



CAREERS ADVICE AND GUIDANCE

POLICY 2026-2027

Approved / reviewed by:	
Date of policy:	February 2025
Date of next review:	February 2027

At Ashley Park School we have chosen to adopt the Oxford English Dictionary’s definition of “career” i.e. “a person’s course or progress through life” when designing our Careers Programme. Our intention is to provide all our pupils and their families with the information they need to make informed choices about their futures. Our school values are considered every step of the way.

We aim to support our pupils to achieve their full potential both within our school setting and in the future whether they go onto further education, access an apprenticeship, taken on paid or voluntary employment, or access adult services. This careers programme has been designed to meet the requirements of the Gatsby Benchmarks. Termly reporting is complete with the ‘Careers and Enterprise Company’ which is monitored by Tracey Haigh who Enterprise Coordinator (SEND) - Surrey Careers Hub. Ashley Park School have consistently received praise for the prompt completion of their report achieving 100% against all criteria.

Gatsby Benchmark	Intent	Implementation	Impact
1. A stable careers programme	To provide a programme of careers education and guidance for all our pupils.	Careers education and guidance, work-related learning will be embedded throughout secondary education. Teachers will be supported to deliver appropriate sessions for their pupils.	Ensure pupils and their families will be well informed about their options to make decisions
2 – Learning from career and labour market information	To provide realistic opportunities specific to the students’ local area. As we have pupils traveling from various places within the county and beyond.	Regular opportunities to engage with the wider community will be provided. Pupils will continue to have access to work experience, where suitable.	Ensure pupils will know about the opportunities within their local community about their futures.
3 – Addressing the needs of each pupil	To provide careers education and guidance which is bespoke to our pupils ensuring that their needs are fully met.	We know our pupils well and therefore can offer careers education and guidance which meets their needs. We also engage with parents/carers at annual reviews to ensure that we have a full picture about future ambitions.	Ensure that the needs of each pupil are met means that our pupils will have a much higher chance of fulfilling their ambitions and reaching their full potential
4 - Linking curriculum learning to careers	To link suitable areas of the curriculum to careers including our students’ own ambitions and aspirations.	Where opportunities present themselves, other areas of the curriculum will link to careers. These will be detailed on teachers’ planning.	Careers will not be viewed as a stand-alone area within Ashley Park School but an integral part of leaning and life.
5 - Encounters with employers and employee	To connect with local businesses and provide opportunities for students to engage with potential work placements.	We will aim to host a variety of speakers and form links with work placements locally.	Students will experience a variety of activities linked to work carried out by local employers and employees. This will broaden their

			horizons, demonstrating what is possible. For others it will help them establish likes and dislikes about careers and life beyond school.
6 - Experiences of workplaces	To allow students where possible to experience local workplaces.	All students will have the opportunity to visit at least one workplace each academic year. Where suitable at Year 10 students will have the opportunity to take part in work experience within the local community.	Students will experience what happens in the workplace and some will gain understanding about workplace behaviour and protocols.
7 – Encounters with further and high education	To provide pupils with the opportunity to see future placement opportunities.	Students will be invited to attend college open days, day service providers and potential apprenticeship opportunities.	Students and their parents/carers will have a clear idea what opportunities exist and of likes and dislikes regarding potential future placements.
8 – Personal guidance	Students will receive annual guidance from a qualified careers adviser.	All students will have at least two meetings with a qualified careers adviser during their time in the secondary department. During their time at Ashley Park School all pupils will be encouraged ‘shine’ and strive to achieve their dreams.	Following these careers guidance meetings, students and their parents will have a clearer picture of their aspirations and how those can be achieved. Students will be encouraged to follow a path which is suited to their individual needs and wishes.

Our careers programme will be evaluated to ensure it is meeting the needs of our students. We will do this by:

- Getting feedback from students/carers after careers events.
- Getting feedback from staff and volunteers after careers events.
- Getting feedback form staff in work placements.

Provision throughout each Key Stage:

Key Stage 3:

The framework recognises that pupils are making good progress if they can explain the requirements of a particular job that appeals to them and if they can mention an interest or skills that they possess to justify this as a choice for them. It also focuses on helping pupils to understand different viewpoints about careers and work besides their own and to open their minds to new possibilities. Pupils at Key Stage 3 benefit from activities that support personal reflection and help them to focus on what they have to offer in career terms and not just what they want to take, i.e. to see themselves

as providers of skills and expertise that employers want and not just as consumers of careers that take their fancy. This is a great time to help pupils become connected with their communities and to understand the work that needs to be done to sustain the community in which they live. Exploring the world of work is a valuable way of enlarging their vocabulary and understanding of publicly held concepts about careers and work as well as developing their literacy and numeracy skills. It is also important at this stage to tap into their real-life experiences and concerns so pupils feel strongly about injustice and will readily understand the impact.

Key Stage 4:

At Key Stage 4, pupils will develop their capacity for self-reflection and realistic appraisal of their choices and opportunities. The formation of relatively stable, long-term occupational interests is also a feature can be accelerated by well-designed careers and work-related education programme. Although their understanding of their own capacities is becoming more realistic, unrealistic aspirations remain a problem for some. Learning at this stage, which focuses on how to respond to influencers and chance events 'happenstance' and serendipity, is particularly helpful. Pupils need help to understand the psychosocial as well as the physical and economic impacts of their choices.

A large part of our careers working towards our students' future ambitions. Ashley Park School offer students the opportunity to take part in a range of activities:

- Volunteering at a local allotment
- Volunteering at a local Farm
- Volunteering at a local care home

During the volunteering process students are working towards appropriate AQA units which link in with the careers work allowing students to build a portfolio of evidence for internal and external moderation.