



ST AUGUSTINE'S
SCHOOL

Careers Guidance Policy

Date policy produced:	January 2023
Last Reviewed	May 2025
Next review:	May 2026

Careers Information Advice Support and Guidance CIASG: Key information

Careers Department

- Mrs Natalie Cullen - Careers Lead
- Ms Claire Garton: Careers Adviser

Aims

Information Advice & Guidance is central to the ethos of St Augustine's School

We aim to:

- support students in understanding themselves, their skills and potential and thus recognise the learning path and career opportunities which will suit them.
- ensure that every student receives CIASG throughout their school life in advance of key decision-making milestones.
- ensure that every student leaves us ready for their next step in further education, apprenticeships and the world of work
- provide a focused approach to careers education and employability that enables all students to develop the transferable skills to succeed in a competitive job market.
- engage parents, employers and other key stakeholders in ensuring that we have a collaborative approach in supporting our students in their developing good employability skills and traits.

Our CIASG

Every member of staff in St Augustine's School, whether teaching or non-teaching is fully committed and involved in CEIAG delivery in some form at every stage of a student's development. This could be as a personal tutor, a learning mentor, a teaching assistant, head of year or a subject teacher. Several staff have professional experience within the framework of IAG and are supported by an independent Careers Adviser, who is in school 2 days a week.

Gatsby Compliant

St Augustine's School is committed to ensuring that the eight benchmarks of good practice. An updated version of the Gatsby Benchmarks was published in late 2024 as part of Gatsby's report [Good Career Guidance: The Next 10 Years](#). This followed two years of research and consultation, drawing on international evidence and listening to young people and the educators who have been putting the benchmarks into practice. The aim was to ensure the benchmarks captured the best evidence and practice so that they continue to represent world-class careers guidance for young people".

These eight benchmarks are:

1. A stable Careers Programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters from employers and employees
6. Experience of workplaces
7. Encounters with further and high education
8. Personal Guidance

Provider Access Legislation statement

St Augustine's School: Provider Access Policy Statement

Ownership: St Cuthbert's Academy Trust

Date updated: May 2025

Rationale

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

Commitment

St Augustine's School is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. **St Augustine's School** is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

St Augustine's School endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

Aims

St Augustine's School policy for Access to other education and training providers has the following aims:

To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.

To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.

To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

Student Entitlement

St Augustine's School fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies in National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at school or at each Trust school and students visiting external events for example the STEM event for year 9 where the following providers engaged them in educational games and information and apprenticeships and technical careers:

- Anglo American
- Unison
- McCain Foods Ltd
- Firmac Ltd.
- Derwent Training Association
- Schneider Electric Ltd
- Castle Group Ltd
- Dale Power Solutions
- FESTO
- Joy Global
- 600 UK / Electrox
- FANUC UK Limited
- Cirrus Research
- Woodall Nicholson
- Imagineering Foundation
- Scarborough TEC – Training Education Careers
- CU Scarborough – Coventry University Group
- Legrand
- University of Hull

Development

This policy has been developed and is reviewed annually by the Careers Leader Natalie Cullen and Careers Adviser Claire Garton based on current good practice guidelines by the Department for Education.

Links with other policies

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

Equality and Diversity

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. **St Augustine's School** is committed to encouraging all students to make decisions about their future based on impartial information.

Requests for access

Requests for access should be directed to Natalie Cullen, Careers Leader. Natalie may be contacted by telephone or email ncullen@staug.smcclat.org.uk, Tel 01723 363280.

Grounds for granting requests for access

Access will be given for providers to attend during school assemblies, timetabled Careers or Life lessons, and Careers or Raising Aspirations events that **St Augustine's School** is arranging. Students may also travel to visit another provider as part of the trip to be organised in partnership with St Cuthbert's academy trust.

Details of premises or facilities to be provided to a person who is given access

St Augustine's School will provide an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. Computer rooms can also be arranged. The Careers Leader or Careers Adviser will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

Live/Virtual encounters

St Augustine's will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

Parents and Carers

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

Management

The Careers Leader coordinates all provider requests and is responsible to his/her senior management line manager.

Complaints Procedure

Any complaints about this policy should be raised to Natalie Cullen, email: ncullen@staug.smcclat.org.uk

Natalie Cullen will raise the complaint to Rosa Flanagan, head teacher.

Monitoring review and evaluation

The Policy is monitored and evaluated annually via the Executive Leadership Team.

Policy Coordinator: Claire Garton

Policy Reviewed: May 2025

Appendix

Providers who have been invited into St Augustine's school to date include:

Bishop Burton College

Scarborough Tec

East Riding College

Scarborough UTC and 6th form

ASK apprenticeships

Vantage Motor Group

Scarborough Borough Council Apprenticeship department

Plaster Coving

NHS

Destinations of previous pupils from St Augustine's School include:

Askham Bryan College

Bishop Burton College

Scarborough Tec

Scarborough sixth form

East Riding College

Scarborough UTC 6th form

Scarborough football scholarship

Construction Skills village

York College

One to one career interview

Every student in Year 10 and 11 is offered a 1-2-1 careers interview. Some students have more than one interview. Career ideas and destinations are recorded. Year 9 students and above who are looked after by the local authority or have special educational needs or disabilities will also have a careers meeting at regular review stages.

Resources

There is a Careers Service office situated within St Hilda's, where students can access paper and computer-based information and resources. Learners are introduced to careers during tutor sessions from year 7 upwards.

NEETS Record [Not in Education Employment or Training]

We have an excellent track record of ensuring that none of our pupils end up NEET at 16.

The College tracks leavers to ensure that they are engaging with their planned pathway post 16.

Careers Programme

Our CEIAG delivery model is one that is embedded in our pastoral and PSE and RSE curriculum. It has been revised to cover the Gatsby Benchmarks and is regularly updated to incorporate new developments.

Information on jobs and careers

- **[Shape Your Future](#)**

Use these links to look up what skills and qualifications you need for the job you are interested in.

Here you can also find out details about wages. It is also important to look at job prospects so you can see whether it is expected that there will be more or less jobs in that career in the future.

Here you will also find suggestions of other similar jobs in that area which you may not have thought of. Have a good look around and inform yourself!

- [10 Minute Careers Quiz #001 - YouTube](#)
- [Options at age 16 - Talking Futures - YouTube](#)
- <https://www.apprenticeships.gov.uk/apprentices/becoming-apprentice>
- <https://www.futurehy.co.uk/>
- <https://icould.com/>
- <https://nationalcareers.service.gov.uk/>
- <https://www.mypathcareersuk.com/>
- <https://www.careerpilot.org.uk/>
- <http://www.bbc.com/bitesize/careers>
- <https://amazingapprenticeships.com>
- [Youth Employment](#)
- [Careers in the Armed Forces](#)

- [Buzz Quiz](#)

Information for students

- [Technical training](#)
- [Apprentice Stories](#)
- [What is an apprenticeship?](#)
- [Apprenticeship levels explained](#)
- [Apprenticeship Listings](#)
- [Subject-related apprenticeship films](#)

- [Information about T Levels from .Gov](#)
- [Career pathway options](#)
- [UCAS points calculator](#)

Information for parents and caregivers

- [SAS Careers: A Guide for Parents](#)
- [Amazing Apprenticeships website](#)
- [Apprentice Stories](#)
- [What is an apprenticeship?](#)
- [Apprenticeship Listings](#)
- [Subject-related apprenticeship films](#)

- [Information about T Levels from .Gov](#)
- [Career pathway options](#)
- [UCAS points calculator](#)

Survey – parents

We invite you to give us your feedback at any time- thank you:

https://docs.google.com/forms/d/e/1FAIpQLSeCv7nKA4Wjgy7cxmYxvXXMK1Ls8fDa_FgmTIEybdRwE1-eQ/viewform?usp=sf_link

Information for Teachers

It is vital that careers education is not seen as additional to the curriculum, but rather forms an integral part of it. At St Augustine's School, we aim to ensure that students are made aware of the relevance to future careers of the topics and skills that they are studying in lessons. Staff are reminded and encouraged to regularly include job and career opportunities within their subject area. Teachers have a range of resources and also teach the following during PSHE from years 7 to 11:

- Goal Setting
- Money and Earnings
- Dream jobs and skill set
- Personal strengths

Teachers also display curriculum related posters around the labour market and raising aspirations in relation to careers.

Useful websites:

<https://www.youthemployment.or...>

<https://www.optimuseducationre...>

<https://www.careersandenterpri...>

CV Writing

How to write a great CV - please follow the web link and guidance documents below:

- [BBC Bitesize CV Writing](#)
- [How to Write a CV](#)
- [How to Write a CV: Example](#)

Contact details

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