



The Carlton
Academy

Careers Programme Policy

Approving body	Head of School
Date approved	November 2024
Review date	September 2025

Commitment:

The Carlton Academy is committed to providing:

- All students in Years 7-13 with a careers programme through a range of activities and meaningful encounters.
- Access to high quality, impartial career guidance to encourage them to be aspirational and well informed when making educational, training or career-related decisions.
- Opportunities to access and participate in a range of activities to develop key employability skills which help them to prepare for a working life.
- Access to up-to-date information about work, training and educational opportunities.
- Opportunities to experience work-related learning including experiences of workplaces.
- A range of career-related activities including workshops, employer talks, career fairs, motivational speakers, college, university and workplace visits/experiences.

Ensuring high quality and best practice:

Our careers programme has been developed in line with the [Gatsby Benchmarks](#) and the [Career Development Framework](#) to ensure high quality.

The Gatsby Benchmarks identify good practice and define the essentials of good career guidance by providing a robust framework for developing a career programme that is first class. We use Compass+ Evaluation Tool to measure, develop and improve the careers programme. This includes evaluation of 8 key areas:

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

The Career Development Framework is used to ensure our students develop the career development skills needed to have positive careers. These are:

1. Grow throughout life
2. Explore possibilities
3. Manage career
4. Create opportunities
5. Balance life and work
6. See the big picture

Planned Careers Programme 2024-25

Student Activity	When (Term)
Year 7	
Careers embedded into all subject lessons	All year round
National Apprenticeship Week	Spring
Careers Fair	Spring
National Careers Week	Spring
PSHE focused on skills in careers	Spring
Year 8	
Careers embedded into all subject lessons	All year round
National Apprenticeship Week	Spring
Future Pathways Presentations	Spring
National Careers Week	Spring

PSHE focused on understanding sectors, LMI and finding information in careers	Spring
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Year 9	
Careers embedded into all subject lessons	All year round
National Careers Week	Spring
National Apprenticeship Week	Spring
Careers Fair	Spring
PSHE focused on knowledge of post 16 choices	Spring

Year 10	
Careers embedded into all subject lessons	All year round
1:1 with qualified Careers Advisor	Spring / Summer
National Apprenticeship Week	Spring
Careers Support – Period 6 drop-in	All year round – Tuesdays
Future Pathways Presentations	Spring
National Careers Week	Spring
Week of Work-related skills	Summer
Mock Interviews	Summer
Unifrog introduction and use	Summer

Year 11	
Careers embedded into all subject lessons	All year round
1:1 with qualified Careers Advisor	Autumn / Spring (Summer by referral)
Careers Support – Period 6 drop-in	All year round – Tuesdays
Students encouraged to attend FE open days/events	All year round
National Apprenticeship Week	Spring
Careers Fair	Spring
National Careers Week	Spring

Year 12	
Careers embedded into all subject lessons	All year round
Students encouraged to attend HE open days/events	All year round
1:1 with qualified Careers Advisor	Spring / Summer (Autumn by referral)
National Apprenticeship Week	Spring
Careers Support – Period 6 drop-in	All year round – Tuesdays
Careers Fair	Spring
Future Pathways Presentations	Spring
National Careers Week	Spring
Work Experience	Summer

Year 13	
1:1 with qualified Careers Advisor	Autumn / Spring (Summer by referral)
Careers Support – Period 6 drop-in	All year round – Tuesdays
Careers embedded into all subject lessons	All year round
Students encouraged to attend HE open days/events	All year round
National Apprenticeship Week	Spring

National Careers Week	Spring
Careers Fair	Spring

Personal Career Guidance - Access to Registered Career Development Professionals

Students at The Carlton Academy have access to the Redhill Academy Trust Careers Team of qualified and impartial careers advisors for 1:1 personal career guidance. Advisors attached to our school are Stephen McArdle and Yasmin Moon. Their availability is as below:

The Carlton Academy		Careers Advisor Availability (2024-25) Stephen McArdle: s.mcardle@theacademycarlton.org		GFI GUILD OF CAREERS INSTRUCTORS Registered Professional	
Career Guidance Opportunities	Year Groups	Duration	When / Where		
1:1 Personal career guidance appointments <ul style="list-style-type: none"> Create a tailored action plan for your next steps in education, training or future employment 	10 11 12 13	45 - 60 mins	Year 10 - Spring and Summer term Year 11 - Autumn and Spring term Year 12 - Spring and Summer term Year 13 - Autumn and Spring term During lessons Careers Office - H Block		
1:1 Personal career guidance appointments <ul style="list-style-type: none"> Create a tailored action plan for your next steps in education, training or future employment 	11 12 13	Up to 60 mins	All year round Fridays 15:10 After school (advanced booking required) Careers Office - H Block		
Drop-in after the bell! <ul style="list-style-type: none"> Course / apprenticeship search Application making / CV writing Interview preparation Quick questions 	10 11 12 13	Up to 60 mins	All year round Tuesdays 15:10 After school Careers Office - H Block		

Drop-in after the bell!

What support is available at the drop-in?

- Sixth form / college / university course search and applications
- Apprenticeship and job vacancy search and applications
- CV writing and interview preparation
- Any confusion, worries or concerns!



Who? Year 10, 11, 12, 13
When? Tuesdays -15:10
Where? Careers Office - H Block



Stephen McArdle – Careers Advisor
s.mcardle@theacademycarlton.org



Monitoring and Evaluation:

The Compass+ evaluation tool is used annually to monitor and evaluate how the school is performing towards the 8 Gatsby Benchmarks. Monitoring of activities and the guidance taking place will include observations by SLT/Careers Leader and feedback from those engaged in activities. Outcomes will be reported to Governors on an annual basis. Impact will be measured by:

1. Attainment and destination of students – closing the gap between young people from disadvantaged backgrounds and others
2. NEET figures
3. Questionnaires – trend analysis
4. Student evaluation forms
5. Focus groups

Staff Involved in the design and review of the career programme:

Mr A. White	– Governor link for Careers Programme
Mr P Lockwood	– Senior Leadership Team link for Careers Programme
Mr S. Powdrill	– Careers Leader
Mrs A. Jennings	– Head of Sixth Form
Mr S. McArdle	– Careers Advisor
Miss Y. Moon	– Careers Advisor