Chesterton Community College

Careers Information Advice and Guidance Policy

September 2026

Approved by Executive Head Teacher	01 September 2026
Review cycle	Annual
Next Review	September 2027

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Document Control

New Version Number	Key changes from previous version	Date of ratification
1	Provider Access Legislation in pupil entitlement	01 09 2023
2	Update on trips + Year 9 CRC Taster Sessions	01 05 2025
3	Update on benchmark descriptions Y9 Virtual WEX Y10 University Talk	02 07 2026

Introduction

The careers policy statement below sets out Chesterton Community College's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 8-11 are entitled:

- To receive 6 encounters (as per Provider Access Legislation 2023) in order to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;

- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;

- To understand how to make applications for the full range of academic and technical courses.

The Gatsby Benchmarks

Chesterton Community College willingly uses the Gatsby Charitable Foundation's Benchmarks to develop and improve careers provision. This is reviewed annually.

Benchmark 1 - A stable careers programme

Every school should have an embedded programme of careers education and guidance that is known and understood by learners, parents and carers, staff, governors, employers and other agencies.

Benchmark 2 -Learning from Career & Labour Market Information

All learners, parents and carers, teachers and staff who support pupils should have access to good-quality, up-to-date information about future pathways, study options and labour market opportunities. Young people with special educational needs and disabilities (SEND) and their parents and carers may require different or additional information. All pupils will need the support of an informed adviser to make the best use of available information.

Benchmark 3 - Addressing the Needs of each Pupil

Learners have different careers guidance needs at different stages. Careers programmes should help learners navigate their concerns about any barriers to career progression. In addition, opportunities should be tailored to the needs of each learner, including any

additional needs of vulnerable and disadvantaged learners, young people with SEND and those who are absent.

Benchmark 4 - Linking Curriculum Learning to Careers

As part of the school's programme of careers education, 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

Benchmark 5 - Encounters with Employers & Employees

Every learner 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.

Benchmark 6 - Experiences of Workplaces

Every learner should have first-hand experiences of workplaces to help their exploration of career opportunities and expand their networks

Benchmark 7 - Encounters with Further and Higher Education

All learners should understand the full range of learning opportunities that are available to them, including academic, technical and vocational routes. This should incorporate learning in schools, colleges, independent training providers (ITPs), universities and in the workplace.

Benchmark 8 - Personal Guidance

Every learner should have opportunities for guidance meetings with a careers adviser, who could be internal (a member of school staff) or external, provided they are trained to an appropriate level. These meetings should be available for all pupils 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. The careers leader should work closely with the careers adviser, SEND coordinator and other key staff to ensure personal guidance is effective and embedded in the careers programme.

Management of provider access requests

Procedure

A provider wishing to request access should contact
Mr Arthur Desbois, Lead Careers and Post-16 Coordinator.
Email: adesbois@ccc.tela.org.uk
Or
Mr Aaron Kirkland, Assistant Careers and Post-16 Coordinator
Email: akirkland@ccc.tela.org.uk

Opportunities for access

As part of the careers education and guidance, a number of events, integrated into Chesterton Community College's careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. Below is the careers programme commencing September 2026 to be amended, updated and reviewed as and when necessary.

	Autumn Term	**Spring Term**	**Summer Term**
Year 7	Author visits Careers tutor time programme (PSHE link: Character Education) Chesterton Lectures Y7, 8 and 9 collaboration with BBC Scientist from the British Antarctic Survey	"What's my line" with Form the Future. Careers tutor time programme. Subject specific jobs shared with students in all subject areas for National Careers Week. Careers tutor time programme (PSHE link: Money Matters) Trip to RSPB site - conservation work (Science)	Careers tutor time programme (PSHE link: Careers). Assembly. Y7 Zoolabs
Year 8	Author visits Introduction to technical levels and apprenticeships (CRC) Careers tutor time programme (PSHE link: Character Education) Chesterton Lectures Y7, 8 and 9 collaboration with BBC	"The Real Game" (the world of work, job roles and budgeting) Careers tutor time programme (PSHE link: Money Matters) Subject specific jobs shared with students in all subject areas for National Careers Week.	Work shadowing Careers tutor time programme (PSHE link: Careers)
Year 9	Options pathways guidance - parent/student meeting with a member of SLT to discuss GCSE options and pathways GCSE Options Assembly Careers tutor time programme (PSHE link: Character Education) Chesterton Lectures Y7, 8 and 9 collaboration with BBC Y9 science workshops run by Medical Mavericks	Transition programme of targeted Y9 students. Careers tutor time programme (PSHE link: Money Matters) Subject specific jobs shared with students in all subject areas for National Careers Week. Museum visit (History) Aim Higher trip to Cambridge University (English) CRC taster sessions (LMI)	Virtual work experience day (Unifrog) Gatsby Benchmark 6. FE/HE - presentation from CRC Careers tutor time programme (PSHE link: Careers).
Year 10	Target students for work experience/ enriching careers experiences are identified. Target students for mock interviews Careers tutor time programme (PSHE link: Character Education) Guidance Adviser interviews. Chesterton Lectures	Careers carousel day with Form the Future. Subjects Fair (alumni in current Post-16 destinations) Careers tutor time programme (PSHE link: Money Matters) Subject specific jobs shared with students in all subject areas for National Careers Week.	College taster days. WRL and careers tutor time programme. Careers advice and guidance for targeted students. Work experience assembly in conjunction with FTF Careers tutor time programme (PSHE link: Careers) Guest speaker for journalism career Careers drop down day including University talk (1h)
Year 11	Post-16 assembly. Post-16 preparation day. Finance, apprenticeships, Technical qualifications information Post-16 progression evening for students and parents.	January: interview guidance meetings – what to expect. January: mock interviews March onwards: support our Y11s with their choices. Extra college/sixth form visits	Careers tutor time programme (PSHE link: Careers)

	Post-16 centres open evenings Guidance Adviser interviews. Careers tutor time programme (PSHE link: Character Education) Drop-ins for students seeking help withMychoice@16Progress applications.	Mock interviews Careers tutor time programme (PSHE link: Money Matters) Subject specific jobs shared with students in all subject areas for National Careers Week.	

Please speak to Chesterton Community College's Careers Lead: Mr Desbois to identify the most suitable opportunity for you.

Premises and facilities

Chesterton Community College will do their best to make learning spaces available such as; the Auditorium, Atrium, Halls, classrooms or private meeting rooms available for discussions between outside agencies and students, as appropriate to the activity.

Chesterton Community College will do their best to make sure audio, visual and other specialist equipment are available to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times. The Careers Lead will also have prospectuses for reference.