Hampton Court House

Careers Policy

Last Updated: November 2026
Next Review: November 2027

Reviewed by TBA

1 Introduction and Aims

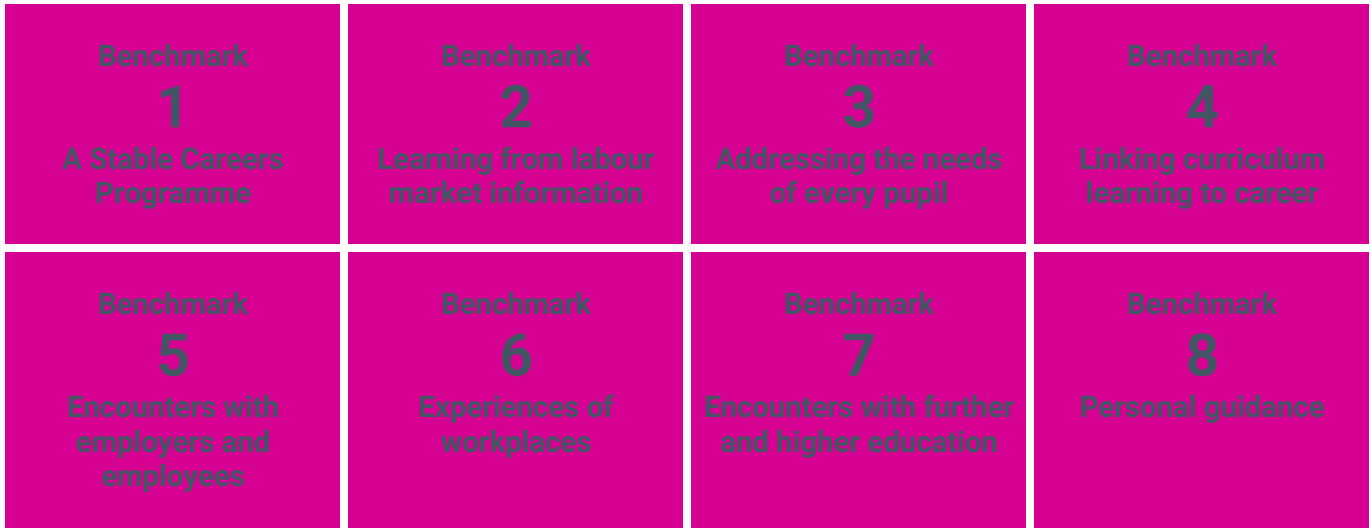
HCH recognises the importance of preparing pupils for their future careers. We recognise that all young people need a programme of focused activities to aid their decision-making and help them plan for the future. We also recognise the statutory right of all students to receive careers education and guidance.

The school offers a planned programme of careers education, information, and guidance for all students. The school seeks to ensure that this guidance is appropriate to the age, stage ability and educational needs of everyone. This guidance is presented through careers events and activities, Sixth Form Programme guidance sessions, and as part of the school's PSHE programme.

HCH is aware of the importance of ensuring the Gatsby Benchmarks are addressed through careers provision to:

- Raise young people's aspirations and promoting access to all career pathways;
- Enable all young people to develop the skills and outlook they need to achieve career wellbeing, including adaptability and resilience;
- Underpin the Department for Education guidance to schools on meeting their statutory responsibility for careers guidance.

The Gatsby Benchmark framework sits at the heart of the government's Careers Strategy.



Benchmark 1 – A stable careers programme

- PSHE age and stage-appropriate careers units for each year group from Year 6 to Year 13;
- In Year 6, pupils undertake the Young Enterprise project which involves working in mixed groups to research, plan and pitch a product to the Heads of the Prep and Senior Schools. The winning group develops their product; all groups market and sell their products to the rest of the school during Young Enterprise afternoon; parents are also invited;
- Head of Prep leads a careers assembly for all prep pupils; form tutors and teachers consolidate this with their own discussions and lessons about the world of work and jobs as relevant during their teaching during the year;
- Annual HCH Careers Fair (13 speakers and 7 further education and local employment exhibitors in July 2025) attended by all pupils from Year 9, 10 and 12. The Careers Fair brochure details the qualifications and experience of each speaker, as well as their specific

advice for young people embarking on their careers journey; careers learning includes developing skills in leadership, entrepreneurship, organisation and teamwork;
- Sixth Form InvestIN Careers programe through Dukes Education; this comprises three online modules, a weekend pathway-specific careers experience, and a one-day assessment programme with another school;
- Sixth Form Open Evening – twice-yearly; careers information provided as part of A Level subject stands;
- Reference to specific careers information in different subject areas as part of curriculum courses. Teachers discuss different jobs and roles in the world of work.

Benchmark 2 – Learning from labour market information

- In Year 10 and 11, pupils learn about career options and taking next steps, which includes considering the employment market; the ''learning about finance'' sections of the PSHE curriculum are also relevant;
- In Sixth Form, students' PSHE and guidance session learning includes discussions about the labour market, transferable skills, and employability. Lessons include preparing for life beyond school, whether in further education, higher education, employment, or a combination of these through the apprenticeship route;
- The Sixth Form Dukes InvestIN programme includes employment and labour market information.

Benchmark 3 – Addressing the needs of every pupil

- PSHE Careers topics are taught by form tutors using adaptive learning practices;
- In Year 6, pupils undertake the Young Enterprise project which involves working in mixed groups to research, plan and pitch a product to the Heads of the Prep and Senior Schools. The winning group develops their product; all groups market and sell their products to the rest of the school during Young Enterprise afternoon; parents are also invited;
- During Sixth Form guidance sessions, information is tailored to specific groups of pupils and their individual needs and circumstances, considering their likely and/or desired post-school pathways;
- In Sixth Form, pupils have weekly timetabled UCAS and careers guidance sessions in small groups as part of their overall Sixth Form programme provision;
- Sixth Form students also benefit from a programme of executive coaching.

Benchmark 4 – Linking curriculum learning to careers

- Head of Prep leads a careers assembly for all prep pupils; form tutors and teachers consolidate this with their own discussions and lessons about the world of work and jobs as relevant during their teaching during the year;
- PSHE age and stage-appropriate careers units for each year group from Year 7 to Year 13;
- Reference to specific careers information in different subject areas as part of curriculum courses
- Recent graduate speakers.

Benchmark 5 – Encounters with employers and employees

- Annual HCH Careers Fair (13 speakers and 7 further education and local employment exhibitors in July 2025) attended by all pupils from Year 9, 10 and 12. Careers Fair brochure details the qualifications and experience of each speaker, as well as their specific advice for young people embarking on their careers journey;
- Sixth Form InvestIN Careers programe through Dukes Education; this comprises three online modules, a weekend pathway-specific immersive careers experience, and a one-day assessment

programme;
- External speakers.

Benchmark 6 – Experiences of workplace

- Pupils in Years 12 and 13 are encouraged to arrange work placements;
- Some pupils in Sixth Form have part-time employment;
- Sixth Form guidance sessions involve discussions about pupils' skills and experience, and how their experiences in and out of school are valuable in terms of transferable skills;
- Speakers at the HCH Careers Fair 2025 were encouraged to share their experiences of different workplaces during their talks.

Benchmark 7 – Encounters with further education and higher education

- Annual HCH Careers Fair (13 speakers and 7 further education and local employment exhibitors in July 2025) attended by all pupils from Year 9, 10 and 12; a number of universities, training providers such as the School of Journalism, and local employers attend annually;
- Sixth Form enrichment trip to Cambridge University;
- Sixth Form guidance sessions include specific lessons on further and higher education providers; with proactive research by pupils; students are also encouraged to visit open daysprior to their UCAS applications.

Benchmark 8 – Personal guidance

- Form tutors across the school know individual pupils well due to the small size of their forms; this enables them to guide them and signpost useful information either within school or externally;
- In Sixth Form, pupils have weekly timetabled UCAS and careers guidance sessions in small groups as part of their overall Sixth Form programme provision.
- Sixth Form students also benefit from a programme of executive coaching.

2 Rationale

Hampton Court House School believes it is a right for every young person in our school to have access to the highest quality Careers, Education Information and Guidance (CEIAG) to support their learning and decision making as they transition through each stage of their education. Therefore, all young people need a planned programme of activities that are stimulating and interesting which lead to raising their aspirations for what they might be and do in the future in a changing global world of work.
This policy outlines:

- Those with responsibility for **Careers Education, Information, Advice and Guidance** (CEIAG)
- The aims and desired outcomes of our careers advice and guidance
- The statutory requirements and recommendations
- The provision of careers curriculum for pupils in all Key Stages 3, 4 and 5.

3 Statutory Requirements and Recommendations

Our Careers Programme has been informed by the following statuary guidance;

- DfE 'Careers guidance and access for education and training providers' (Jan 2023)
- DfE 'Career Strategy: Making the most of everyone's skills and talents' (December 2017)
- DfE 'Careers Guidance and Inspiration in Schools' (March 2015)
- Good Career Guidance 'Gatsby Benchmarks'

4 Careers Leadership and Operations

At Hampton Court House School, the CEIAG team co-ordinate and monitor the delivery of the School Careers Plan. The CEIAG team comprise of:

- Amy Burgess
- Tessa Bartholomew
- Rob Armiger.

Anyone else to mention???

5 Aims and Desired Outcomes

Our **Careers Education, Information, Advice and Guidance (CEIAG) at Sacred Heart High School** aims to:

- Prepare students for the transition to life beyond secondary school (higher education and the world of work)
- Support students in making informed decisions which are suitable and ambitious for them
- Provide students with well-rounded experiences including opportunities to work in partnership with employers, training providers, local colleges, Higher Education Institutions, and other external organisations
- Develop characteristics e.g. social skills, communication, innovation, creativity, resilience, and leadership which support students to achieve highly in the curriculum and in their careers
- Inspire, motivate, and empower students to develop their aspirations at all key transition points leading to informed decisions
- Develop enterprise and employability skills including skills for self-employment
- Support inclusion, challenge stereotyping, and promote equality of opportunity

6 Careers Curriculum

The taught element Careers Education programme is delivered through PSHE lessons across all year groups 7-13. There are different units for each year group and these are outlined below. Additionally, departments also deliver careers education related to their specific subject area during lessons. Details of each unit, separate days and events and timings can be found in the **Careers Programme** in Appendix 1 in the ***Careers Education Plan, which is reviewed annually***

• Year 7 Careers Unit:
Knowing yourself and understanding what a career is.

Year 8 Careers Unit:
The Importance of Career Choices - The Real Game

Year 9 Careers Unit:
Choosing subjects and researching careers

• Year 10 Careers Unit:
Exploring career options and building skills

• Year 11 Careers Unit:
Making plans and taking next steps

• Year 12 Careers Unit:
Reviewing choices and preparing for the future

• Year 13 Careers Unit:

Moving into higher education and employment
Pupils in all year groups will have access to a range of extra-curricular clubs and a wide range of experiences enabling them to see of the world of work in different contexts, helping them to understand

different subjects and their application in the real world, as well as potential work opportunities and careers in the future.
Pupils with Special Educational Needs or Disabilities (**SEND)** and those pupils in receipt of **Pupil Premium** receive personalised support from the SENCO, independent careers advisor and external bodies where appropriate.

7 Information and Resources

Pupils at Hampton Court House School are provided with several ways to access information on different pathways and career options:

- Career Advisors
- STEAM Events
- UNIFROG (online UCAS, Apprenticeship and Higher Education platform) Years 12 and 13
- UCAS (online platform and programme) – Years 12 and 13
- UCAS Careers Fair (Spring Term – Years 10, 12,13)
- Dukes InvestIN Careers Programme (taught modules, weekend subject-specific experiences, one-day careers assessment centre)
- Sixth Form small group weekly guidance sessions including life skills and preparing for life after school
- Sixth Form Programme, including leadership and development coaching as part of the HCH DYLA programme
- Access to information from employers (local, national, and international), apprenticeship programmes, professional bodies, and organisations as well as former pupils.