



URMSTON GRAMMAR SCHOOL

CAREERS EDUCATION AND GUIDANCE POLICY



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Vision & Values

At Urmston Grammar School we aim to develop “all-round” students who are academically, socially and emotionally successful and who are ready to make the transition into their next phase of education, training or employment. We want our students to aim high, to be resilient and to achieve to their full potential so that they can be happy and successful throughout their lives. Our Careers Programme will help to prepare them for the important choices and transitions affecting their futures.

We are committed to providing all our students with high quality, impartial, careers education, information and guidance throughout all key stages. All students have an equal entitlement to this. We will be guided by the Gatsby Benchmarks (Annex 1) to ensure that our careers programme (Annex 2) meets the needs of every individual student.

We believe that effective CEIAG also contributes to the wellbeing of the student’s families, their communities, wider society, businesses and the economy.

The specific aims of our Careers Programme are:

- For students to develop positive attitudes towards study and work and raise their aspirations and attainment;
- For students to evaluate their own strengths and to build on their own areas for development;
- To help students fully engage in career planning through the development of action plans that enable them to take ownership of their future;
- For students to understand and develop the skills that are required to be successful in their future pathway;
- To provide students with a comprehensive understanding of opportunities at key transition points and translate these effectively into appropriate decisions and actions;
- To provide students with the relevant careers information (including labour market information), advice and guidance that are suitable for their personal needs;
- To promote equality of opportunity, challenge stereotyping and support inclusion;
- To provide every student with, at least, one employer encounter during every school year;
- To facilitate a variety of experiences connecting education and young people with industry.

The full [Careers Programme](#) can be found on our website.



Statutory Requirements and Expectations

Urmston Grammar School is committed to fulfilling its statutory duty to provide impartial careers education and guidance to all students. This policy reflects the Department for Education's "[Careers guidance and access for education and training providers](#)" published in January 2023 and updated in May 2025 and is guided by the principles of the **Gatsby Benchmarks (Annex 1)** and the **Baker Clause (Technical and Further Education Act 2017)**

Urmston Grammar School also commits to fulfilling our duties to promote equality of opportunity, foster good relations across all people, eliminate harassment and discriminatory practices and support children with protected characteristics in line with the [2010 Equality Act](#)

This policy is also in line with the [Skills and Post-16 Education Act 2022](#) (the 'provider access legislation'). We are committed to providing a minimum of 6 encounters with technical education and apprenticeship providers to all pupils in years 8 to 13 about their education or training offer. Our Provider Access Policy can be found on our website together with our careers programme.

Learner Entitlement

Every student (Year 7 to 13) is entitled to high quality careers guidance, as part of their overall education, to support them in progressing to their next pathway and to raise their aspirations.

Every student is entitled to the following as a minimum:

- A structured careers programme delivered throughout each key stage that is informed by quality labour market information;
- Encounters with providers of the full range of education and training options, including school sixth forms, colleges, universities and apprenticeship providers;
- Access to good quality information about future study options and labour market opportunities, in particular at key transition points e.g. choosing GCSE options and post-16 or post-18 courses;
- The opportunity to visit and experience a place of work and to meet and learn from employers;
- Impartial information, advice and guidance regarding their future options from a suitably qualified professional (our Careers Adviser/Co-ordinator Amy Marshall is a qualified Level 7 Careers Adviser).

As well as this minimum provision each student is entitled to careers guidance as appropriate to meet the needs of each student. This guidance will come in a number of different ways both formal and informal at appropriate times through the school journey.

Extra provision is made available to support students with additional needs with their future plans and to manage transition stages and liaison with the Local Authority (Trafford Council) occurs when necessary.

The Careers team holds attendance records for all careers events and employer encounters and also uses the careers planning tool Compass+ to map out our careers programme. Pupils or parents / carers can request a copy of their individual attendance record at any time by contacting the Careers team. Our pupils also use the GMACS website and the careers platform Unifrog to research careers, skills and post 16 / 18 opportunities – on this platform they have the responsibility to add their careers experiences and reflect on them.

Management and Delivery

- **Roles and Responsibilities**

The Careers Leader, supported by a member of the Senior Leadership Team, is responsible and accountable for the planning and delivery of the school’s career programme and for ensuring the school meets the Gatsby Benchmarks. A qualified Careers Adviser/Co-ordinator is responsible for delivering advice and guidance, tracking leaver destinations and for ensuring that the relevant careers resources (available in the Careers Library and on the school network) are reviewed regularly, updated with current information and are accessible to all students. The Careers Adviser/Co-ordinator is also responsible for inviting speakers in to speak to students about the full range of future pathways available.

There is a dedicated link governor for Careers who is responsible for ensuring that the school continues to meet the statutory requirement for Careers and for facilitating employer engagement opportunities.

The Head of Student Development is responsible for planning delivery of PSHE for Years 7-11 which includes careers education. The Careers Adviser/Coordinator reviews and updates the Careers modules to ensure they are accessible and relevant for Years 7-11 and supports lesson delivery through observations, guidance and feedback. Form Tutors deliver these lessons during dedicated PSHE sessions.

The Head of Sixth Form and the Heads of Year 12 and Year 13 are responsible for planning and delivering PSHE for the Sixth Form which includes careers education.

Heads of Department are responsible for ensuring careers learning is integrated into their subject areas. All staff contribute to Careers Education through their roles as subject teachers and tutors.

- **Staff Development**

All staff are expected to contribute to the career learning and development of students in their different roles. To meet the training needs that arise from this, staff will be provided with links to careers resources for their subject and will be supported in establishing links with employers relevant to their curriculum area. Additional staff training needs are met as required.



- **Funding and Resourcing**

A Careers budget is allocated from the annual budget in the context of the whole school priorities. The Careers Leader is responsible for the budget and its effective use.

- **Delivery**

The careers programme includes a range of activities and opportunities delivered through:

- Careers Guidance Interviews
- Year Group Assemblies
- PSHE
- Employer Encounters e.g. Year 11 World of Work Day, National Careers Week
- Encounters with the full range of education and training providers e.g. during National Apprenticeship Week
- Work Experience
- Careers Fair
- Enrichment activities e.g. Electives, STEM Clubs
- Weekly Careers Drop-In Sessions
- Introduction to Careers Software Packages including Unifrog
- Subject schemes of work and curriculum plans

Our provision will seek to address emerging stereotypes that are highlighted within national labour market information and our own data.

The career learning outcomes for students are based on the [CDI Careers Development Framework](#)

- **Monitoring, Review and Evaluation**

The Careers programme will be measured against the Gatsby Benchmarks. This measurement will be carried out throughout the year via the Compass+ self-assessment tool. In addition, the following monitoring and evaluations take place to enable us to continually review our programme:

- Student reflection and evaluation forms
- Student perception of career readiness identified through the Future Skills Questionnaire
- Feedback from visiting speakers and external partners
- Feedback provided by teaching or support staff
- Parent/carer surveys and feedback
- Evaluation of destinations data
- Regular reviews between the Careers Leader, the Careers Adviser/Co-ordinator and other relevant staff
- Annual Report to Governors

Areas for development that are identified, and any emerging priorities or specific areas of interest/need raised by the pupil body are built into the Strategic Plan for Careers overseen by the Careers Leader. These priorities are then monitored and reviewed with the designated SLT link.

The school also continues to evaluate its provision as part of the Careers Impact Review System from the Careers and Enterprise Company and through the Quality in Careers Standard Award.

The Careers Leader will review this policy and the Careers Programme annually in light of any changes to legislation or guidance and feedback from pupils, parents/carers and staff and assess its implementation and effectiveness using the Compass careers benchmark tool.

Stakeholders and Partners

We are committed to collaborative working with a range of partners and volunteers who greatly enhance our Careers Programme including employers, training and apprenticeship providers and FE/HE institutions. These organisations have numerous opportunities to talk to our students at key points in their education. The school works in partnership with the Careers and Enterprise Company via the Greater Manchester Combined Authority and works closely with our Enterprise Co-ordinator and Enterprise Advisor. We are part of the Trafford Community of Practice which involves collaboration with other Trafford schools.

The Careers Leader is responsible for developing, coordinating and maintaining links with businesses.

Parental involvement is encouraged at all stages. This is promoted through regular communications highlighting upcoming events and inviting parents to participate in our programme. Parents are also invited to information evenings at key decision points e.g. GCSE Options, Post 18 Options.

Links to Other Policies

This policy should be read in conjunction with the following supportive policies:

- Provider Access Policy
- Curriculum Policy
- Equality Information and Objectives
- SEND Policy
- Supporting Pupils at School with Medical Conditions
- Equality Information
- Child Protection and Safeguarding

Annexes

Annex 1 – Gatsby Benchmarks

Annex 2 – Urmston Grammar School Careers Programme



Annex 1 – The Gatsby Benchmarks

The eight Gatsby Benchmarks are the foundation of the Careers Strategy, a statutory requirement for secondary schools and colleges.

1. **A stable careers programme** - Every school should have an embedded programme of career education and guidance that is known and understood by pupils, parents, staff, governors and employers.
2. **Learning from career and labour market information** – All pupils, parents and carers, teachers and staff who support pupils should have access to good quality information about future pathways, study options and labour market opportunities. All pupils will need the support of an informed adviser to make best use of available information.
3. **Addressing the needs of each young person** - Pupils have different career guidance needs at different stages. Opportunities should be tailored to the needs of each pupil.
4. **Linking curriculum learning to careers** - All teachers should link curriculum learning with careers. Subject teachers should highlight the progression routes for their subject and the relevance of the knowledge and skills developed in their subject for a wide range of career pathways.
5. **Encounters with employers and employees** - Every pupil should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment opportunities including visiting speakers, mentoring and enterprise schemes.
6. **Experiences of workplaces** - Every pupil should have first-hand experiences of workplaces to help their exploration of career opportunities and expand their networks.
7. **Encounters with further and higher education** - All pupils should understand the full range of learning opportunities that are available to them, including academic, technical and vocational routes and learning in schools, colleges, universities and in the workplace.
8. **Personal guidance** - Every pupil should have opportunities for guidance meetings with a career adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These should be available whenever significant study or career choices are being made. They should be expected for all pupils but should be scheduled to meet their individual needs.

Annex 2 – Urmston Grammar School Careers Programme

Year	Autumn Term	Spring Term	Summer Term
7	<ul style="list-style-type: none"> • Careers weekly lunch time drop in sessions (with the Careers Adviser) • PSE lessons (Managing Change) <ul style="list-style-type: none"> - Careers & Your Future - Financial Education - Transition Points & Your Life 	<ul style="list-style-type: none"> • Careers weekly lunch time drop in sessions (with the Careers Adviser) • National Apprenticeship Week • National Careers Week • PSE lessons (Celebrating Differences) <ul style="list-style-type: none"> - What Is Your Identity? - The Equality Act 2010 - Breaking Down Stereotypes in Society - Prejudice & Discrimination 	<ul style="list-style-type: none"> • Careers weekly lunch time drop in sessions (with the Careers Adviser) • Employer presentation (Employer encounter) • Careers lessons during PSE <ul style="list-style-type: none"> - Unifrog Computer Session - Exploring Possibilities: Dream Jobs - What Is a Career? - What Is a Work-Life Balance? - Careers & The Future - What Is an Entrepreneur? - Who Am I?
8	<ul style="list-style-type: none"> • Careers weekly lunch time drop in sessions (with the Careers Adviser) • Careers Guidance Interviews (on request) 	<ul style="list-style-type: none"> • Careers weekly lunch time drop in sessions (with the Careers Adviser) • Careers Guidance Interviews (on request) • National Apprenticeship Week • National Careers Week <ul style="list-style-type: none"> - Be Inspired Event: Guess the Job & Employer Speed 	<ul style="list-style-type: none"> • Careers weekly lunch time drop in sessions (with the Careers Adviser) • Careers Guidance Interviews (on request)

		<p>Networking Sessions (Employer encounters)</p> <ul style="list-style-type: none"> - Apprenticeships presentation (Provider Access Legislation) • Careers lessons during PSE <ul style="list-style-type: none"> - Unifrog Computer Session - Challenges & Rewards of Work - Creating The Life You Want - What Does Success Mean to Me? - Careers & The Climate - What Are My Interests? - Job Applications: Superhero CVs 	
9	<ul style="list-style-type: none"> • Careers weekly lunch time drop in sessions (with the Careers Adviser) • Careers Guidance Interviews (on request) • Employer presentation (Employer encounter) • Employer Careers Talks during lunch times • Careers Fair for students & parents every 3 years (December 2025) • PSE Lessons (Essential Life Skills) <ul style="list-style-type: none"> - From Failure to Success - Saving & Managing Money 	<ul style="list-style-type: none"> • Careers weekly lunch time drop in sessions (with the Careers Adviser) • Careers Guidance Interviews (on request) • Into KS4 & Careers Talk • KS4 Options Evening for parents • Year 9 Options Taster Day <ul style="list-style-type: none"> - GCSE subject presentations - College T Level & Apprenticeships presentation (Provider Access Legislation) • Careers Research Computer Session (Exploring Post-14 Options & Unifrog) 	<ul style="list-style-type: none"> • Careers weekly lunch time drop in sessions (with the Careers Adviser) • Careers Guidance Interviews (on request) • Employer Careers Talks during lunch times

	<ul style="list-style-type: none"> - Employment & Financial Management • Careers lessons during PSE <ul style="list-style-type: none"> - What Is the Labour Market & Why Is It Important? - Working & Earning: Managing Your Money - What Are My Skills? - Taking Control of Your Career Journey - What Comes After School: The Main Learning Pathways - Decision Making: Choosing What to Study at KS4 	<ul style="list-style-type: none"> • Employer Careers Talks during lunch times • National Apprenticeship Week • National Careers Week • Year 9 Parent’s Evening 	
10	<ul style="list-style-type: none"> • Careers weekly lunch time drop in sessions (with the Careers Adviser) • Careers Guidance Interviews (on request) • Employer Careers Talks during lunch times • Careers Fair for students & parents every 3 years (December 2025) • PSE lessons (Rights & Responsibilities) <ul style="list-style-type: none"> - Employment Rights - Exploring a Pay Check 	<ul style="list-style-type: none"> • Careers weekly lunch time drop in sessions (with the Careers Adviser) • Careers Guidance Interviews (on request) • Employer presentation (Employer encounter) • College T Level & Apprenticeships presentation (Provider Access Legislation) • Employer Careers Talks during lunch times • National Apprenticeship Week • National Careers Week • Careers lessons during PSE <ul style="list-style-type: none"> - Unifrog Computer Session 	<ul style="list-style-type: none"> • Careers weekly lunch time drop in sessions (with the Careers Adviser) • Careers Guidance Interviews (on request) • Exploring Post-16 Options group work session • Employer Careers Talks during lunch times • University Visits (subject specific & Oxford University) • Duke of Edinburgh Bronze Award (including volunteering) • Work Experience Week

		<ul style="list-style-type: none"> - Reflecting On My Career Journey: Past, Present & Future - Exploring Employer Profiles - What Type of Career Is Best for Me? - Wellbeing In the Workplace - In Person, Hybrid & Remote: What Works Best? 	
11	<ul style="list-style-type: none"> • Careers weekly lunch time drop in sessions (with the Careers Adviser) • Careers Guidance Interviews (whole cohort) • Careers & Post-16 Options Talk (& 6th Forms/Colleges open day information provided) • World of Work Day: 5 sessions including CVs & Interview Skills, Apprenticeships (Provider Access Legislation) & Employer Careers Speed Networking (Employer encounters) • External School 6th Form, College & Apprenticeship presentations • UGS 6th Form Talk & Student Experience Talks • UGS 6th Form Open Evening & A Level Subject Talks 	<ul style="list-style-type: none"> • Careers weekly lunch time drop in sessions (with the Careers Adviser) • Careers Guidance Interviews (on request) • Employer Careers Talks during lunch times • Apprenticeship Application Sessions • National Apprenticeship Week • National Careers Week • Year 11 Parent's Evening 	<ul style="list-style-type: none"> • Careers weekly lunch time drop in sessions (with the Careers Adviser) • Careers Guidance Interviews (on request) • Employer Careers Talks during lunch times • PSE lessons (Your Future & Beyond) <ul style="list-style-type: none"> - Time Management • GCSE Results Day (attended by the Careers Adviser)



	<ul style="list-style-type: none"> • University Student Life presentation • Apprenticeship Application Sessions • Employer Careers Talks during lunch times • Careers Fair for students & parents every 3 years (December 2025) • Careers lessons during PSE <ul style="list-style-type: none"> - What Are My Employability Skills? - Decision Making: Choosing Your Post-16 Pathway - Researching Volunteering & Paid Work - Money Talks: Apprenticeships vs. Higher Education - Is AI a Threat to Our Jobs? 		
12	<ul style="list-style-type: none"> • Careers weekly lunch time drop in sessions (with the Careers Adviser) • Careers Guidance Interviews (on request) • Employer Careers Talks during lunch times • Careers Fair for students & parents every 3 years (December 2025) 	<ul style="list-style-type: none"> • Careers weekly lunch time drop in sessions (with the Careers Adviser) • Careers Guidance Interviews (whole cohort) • Careers Talk & Software Demo (Unifrog & Careers Websites) • UCAS Convention Visit (Provider Access Legislation) 	<ul style="list-style-type: none"> • Careers weekly lunch time drop in sessions (with the Careers Adviser) • Careers Guidance Interviews (whole cohort) • Alternative Options to University Talk • Post-18 Options & Mock Interview Day: Sessions including Unifrog, CVs, UCAS Personal

	<ul style="list-style-type: none"> • University Visit Day (whole cohort) • Mentoring Day • Careers Enrichment assemblies: <ul style="list-style-type: none"> - Target Setting & Introduction to Mentoring - University presentations (including Choosing a University & Degree & Making the Most of Year 12) - Access Programme presentations - EPQ & Enrichment presentations (including Electives, Future Learn & Duke of Edinburgh Silver) 	<ul style="list-style-type: none"> • Employer Careers Talks during lunch times • Mentoring Day • National Apprenticeship Week • National Careers Week • Careers Enrichment assemblies: <ul style="list-style-type: none"> - University presentations (including Study Abroad, Oxbridge & MDV) - Degree Apprenticeships presentation (Provider Access Legislation) - Gap Year presentation 	<p>Statements, Registering on UCAS, University presentations & Employer Mock Interview (Employer encounter)</p> <ul style="list-style-type: none"> • Post-18 Options Evening for Parents (Alternative Options to University, Degree Apprenticeships & University presentations) • Employer Careers Talks during lunch times • Duke of Edinburgh Silver Award (including volunteering) • Work Experience Week • Mentoring Day (including Personal Profiles for Mentor References) • Careers Enrichment assemblies: <ul style="list-style-type: none"> - University presentations (& time allocated to attend Open Days of interest) • Careers lessons during PSE: <ul style="list-style-type: none"> - University vs. World of Work - Alternatives to University
13	<ul style="list-style-type: none"> • Careers weekly lunch time drop in sessions (with the Careers Adviser) • Careers Guidance Interviews (on request) 	<ul style="list-style-type: none"> • Careers weekly lunch time drop in sessions (with the Careers Adviser) • Careers Guidance Interviews (on request) 	<ul style="list-style-type: none"> • Careers weekly lunch time drop in sessions (with the Careers Adviser) • Careers Guidance Interviews (on request)

	<ul style="list-style-type: none"> • Apprenticeship Application Sessions • Employer Careers Talks during lunch times • Mentoring Day • Careers Enrichment assemblies: <ul style="list-style-type: none"> - University presentations - Interview Skills for University & Employment presentation - Gap Year Opportunities presentation • Careers lessons during PSE: <ul style="list-style-type: none"> - Payment Methods - Budgeting - Borrowing Money - Value for Money - Inflation & Value of Money 	<ul style="list-style-type: none"> • Apprenticeship Application Sessions • Employer presentation (Employer encounter) • Employer Careers Talks during lunch times • Mentoring Day • National Apprenticeship Week • National Careers Week • Careers Enrichment assemblies: <ul style="list-style-type: none"> - University presentations (including UCAS Choices & Clearing, Student Finance & Student Accommodation) • Careers lessons during PSE: <ul style="list-style-type: none"> - Personal Branding - What's an Entrepreneur? - Leaving Education - Moving Out: Becoming Independent 	<ul style="list-style-type: none"> • Employer Careers Talks during lunch times • Mentoring Day • A Level Results Day (attended by the Careers Adviser)
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*** Students can also take part in a range of extra-curricular activities available at Urmston Grammar School that can help them to develop employability skills and prepare them for their futures, including Clubs, Societies, Duke of Edinburgh, Leadership Roles, and Sixth Form Electives. Students also engage in our mentoring programme where they are fully supported by their own form tutors or personal mentors to make positive steps in planning for their future.**