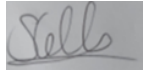




INDEPENDENT SCHOOL

Careers Policy

Policy Owner: Sandeep Athwal

Full Name	Position	Signature	Date	Review Cycle
Sandeep Athwal	Director		08.01.27	Annual



1. Introduction

The School of Coding is dedicated to providing a comprehensive careers education and guidance program that equips our secondary school students, including those in the Alternative Education Provision (AEP), with the knowledge and skills needed to navigate the world of work. This policy outlines the careers education, information, advice, and guidance (CEIAG) that we provide to students throughout their secondary school journey.

2. Activities, Resources, and Tutorials

The Careers team works closely with teachers and students to deliver targeted career education tutorials that align with the school curriculum. These tutorials are supplemented by tailored resources for each term:

- **Autumn Term:** Focuses on introducing employability skills to all students, with particular emphasis on helping Year 11 students explore post-16 options, including apprenticeships, further education, and vocational training. Support is provided for applications to sixth forms and schools. The term also features a Careers Fair, where students can engage with local employers and education providers.
- **Spring Term:** Launches the 'Enhance' program across all year groups to foster a better understanding of career pathways, employability skills, and personal development. This is supported by interactive workshops and a Careers and Apprenticeship Fair that offers students direct contact with employers and training providers.
- **Summer Term:** Provides tutorials and workshops aimed at preparing students for the transition from school to further education or employment. Year 10 and Year 11 students participate in mock interviews, CV writing sessions, and attend Parents/Student Days focused on career planning and post-16 education options.

Information about upcoming events and tutorials is communicated through form tutors, the student portal, social media, and during parent evenings.

3. Partnerships

The School of Coding has established strong partnerships with local employers, training providers, and further education schools to meet the educational and career needs of our students.



4. Our Offer

- Before joining: Prospective students and their families receive impartial advice and guidance about our school's offerings, including a career interview to discuss future aspirations.
- After joining: Students have access to a wealth of online career resources through the Student Portal, assistance with career-related queries, and activities designed to develop key employability skills.
- Before leaving: Students receive guidance on post-16 options, including further education, apprenticeships, and employment opportunities, along with support for applications and interviews.

5. Our Commitment

Our CEIAG services adhere to the MATRIX and National Quality in Careers Standard. We ensure that:

- All information is independent and impartial.
- Student confidentiality is respected.
- Student information is handled in accordance with GDPR guidelines.
- Feedback is actively sought and used to improve services.

6. Organisational Responsibilities

The Director of Academic Affairs acts as the Careers Leader, overseeing the Careers Service Manager and their team. Regular reports are submitted to ensure the effective delivery of our careers program. The team comprises four Career Leads:

Simran Bargota
Luke Woodberry

7. Monitoring & Review

Feedback from students, parents, carers, and external providers is regularly monitored and used to refine our Careers Quality Improvement Plan (QIP). Student and school termly surveys inform the effectiveness of our services.



8. Parents, Carers, and Guardians

We actively engage parents and guardians through admissions, enrolment, open days, and specific career guidance events to support students in making informed decisions about their future.

9. Career Development Institute Code of Ethics

Our services uphold principles of impartiality, accessibility, confidentiality, equality of opportunity, transparency, individual ownership, and professionalism, ensuring that all students receive high-quality, unbiased, and confidential guidance.

10. Careers Leadership Team

Led by the Director of Student Services, the Careers Leadership Team meets termly to oversee the implementation of career guidance activities, ensuring alignment with the Gatsby Benchmarks for good career guidance.

11. Management of Provider Access Requests

External providers can request access by contacting the Director of Student Services to identify suitable opportunities for engagement with our students.

12. Opportunities for Access

A range of events allows providers to engage with our students and their families, enhancing their understanding of various career pathways and opportunities available after secondary school.