



# CAREERS GUIDANCE POLICY

## 1. Introduction

The Trust believes that pupils should be appropriately prepared for the choices they make during their education and the choices they make in the future. Pupils should leave with an understanding of how their education will prepare them for the world of work. Pupils should feel confident in making key decisions about educational and career choices and have a clear understanding of the routes and pathways they can take to achieve their goals.

This preparation will be achieved through a variety of means but principally

## Pupils

Pupils are entitled to:

- Individual and impartial careers guidance from a suitably qualified professional
- To attend a confidential careers interviews and be treated with respect (inline with confidentiality and safeguarding policies).
- The opportunity to gain the skills that enable positive progression to either further study or employment
- Access to up-to- date careers information that is suitable to their needs.
- Information about all the options available to them in years 9, 11, 12 and 13.
- A careers action plan to outline the next steps to achieve their chosen career.
- Be referred for extra support, if needed, to other agencies where appropriate.
- Support to complete appropriate applications at key stages e.g. post 16 options and/or apprenticeships.
- To produce a CV and gain relevant and informative feedback.
- To be prepared for the 'world of work' b



