employers, businesses and professional networks, inviting visiting speakers, particularly alumni with whom pupils can relate to.
- 9.6. Every year, from the age of 11, pupils will participate in at least one meaningful encounter with an employer; at least one of these encounters will be with a STEM employer or workplace. These encounters will include:
  - Careers events such as careers talks, careers carousels and careers fairs.
  - Transitions skills workshops such as CV workshops and mock interviews.
  - Mentoring and e-mentoring.
  - Employer delivered employability workshops.

## **10. Work experience**

- 10.1. The school is committed to providing a weeks' worth of Work experience in Year 10.

## **11. Further education (FE)**

- 11.1. Pupils are required to remain in education or training until their 18<sup>th</sup> birthday.
- 11.2. The school will provide pupils with a range of information and opportunities to learn about education, training and career paths throughout their school life, to prevent last minute decision-making.
- 11.3. Pupils will be encouraged to use information tools, such as websites and apps, which display information about opportunities. Education and training providers will have access to all pupils in Years 8 to 11 for the purpose of informing them about approved technical education qualifications and apprenticeships.
- 11.4. The school will ensure that there are opportunities for providers to visit the school and speak to pupils in Years 8 to 11, by maintaining connections with providers of FE and apprenticeships, and arranging regular visits, presentations and workshops.
- 11.5. A range of opportunities for visits from providers offering other options, such as FE will also be provided.
- 11.6. A policy statement will be published on the school website and will include:
  - Any procedural requirements in relation to requests for access.
  - Grounds for granting and refusing requests for access.
  - Details of premises or facilities to be provided to a person who is given access.

## **12. Personal guidance**

- 12.1. All pupils will be provided with opportunities for personal guidance interviews with a qualified careers adviser. Such interviews will take place by the time the pupil reaches age 16.
- 12.2. Careers advisers will meet the professional standards outlined by the Career Development Institute. The school will integrate personal guidance interviews within the pastoral system so that they can be followed up by the Year leader and tutors.
- 12.3. Careers advisers working with pupils with SEND will use the outcome and aspirations in the EHC plan to focus discussions.
- 12.4. Careers advisers working with LAC or care leavers will use their personal education plan to focus discussions. These pupils will have a named adviser who will build a relationship with them to better understand their individual needs.

### **13. Information sharing**

- 13.1. The school will provide the relevant information about all pupils to the LA support services including:
- Basic information, such as the pupil's name or address.
  - Other information that the LA requires to support the pupil to participate in education or training to track their progress.
- 13.2. The school's privacy notice will offer pupils and their parents the opportunity to ask for personal information not to be shared.

### **14. Monitoring and review**

- 14.1. The governing board, in conjunction with the headteacher and careers leader, will review this policy on an annual basis, taking into account the success of supporting pupils in accessing post-16 education and training.
- 14.2. The careers leader will make any necessary changes to this policy, and will communicate these to all members of staff.
- 14.3. The next review date for this policy is March 2023.

### **15. Compliance with legal duties and statutory guidance**

- 15.1. Where someone has a complaint about the school's careers provision, such issues will be handled locally in accordance with the school's Complaints Procedures Policy. All complaints will be easy to submit and considered impartially.
- 15.2. The school will be compliant with the 'Baker Clause' by ensuring that there is an opportunity for a range of education and training providers to access all Year 8- to 11 pupils for the purpose of informing them about approved technical education qualifications and apprenticeships.
- 15.3. The school will be clear on the following:
- Who is to be given access to pupils
  - Which pupils access will be given to
  - How this will happen and when
- 15.4. The school will ensure that provider visits are available to all pupils in the relevant year group and will not do anything which may limit the ability of pupils to attend.
- 15.5. The school will prepare a policy statement which sets out the circumstances in which education and training providers will be given access to students. This policy statement will be available on request and will include:
- Any procedural requirements in relation to requests for access, e.g. the main point of contact at the school to whom requests should be directed.
  - Grounds for granting and refusing requests for access, e.g. details of timetabled careers lessons, assemblies or careers events which providers may attend.
  - Details of premises or facilities to be provided to a person who is given access, e.g. rooms and resources.



## **Cirencester Deer Park School provider access policy statement**

Under Section 42B of the Education Act 1997, as of 2 January 2018, we have a duty to provide pupils in years 8-13 with access to providers of post-14, post-16 and post-18 education and training. This policy statement sets out how we manage access requests from these providers.

### **What are pupils entitled to?**

Pupils must be allowed to:

- Learn more about technical education qualifications and apprenticeship opportunities, as part of a careers programme which informs pupils of the full range of education and training options available to them at each transition point.
- Hear from a range of local providers about the opportunities on offer, for example, technical education and apprenticeships – this can be achieved through options evenings, assemblies, group discussions, and taster events.
- Understand how to apply to the full range of academic and technical courses available to them.

### **Who handles our access requests?**

Any provider wishing to request access should contact our senior member of staff responsible for careers, Miss Cath Brace, via email on: [C.Brace@deerparkschool.net](mailto:C.Brace@deerparkschool.net).



## What opportunities are provided to allow access to pupils?

Via our school careers programme, we offer providers numerous opportunities throughout the school year to speak to pupils and/or their parents. Our annual schedule of events is as follows:

	Autumn	Spring	Summer
Year 7	<ul style="list-style-type: none"> <li>• Faculty in Focus assemblies</li> <li>• Schoolbeat lessons</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty in Focus assemblies</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty in Focus assemblies</li> </ul>
Year 8	<ul style="list-style-type: none"> <li>• Careers Convention</li> <li>• Faculty in Focus assemblies</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty in Focus assemblies</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty in Focus assemblies</li> </ul>
Year 9	<ul style="list-style-type: none"> <li>• Careers Convention</li> <li>• Careers appointments</li> <li>• KS4 options assembly</li> <li>• Faculty in Focus assemblies</li> </ul>	<ul style="list-style-type: none"> <li>• KS4 options evening</li> <li>• Careers appointments</li> <li>• Faculty in Focus assemblies</li> </ul>	<ul style="list-style-type: none"> <li>• Careers appointments</li> <li>• Faculty in Focus assemblies</li> </ul>
Year 10	<ul style="list-style-type: none"> <li>• Careers Convention</li> <li>• Careers appointments</li> <li>• Work experience assembly</li> <li>• Faculty in Focus assemblies</li> </ul>	<ul style="list-style-type: none"> <li>• Careers appointments</li> <li>• GCSE trips to education and career based sites</li> <li>• Faculty in Focus assemblies</li> </ul>	<ul style="list-style-type: none"> <li>• Work experience preparation assembly</li> <li>• Work experience week</li> <li>• Careers appointments</li> <li>• Faculty in Focus assemblies</li> <li>• Choices @16 event</li> </ul>
Year 11	<ul style="list-style-type: none"> <li>• Careers Convention</li> <li>• Careers appointments</li> <li>• Faculty in Focus assemblies</li> <li>• Post 16 Parents Information Evening</li> <li>• Post 16 Pupil Information assembly</li> </ul>	<ul style="list-style-type: none"> <li>• Mock interviews</li> <li>• Careers appointments</li> <li>• GCSE trips to education and career based sites</li> <li>• Post-16 providers interviews</li> <li>• Faculty in Focus assemblies</li> </ul>	

### **Who should providers contact to discuss events and options?**

Providers can speak to our careers leader, Cath Brace, to discuss possible attendance at relevant events.

Our Child Protection and Safeguarding Policy sets out the school's approach to allowing providers into school to speak to our pupils.

### **What are the rules for granting and refusing access requests?**

We will grant access requests that meet the following criteria:

- In a forum that enables us to maintain impartiality.
- Enables the pupils to look at all their options post 16 and post 18.
- Does not disadvantage a group of pupils.

We will refuse any access request that:

- Does not give impartial and balanced advice to our pupils and parents.
- Is not appropriate for the age range of the pupils.
- Will disadvantage any group of pupils.
- Requests that will actively seek to recruit pupils currently on role for Pre-16 courses.

### **What can providers expect once a request has been accepted?**

Once we have approved a provider, we will work with them to identify the best method for providing access to our pupils.

We will make the school hall, classrooms and private meeting rooms available to host discussions between providers and pupils. We will also make presentation equipment, such as projectors and televisions, available to providers.

Arrangements will be discussed in advance between our careers leader and a nominated member of the provider's team.

### **Can providers leave prospectuses for pupils to read?**

Providers are welcome to leave a copy of their prospectus and other relevant course literature with the careers leader and they will make them available in the Careers section of the School library.

### **Approval and review**

This policy statement was approved by the local governing body on 24 November 2022.

The next review will take place in November 2023.



## Careers Leader role

### 1. Introduction to the role

Recent changes in policy for careers education and guidance for young people have placed greater responsibilities on schools. Schools should have a designated person to oversee a coherent programme of careers education, information, advice and guidance (CEIAG) for young people.

Schools have a statutory duty to secure access to independent careers guidance for their pupils, this adds to the current role of the member of staff responsible for careers guidance.

From September 2018, schools are expected to:

- Have appointed a named person to the role of careers leader, who should be responsible for the school's careers programme.
- Develop and use job specifications and standards for career leaders.

At Cirencester Deer Park School, the Career leader role is positioned at a strategic level and is the responsibility of an Assistant Head with a team of people.

Cath Brace – Assistant Head with strategic responsibility for CEIAG

Emma Hope – Head of Ethics and Computing

Simon Bellamy – Assistant Head, Pastoral

Year Leaders – all with responsibility for CEIAG

Andrew Lloyd – Careers advisor

Tutor teams

### 2. Responsibilities of a careers leader

#### 2.1 General:

- Be familiar with the provisions outlined in the DfE's statutory 'Careers guidance and access for education and training providers' document.
- Ensure the school's careers programme aims to meet the Gatsby Benchmarks set out in the DfE's guidance.
- Commit to undertaking CPD opportunities, where available, to further knowledge and understanding of the labour market and opportunities in FE.
- Ensure all staff knowledge relating to careers remains up-to-date.
- Oversee the day-to-day management and leadership of careers information.

#### 2.2 Co-ordination:

- Liaise with the Head of Ethics and Computing (PSHE leader) and other subject leaders to embed careers education into the curriculum.
- Liaise with tutorial managers, mentors, the SENCO and head of sixth form, if applicable, to identify pupils in need of careers guidance.
- Ensure pupils are referred that are in need of guidance to in-school and external careers advisers.

- Organise assemblies, group discussions and taster events for pupils to meet a range of local providers and have discussions about the opportunities they offer.
- Provide staff and pupils with information on FE open days and option events.

### 2.3 Networking:

- Establish, maintain and develop links with FE colleges, universities and apprenticeship providers.
- Establish, maintain and develop links with employers to allow the coordination of work experience opportunities for pupils.
- Ensure an annual service level agreement for careers guidance and support for vulnerable and disadvantaged pupils.
- Commission career guidance services, such as tutoring, progress reviews and external monitoring of pupils on work placements.
- Manage links with the Local Enterprise Partnerships (LEP) network and other external organisations.
- Work with senior leaders to source the appropriate funding for career events, taster days and in-school resources.

### 2.4 Project Management:

- Work with subject tutors to plan careers related tasks into lesson plans.
- Brief and support teachers of careers education and tutors who are providing initial information and advice to pupils.
- Monitor teaching and learning in careers education.
- Monitor pupil use of and access to careers guidance.
- Monitor and review the impact of the careers guidance and access methods used, and use this information to improve and develop the school's career programme.

### 2.5 Line Management:

- Participate in appointing careers advisers and administrators.
- Manage the work of the careers advisers and administrators.
- Manage the work of other contributors to careers guidance, including teaching staff and support staff.

### 2.6 Leadership:

- Advise senior leaders on policy, strategy and resources for CEIAG.
- Report to senior leaders and governors on careers guidance and with feedback on career events, such as careers evenings or visits from providers of employment and FE.
- Prepare and implement a development plan for CEIAG.
- Develop, implement and review a strategy, including strategic direction, for CEIAG which is in line with school protocols and the school development plan (SDP).
- Review and evaluate the programme of CEIAG, amending the scheme of teaching to meet the growing and changing needs of pupils.



## **Gatsby Benchmarks**

1. A stable careers programme - All schools and colleges should have a stable careers programme which is known by students, teachers, parents and employers. This should include high-quality career advice and guidance.
2. Learning from career and labour market information - All students and parents should have access to labour market information which includes post 16 and post 18 options. There should be a designated informed adviser who can help students and parents to understand this.
3. Addressing the needs of each pupil - Each student will require different career advice and guidance. Schools and colleges need to address the requirements of students as an individual. Equality and diversity should also be taken into consideration here.
4. Linking curriculum learning to careers - Teachers should explain how subjects which are being taught are related to careers outside of education. For example, maths can be heavily linked to a career in accounting.
5. Encounters with employers and employees - Schools and colleges should organise for students to speak with employers and employees.
6. Experiences of workplaces - Each student should have the opportunity to experience the world of work first hand. This will enable students to explore different career pathways and extend their network.
7. Encounters with further and higher education - School and colleges should ensure students have a proper understanding of the learning opportunities available to them and this should cover all academic and vocational routes.
8. Personal guidance - All students should have opportunities to meet with a career adviser to discuss guidance and career options.