



CAREERS, LEARNING AND EDUCATION POLICY

Vision & values

Warlingham School and Sixth Form College is committed to providing a comprehensive, inclusive and high-quality Careers Education, Information, Advice and Guidance (CEIAG) programme for all students in Years 7 to 13.

We believe that every young person should be equipped with the knowledge, skills, experiences and confidence required to make informed decisions about their future learning and career pathways. Careers education plays a vital role in raising aspirations, broadening horizons and ensuring students understand the opportunities available to them in an increasingly complex and changing labour market.

Our careers programme supports students to:

- Develop self-awareness, confidence and resilience.
- Understand the full range of education, training and employment pathways available.
- Make informed and ambitious decisions about their future.
- Develop employability and enterprise skills.
- Understand local, regional and national labour market opportunities.
- Successfully manage periods of transition throughout education and employment.
- Become positive contributors to society and the economy.

The school is committed to ensuring equality of opportunity and access to careers education for all students regardless of gender, race, disability, special educational needs, socio-economic background, faith, sexual orientation or any other protected characteristic.

This policy should be read alongside the school's:

- Teaching and Learning Policy
- SEND Policy
- Safeguarding and Child Protection Policy
- Equalities Policy
- Behaviour Policy
- Provider Access Policy Statement

Statutory duties and guidance

Warlingham School and Sixth Form College fulfils its statutory responsibilities under:

- The Education Act 1997
- The Education and Skills Act 2008
- The Equality Act 2010
- The Provider Access Legislation (PAL)
- Department for Education Statutory Guidance: *Careers Guidance and Access for Education and Training Providers* (updated June 2026)

The school has regard to the Department for Education's statutory guidance and uses the Gatsby Benchmarks as the framework for planning, delivering and evaluating its careers provision.

The careers programme supports compliance with Ofsted expectations regarding careers education, personal development and preparation for future success.

Intent

Student Entitlement

All students from Years 7 to 13 are entitled to receive:

- A planned programme of careers education.
- Independent and impartial careers guidance.
- Access to high-quality careers information.
- Encounters with employers and employees.
- Encounters with further education, apprenticeship, technical education and higher education providers.
- Opportunities to experience workplaces and work-related learning.
- Support in making education and career decisions at key transition points.
- Access to careers resources through school systems and online platforms.

The programme is designed to ensure all students are well prepared for their next steps and to minimise the risk of students becoming Not in Education, Employment or Training (NEET).

Gatsby Benchmarks

The school's careers programme is aligned to the Gatsby Benchmarks of Good Career Guidance:

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

Progress against the Gatsby Benchmarks is monitored through Compass+ and reviewed regularly by the Careers Leader, Senior Leadership Team and Governing Body.

Implementation

Leadership and management

The Governing Body recognises the importance of effective careers education and monitoring of statutory responsibilities. The Careers Leader has strategic responsibility for the planning, coordination, implementation and evaluation of the careers programme. The Senior Leadership Team provides oversight and support to ensure careers education remains a whole-school priority.

The Careers Leader works in partnership with:

- Innervate Careers Advisers
- Unifrog
- Employers and business partners
- Local and national careers organisations
- Further Education providers
- Higher Education institutions
- Apprenticeship providers
- Local authorities

Roles & responsibilities

Governing Body

The Governing Body will:

- Monitor compliance with statutory careers duties.
- Support the strategic development of careers provision.
- Review Gatsby Benchmark progress.
- Ensure careers provision promotes equality and inclusion.

Careers leader

The Careers leader will:

- Develop and maintain a whole-school careers programme.
- Coordinate employer engagement activities.
- Monitor Gatsby Benchmark progress.
- Evaluate provision and identify improvements.
- Manage careers resources and partnerships.
- Ensure compliance with statutory requirements.

Staff

All staff contribute to careers education by:

- Raising aspirations.
- Promoting career-related learning.
- Linking curriculum content to careers opportunities.
- Supporting students during transition points.
- Signposting students to appropriate guidance and opportunities.

Independent careers guidance

Independent and impartial careers guidance forms a central part of the school's provision.

Qualified careers advisers from Innervate provide:

- One-to-one guidance interviews.
- Group guidance sessions.
- Targeted support for identified students.
- Support at key decision-making points.

Priority access may be provided for:

- Students with SEND.
- Disadvantaged students.
- Students at risk of NEET.
- Looked After Children.
- Care Leavers.
- Students requiring additional transition support.

Curriculum delivery

Careers education is delivered through:

- Personal Development and tutor programmes.
- Curriculum subjects.
- Careers events and workshops.
- Employer encounters.
- Assemblies.
- Careers fairs.
- Higher education activities.
- Apprenticeship and technical education events.
- Work experience and work-related learning.

All departments are encouraged to identify and promote relevant career pathways linked to their curriculum areas.

Employer engagement and experiences of workplaces

The school recognises the importance of meaningful encounters with employers and workplaces.

Students participate in a range of activities including:

- Careers talks
- Industry workshops
- Mock interviews
- Enterprise projects
- Workplace visits
- Mentoring opportunities
- Networking events

- Alumni engagement

Students in Years 7 to 13 will receive planned employer encounters in line with Gatsby Benchmark expectations.

Activities are designed to help students understand:

- The world of work.
- Employer expectations.
- Future labour market opportunities.
- The skills required for successful employment.

Work experience

The school is committed to providing meaningful workplace experiences that support career readiness and employability skills.

Workplace experiences may include:

- Traditional work experience placements.
- Work shadowing.
- Employer-led projects.
- Workplace visits.
- Virtual work experience.
- Volunteering opportunities.

The school currently provides:

- Year 10 Work Experience Programme.
- Year 12 Work Shadowing Programme.

These programmes are supported through Unifrog and external employer partnerships. Students are supported to prepare for and reflect upon workplace experiences to maximise learning and personal development.

Provider access legislation

Warlingham School and Sixth Form College complies fully with the Provider Access Legislation.

All students are entitled to learn about:

- Apprenticeships.
- Technical education routes.
- T Levels.
- Further Education pathways.
- Higher Education opportunities.
- Employment pathways.

A range of education and training providers are given opportunities to speak with students at key stages throughout their education.

The school's Provider Access Policy Statement is published separately on the school website.

Students with SEND and vulnerable and groups

The school is committed to ensuring careers provision is accessible to all students.

Additional support may be provided for:

- Students with SEND.
- Students with Education, Health and Care Plans.
- Disadvantaged students.
- Looked After Children.
- Care Leavers.
- Students at risk of disengagement or becoming NEET.

Reasonable adjustments will be made to ensure all students can access careers education, guidance interviews, workplace experiences and employer encounters.

Partnerships

The school works in partnership with a range of organisations including:

- Innervate
- Unifrog
- Employers and local businesses
- Apprenticeship providers
- Universities
- Further Education colleges
- Professional organisations
- Community partners

These partnerships help ensure students receive current, impartial and relevant careers information.

Monitoring, evaluation and impact

The effectiveness of the careers programme is reviewed annually and evaluation includes:

- Compass+ data and Gatsby Benchmark performance.
- Student feedback.
- Parent and carer feedback.
- Employer feedback.
- Staff feedback.
- Destination measures.
- NEET figures.
- Participation rates in careers activities.

The Careers Leader reports annually to the Senior Leadership Team and Governing Body on the effectiveness and impact of careers education provision.

Safeguarding

All careers activities are conducted in accordance with the school's Safeguarding and Child Protection Policy.

External providers, employers and visitors are required to comply with safeguarding procedures and visitor protocols when working with students.

Information for students, parents and carers

For further information please visit the careers area of the Warlingham School & Sixth Form website by clicking [here](#).

Approved by Local Governing Body	Autumn 2026
Due for review	Autumn 2028
SLT Member	Mr S Strachan