

SOUTH NOTTINGHAMSHIRE ACADEMY

CAREERS POLICY AND OPERATIONAL PLAN 2025-26

Key Priorities, Outcomes & Actions

South Nottinghamshire Academy is committed to providing all students in Years 7-13 with a programme of careers activities and supporting activity. The programme has been developed in line with the eight Gatsby benchmarks and the CDI Framework, for ensuring best practice and to meet the requirements of the Department for Education's statutory guidance 2018.

The Academy believes that:

- Every student should have high quality, independent careers guidance to encourage them to be aspirational and well informed when making educational and career decisions.
- All students should participate in a range of meaningful and reflective activities to develop a variety of employability skills, preparing them for a working life which is in the best interest of the student, being enjoyable and providing economic well-being.

Evaluation of our Careers Programme

We regularly monitor and evaluate the careers programme, measuring our performance against the Gatsby Benchmarks using the online Compass+ Tool. This is carried out on an annual basis by the Careers Advisor and careers hub coordinator and shared with SLT. Provision is also monitored through regular feedback from parents, students, staff, governors and other stakeholders. The effectiveness of our career's guidance will be reflected by students post 16 / 18 decision making and onward destinations – sixth form, college, apprenticeships, T Levels and higher education / higher level apprenticeships. Our destination data is used to assess how students make the transition into the next stage of education, employment and training and key trends are analysed by the Careers team. We monitor sustained destination data and intervene, where appropriate, and look at 'first in family' applications to Russell Group universities and key factors, such as SEN and Pupil Premium.

SINCE COVID 19

We are now operating with face-to-face delivery, for work experiences and visits to workplaces. We will continue to offer virtual resources, where appropriate, to benefit students and parents. We align closely to Speakers for Schools and Spring Pod for virtual work experiences, and our strong employer engagement allows us to offer many opportunities to visit work places.

Parents are engaged with our careers programme and are kept up to date via letter, social media, newsletters, email and class charts. They can request a careers meeting or any ad-hoc support to support their child, when required. The Careers and Work-Related Learning programme and wider careers exploration resources can be explored further via our website: <https://www.southnottinghamshireacademy.org> Mrs Louise Caunt, Level 6 qualified Careers Advisor, working part-time hours, supports with the careers programme, employer, FE and HE engagement, work experience, and monitoring of the Gatsby Benchmarks. Contact: [0115 9110091](tel:01159110091)

Gatsby Career Benchmarks & CDI Framework

The career programme is used to develop and improve the programme of career education and guidance offered to our students. The Gatsby Career Benchmarks identify good practice and define the essentials of good career guidance, providing a robust and realistic framework for developing a career programme that is first class. Alongside this the CDI Framework's six learning units have been identified as being beneficial in the development of a positive career. As such we have also sought to incorporate many of its objectives into our program, primarily through the delivery of dedicated personal development, align with careers and employability. The CDI Framework, https://www.thecdi.net/CDI/media/Write/Documents/CDI_98-Framework-skills_by_key_stage-A3_portrait-web.pdf

The Gatsby Benchmarks:

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. Meaningful and reflective experience of workplaces for KS3, KS4, KS5 (in process)
7. Encounters with further and higher education
8. Personal guidance

Student entitlement in Years 7 – 11 will:

- Be offered information, advice and guidance, as an entitlement and know where to access up to date information about work, training and educational opportunities.
- Be given the opportunity to experience workplaces as part of curriculum learning, careers celebrations and themed weeks. **This includes 5 workplace experiences in KS3 and 5 in KS4. We are monitoring and evaluating our current offer and receiving updates from the Careers and Enterprise company.**
- Experience a range of career related activities including, assemblies, subject learning, themed weeks aligned to PSHE and Careers, employer talks, careers fairs, motivational speakers, college and university visits.
- Undertake 'age specific' careers opportunities through drop down themed weeks, careers celebrations / events or PSHE and tutor time.
- Receive invites to take part in careers cafes, careers after the bell, NAW and NCW, as well as STEM learning, Options support in Year 9 and a careers themed week and mock interview day, in Year 10.

Career Guidance

Academies have a duty to secure access to independent and impartial (no bias towards a particular education or work option) careers guidance for students in years 8-11 (Education Act 1997, 2011 & Careers Guidance & Inspiration in Schools March 2015 Statutory Guidance). The Academy's duty to secure independent career guidance for all year 8-11 pupils is intended to expand advice and guidance for young people so they are inspired and motivated to fulfil their potential, develop high aspirations and consider a broad and ambitious range of careers. We follow the innovative CDI framework for careers guidance, which has a focus on six skills learning areas for career development and interventions.

Key priorities:

- Provide independent & impartial careers advice, prevent stereotyping and promote the best interest of the student to whom it is given.
- Ensure adequate support for students with SEN or disabilities.
- Work with Local Authority to identify those 'at risk' of not participating post-16 in education or training and the services to support them.
- Work with education and training providers to provide information on the range of available education options including apprenticeships.
- Inspire and motivate students to fulfil their potential and develop employability skills.
- Provide direct students access to the National Careers Service, launched by the Government in April 2012, giving job market information and job profiles and other online career guidance resources. We work in partnership with the Nottinghamshire South Careers Hub and DWP.
- Provide access to online impartial careers and further and higher education resources.
- Inspire students through real life experiences/real life contact with work.
- Provide entrepreneurial challenges to develop employability skills and self-employment opportunities.
- Encourage students to study STEM subjects.
- Develop employer-academy partnerships, to address career aspirations, helping students to understand employer expectations and entry routes to employment.

Outcomes:

- Ensure all students are well informed when making subject and career decisions.
- Reduce the amount of 16–18-year-old NEETs – link with external agencies, when required.
- All students to have a clear sense of achievable direction about future education, training options and goals
- All students to understand that if English and Maths are not secured at grade 4, then this will be a continued subject for study at post 16
- All students understand the importance of STEM subjects and which careers can be explored within this sector.
- All students are aware of out of school opportunities (e.g. Duke of Edinburgh, voluntary activities, careers ambassador roles).
- All students are aware of any post 16 funding available to them (16- 19 Bursary Fund) and scholarships with universities.
- All students to have interacted with employers, have access to labour market information, and understand the skills employers are looking for.
- All students to have developed some, if not all, of the key skills needed to progress in to employment and further and higher education.
- All students will learn about apprenticeship programmes and T levels, through assemblies, employer talks, the annual careers fair and during guidance.

Co-Curricular Offer SNA: also encourages student participation in a wide range of co-curricular activities, some of which are aligned with the Gatsby Benchmarks. *Examples include* Equity, Diversity, and Inclusion Ambassadors • Debate Club • EPQ (Sixth Form additional qualification) • employer encounters through the Careers Café / Careers After the Bell, **please refer to our 'Curriculum Plus booklet for more details.**

	Timescale	Led by	To monitor	GATSBY BM
ALL YEARS - PERSONAL GUIDANCE available to all students on request, with focus on Years KS4 and Post 16 and 18 and support with self-reflection, decision making, applications, apprenticeship information, A Level study / Sixth Form and any other requests from the students / parents / staff.	Sept - July	LC	PM/ AC	1, 3, 8
ALL YEARS - PERSONAL GUIDANCE Identify critical cohorts to ensure students with SEN/PP and/or disabilities receive additional personalised external and early intervention, where required.	Sept – July	LC	PM/LC	1, 2, 3, 8
ALL YEARS - WEBSITE - updated with careers information and links to additional support, National Careers Service and NCS, UCAS, student finance, parent updates, important advisory tools. Virtual work experiences, using recommended tools (SpringPod and Speakers 4 Schools). ALUMNI CAMPAIGN AND YOUTUBE CHANNEL – website facility for pupils, staff, parents	Ongoing Ongoing	LC AC	SLT	1, 2
ALL YEARS – ACCESS TO ELECTRONIC CAREERS COMMS – Careers Newsletters / information for all students / parents- facilitated via tutors, on website and displays, social media, class charts careers bulletin (weekly) and email. Regular updates about virtual work experiences, employer engagement, part-time work and volunteering.	Ongoing	LC	SLT / CH	1, 2, 3
ALL YEARS – PARENTS EVGS/EVENTS/OPTIONS/HE - Representation for career planning and work experience at KS3/4/KS5. Engagement with HE providers for Sixth Form open evenings	Sept to June	LC	SLT	1, 3, 7, 8
ALL YEARS – CAREERS AFTER THE BELL / CAREER CAFES – Provider led career bursts, once a month after the school day. Informal setting, guest speaker, with careers related activities.	Oct to May	LC	Staff / Parents	1, 2, 4, 5
ALL YEARS - LABOUR MARKET INFORMATION – MYPATH Job of the Week Videos, representation from DWP for House Assembly Talks, during NCW, NAW and year Careers Themed Week.	Autumn - Summer	LC	Tutors/SLT	1, 2, 5
ALL YEARS - NATIONAL APPRENTICESHIP WEEK – House Assemblies to allow all students to see the bigger picture of Apprenticeships. Alumni reach out, educational business insights and tutor touch base.	Spring Term	LC	H o H / SLT	1, 4, 5, 6, 7
ALL YEARS - NATIONAL CAREERS WEEK – Careers Assemblies, range of activities, subject talks - Support from Employers, educational careers visits, inspirational speakers and alumni reach out	Spring Term	LC / ELT	All Staff	1, 2, 4, 5, 6, 7, 8
ALL YEARS – CAREERS ASSEMBLIES – Inspirational talks from guest speakers, sector specific	Ongoing	LC	SLT	1, 2, 4, 5, 7
ALL YEARS - CAREERS & ASPIRATIONS FAIR ~ Large event – immersive, informative, advice and guidance, Pathways and meaningful conversations with employers, HE, FE, Apprenticeship providers.	Spring	LC	Wider Staff	1, 2, 3, 4, 5, 7
ALL YEARS - CAREERS IN THE CURRICULUM ~ Guest speakers, visits to employers / HE, lesson workshops. CEC SLIDE DECKS / VIDEOS made available to staff, for delivery during GCSE options preparation.	Ongoing	LC / Staff	SLT	1, 2, 4

ALL YEARS - SUPER LEARNER PROGRAMME – Pupil Premium student, range of topics, year group specific. Age specific week of careers learning, aspirations, guidance + University/Employer engagement	Autumn – Summer	LC/IW	LSH	1, 3, 4, 7
ALL YEARS – CAREERS AMBASSADORS - opportunities for students to support large events – promote, meet and greet, ad hoc jobs – as required by the Careers team.	Autumn - Summer	LC	SLT	1, 5, 7
ALL YEARS VIRTUAL WORK EXPERIENCE – Promoted to students - Speakers 4 Schools / Spring Pod	Ongoing	LC	Staff	1, 2, 3, 5
Year 7 BEING A GLOBAL CITIZEN THEMED WEEK Careers with a Conscience Day – Fire, Police, VIA, Network Rail, RNLI. Environment Agency, Enterprise Challenge – Social Action Community project.	Autumn	LC / Staff EA	SLT	1, 3, 4, 5, 7
Year 7 BEING A GLOBAL CITIZEN THEMED WEEK Visit to workplace – National Justice Museum Law and Legal / Cyber Careers Focus + roleplays	Autumn	LC / Staff	PM	1, 2, 3, 4, 5, 6,
Year 7 JOURNEY TO HE / FE Assemblies, PSHE, Job of the Week, Careers fair, careers café.	Autumn	LC	HW	1, 2, 4,5
Year 7 NATIONAL CAREERS WEEK / PSHE CAREERS , Inspirational Talks, Careers in Curriculum, Visits to employers	Spring	LC	MP/Tutors	1, 3, 5, 6 7
Year 7 CAREERS & ASPIRATIONS FAIR Large immersive event, employers, universities, training providers, apprenticeships, Have a Go experiences, meaningful conversations, competitions.	Spring	LC	Staff	1, 2, 4, 5, 7
Year 8 THEMED WEEK, THRIVING IN A CHANGING WORLD / SKILLS FOR LIFE. Careers Learning focus on STEM through speed networking with employers, Myth busting, changes to careers through technological advancements, STEM Careers Challenge enterprise day + Visit to workplace for winning teams	Spring	LC	SLT	1, 2, 4, 5
Year 8 ADA LOVELACE DAY SCIENCE GIRLS STEM EVENT – Collaborating with Ignite Futures, raising the awareness of STEM Careers, activities focus, Visit to Workplace Medicity / BOOTS . Focus on PP Students	Autumn	LC	BW	1, 2, 4, 5
Year 8 SUPER LEARNER PP PROGRAMME – Self Reflection, Tutor time workshop, Visit to Workplace	Spring	LC	IW	1, 2, 3, 5
Year 8 CAPITAL ONE PATHWAYS Employability Skills and educational Visit to workplace , financial literacy	Autumn	LC	Staff	1, 2, 4, 5, 6
YEAR 8 NATIONAL CAREERS WEEK PSHE Topics, Inspirational Talks, Careers in Curriculum, Careers Cafes. Careers After the Bell Employer encounters and visits for workplaces.	Spring	LC / PM	SLT	1, 2, 3, 5, 7
YEAR 8 WILLERSLEY CASTLE Residential & Workplace Encounter improve confidence, skills and interests, social skills, leadership development, resilience, and mental well-being, Through outdoor experiences, curriculum linked themes, STEM and sustainable future focus, careers focused activities / talks.	Autumn	AB / STAFF	SLT	1, 2, 3, 4, 5, 6

YEAR 9 – THEMED WEEK OPTIONS PREP, PATHWAYS AND PURPOSE , self-reflection, My Future Me, goal setting, GCSE Taster Day, my personal brand, who’s in my network. Careers personality tool. Assembly. LMI.	Spring	LC / PM	SLT	3, 4, 8
Year 9 - SUPER LEARNER PP PROGRAMME Careers Aspirations, careers Meeting and focus on Pathways	Spring	IW / LC	LSH/IW	1, 2, 3, 7
Year 9 SUPER LEARNERS Visit to University of Nottingham / UNI FOR ALL / Widening Participation.	Spring	LC/IW	LSH/IW	1, 2, 3, 7
Year 9 WHERE CAN MY SUBJECT LEAD Careers in Curriculum teacher support and ppts, quizzes, MYPATH.	Ongoing	LC	Teachers	1, 2, 4, 5
Year 9 - NATIONAL CAREERS WEEK PSHE, Employer Engagement, Subject Links, Careers Fair,	Spring	LC	SLT	1, 3, 5, 7
Year 9 THEMED WEEK , with participation from employers and focus on careers, where possible.	Ongoing	LC	Teachers	1, 4, 5, 6
YEAR 10 THEMED CAREERS WEEK - Post 16 Options, CV and Interviews, Financial literacy, LMI, Communication Skills, Manage Your Career, HE and Uni Talk, Self-Reflection, Essential skills, Uni Visit Day. TO INCLUDE MOCK INTERVIEW / MEANINGFUL CONVERSATION WITH EMPLOYER + Feedback.	Summer	LC	SLT / Staff	1, 2, 4, 5, 2, 5, 7, 8,
YEAR 10 WOMEN IN SCIENCE DAY AT UNI OF NOTTM – Presentation, Activities, Tour, Align with International Women’s Day.	Spring	LC	BW	1, 2, 4, 7
YEAR 10 LANGUAGES TASTER DAY UNI OF NOTTM – Where can languages lead and university study.	NCW	LC	NJ	1, 2, 4, 7
YEAR 10 NATIONAL CAREERS WEEK PSHE Topics, Inspirational Talks, Subject Links, employer encounters with interactive engagement.	Spring	LC	SLT	1, 2, 3, 5, 7
YEAR 10 MOCK INTERVIEW DAY + MEANINGFUL CONVERSATION WITH EMPLOYER.	Summer	LC	SLT	1, 2, 3, 5, 7
YEAR 10 CAREERS & ASPIRATIONS FAIR HE, FE, Apprenticeships, Employers, Training Providers, Charities	Spring	LC	SLT	1, 2, 3, 4, 5, 7, 8
YEAR 10 CAREERS PERSONAL GUIDANCE Signposted students for early intervention	Spring	LC	Tutors	1, 2, 3
YEAR 10 CAPITAL ONE PATHWAYS, EXPERIAN, PWC, BWB, WILLMOTT DIXON Workplace Visits offer Personal development, Essential skills, Business Insight, ambassador talks, group tasks.	Autumn Spring	LC	PM	1, 2, 3, 5, 6
YEAR 10 SUPER LEARNER PROGRAMME , tutor time intervention, focus on employability skills and Careers	Ongoing	LC / IW	LS	1, 2, 3, 5, 6, 7, 8
YEAR 11 CAREERS INTERVIEWS discussions about post 16, self-awareness, skills, action planning. Application	Ongoing	LC	Staff	1, 2, 3, 8
YEAR 11 FUTURE FOCUS / POST 16 Sixth Form Subject Tasters, Apprenticeships / College / T Levels	Ongoing	LC	SLT	1, 3, 4, 5, 7, 8
YEAR 11 INSPIRATIONAL CAREERS ASSEMBLIES External providers	2 per year	LC	LS	1, 2, 4, 5

YEAR 11 SIXTH FORM INFO EVENING / Exploring A Levels / University engagement	Autumn	AC	SLT	1, 2, 3, 7, 8
YEAR 11 SIXTH FORM INTERVIEWS WEEK with senior team members	January onwards	AC	SLT	1, 3, 8
YEAR 11 NATIONAL CAREERS WEEK PSHE Careers, Careers Fair, Subject Talks, Assembly	Spring	LC	SLT	1, 2, 3,5,7
YEAR 11 DESTINATION TRACKING supporting GBM3, and improve NEET reduction strategies	Summer	LC	SLT	1, 3, 8
SIXTH FORM – OXBRIDGE INFO EVENING AT REDHILL ACADEMY		AC	RHT	1, 2, 3, 7
SIXTH FORM - NATIONAL CAREERS WEEK AND NATIONAL APPRENTICESHIP WEEK, planned activities, Visits to workplaces / unis	Spring	LC	AC/tutors	1, 2, 4, 5, 6, 7
YEAR 12 HE + Peterhouse Trip 1 RHT		AC	RHT	1, 3, 7
YEAR 12 UK UNIVERSITY AND APPRENTICESHIP FAIR, LEICESTER	Spring	LC	AC	1, 3, 5, 7
YEAR 12/13 – GUIDANCE AND ENRICHMENT – Inc’s a range of university workshops and employer links – Preparing for Uni, Student Life, Uni Prep List, Student Finance, UCAS, Personal Statements, Study Abroad, Budgeting on a student loan, Researching Degrees, Study Skills, Resilience & confidence, Degree Apprenticeships, Employability Skills, Considering a Gap Year, The Power of You, AI and Technology (Careers), TED TALKS, ALUMNI Coffee Morning.	Autumn– Spring Cont.	LC	AC	1, 2, 3, 4, 5, 7
Year 12 / 13 CAREERS ASSEMBLIES - Universities and employer / enterprise adviser.	NCW	LC	AC	1, 2, 5, 7
YEAR 12/13 APPRENTICESHIPS FOCUS - Assembly Higher and Degree Apprenticeships	NAW	LC	AC	1, 2, 7
YEAR 12 CAPITAL ONE PATHWAYS Workplace Visit Personal Development, careers education visit to employer, business insight and enterprise challenge – with business associates showcase.	Confirming	LC	AC	1, 2, 4, 5, 6
YEAR 12 AMBITIONS & PATHWAYS PROGRAMMES LAUNCH , Uni of Nottingham	Autumn	LC	AC	1, 3, 7
Year 12 SUTTON TRUST PROGRAMMES OFFER / SUTTON TRUST ONLINE (WP & PP)	Ongoing	LC	AC	1, 3, 4, 7
YEAR 12 GAIN CHALLENGE , Business students offer	Ongoing	LS	AC	1, 2, 3,4,5
YEAR 12 IS UNI FOR ME, HE INSIGHT with range of subject workshops/campus tour – Sheffield Hallam Uni	Summer	LC	AC	1, 2, 3, 4, 7
YEAR 12 WORK EXPERIENCE PROGRAMME face to face – individualised support / employer matching offer Evaluation / guidance meeting during the workplace visits by careers adviser.	Summer	LC	AC	1, 3, 5, 6, 8
YEAR 12 MOCK INTERVIEW DAY / meaningful conversation with an employer / Advanced CV Planning	Summer	LC	AC / Tutors	1, 2, 3, 5, 7

YEAR 12 FUTURES DAY Post Work Experience Reflection, Thank You Letters to employers. UCAS Workshop ALUMNI COFFEE & CHAT – welcoming some of our sixth form leavers. Transition to year 13	Summer	LC	AC/Tutors	1, 3, 7
YEAR 12 CAREERS IN CURRICULUM Educational visits, workshops in school, subject specific.	Ongoing	AS	FL	1, 2, 3, 6
YEAR 12 STUDENT MENTORING – Careers Adviser to mentor students, upon request / drop ins	Ongoing	LC	AC	1, 2, 3,
YEAR 12 SKILLS BOOSTER PROGRAMME NCS Citizenship / Values, Employability and Careers, Skills for independent living.	Autumn	NCS Team	AC	1, 2, 3, 5
YEAR 12 STELLAR PROGRAMME – What’s important to me/ Social Action / Charity engagement, personal development	Ongoing	AC / Tutors	AC	2, 3, 4, 5
YEAR 12 UNIVERSITY & DEGREE APPRENTICESHIP INFORMATION EVENING Students and Parents	Summer	LC	AC	1, 2, 3, 7
YEAR 13 UCAS AND PERSONAL STATEMENT GUIDANCE / APPRENTICESHIPS SUPPORT Ongoing	Ongoing	LC	AC	1, 2, 3, 8
YEAR 13 MOVING ON DAY REDHILL TRUST EVENT Pathways, Support and Guidance, employer and University led workshops, degree apprenticeships, Transition, LinkedIn & AI, Life Skills, study skills, health and wellbeing, Financial Literacy, young driver awareness.	Autumn	LC / D of Sixth Form	AC/SS	1, 3, 7, 8
YEAR 13 DESTINATION TRACKING supporting GBM3, and improve NEET reduction strategies / ALUMNI	Summer	LC	AC / SLT	1, 3, 8
YEAR 12/13 NATIONAL CAREERS WEEK Careers Topics, Careers Fair, Subject Talks, Assembly	Spring	LC / SLT	SLT	1, 2, 3, 5, 7
YEAR 12/3 NEXT GEN LEADERS Social Action Awareness Project, application process / aligns to top employers, Uni of Nottingham and a project partner decided by the Team. (Paused)	Autumn	LC	AC	1, 3, 5, 6
YEAR 12/13 SIXTH FORM GUIDANCE AND ENRICHMENT, CAREERS SUPPORT ACROSS THE YEAR To include regular guest speakers, workshop delivery around HE, Sharing expertise, Career talks, Alumni visits, decision making, AI and careers, LMI and our local employment landscape.	Autumn – Spring	LC	GS	1, 2, 3, 4, 5, 6 7

Monitoring and Evaluation:

Monitoring of the activities and the guidance taking place will include observations by SLT and feedback from students and those engaged in activities (e.g. parents, colleges, and employers).

Outcomes will be reported to SLT and Governors on an annual basis / end of year review and audit.

Impact will be measured by **1.** Attainment and destinations of students – closing the gap between young people from disadvantaged backgrounds and others. **2.** NEET figures. **3.** Questionnaires – trend analysis (e.g. Pathway options / parental engagement). **4.** Student / staff / external provider evaluation.