

ALP Sittingbourne

Careers Policy

February 2026





Statement:	
This statement was approved:	
This statement will be reviewed:	

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1. Policy Context

This policy will be reviewed as part of the whole-school self-assessment process and approved by the Executive Board when amendments are made.

It provides ALP Sittingbourne with a framework to:

- Meet statutory requirements
- Support learners' progression
- Prepare learners for the opportunities and challenges of working life

This policy should be read alongside:

- Work Experience Policy
- PSHE Policy
- Curriculum Framework
- Provider Access Policy

2. School Profile

ALP Sittingbourne provides education for young people with Special Educational Needs (SEN) who have experienced challenges in previous educational settings. Many learners may have become disengaged from education, impacting both learning and family life.

Our provision offers:

- A flexible, personalised approach
- Individualised learning programmes
- A supportive and inclusive environment

We cater for learners aged **7–19 years**.

3. Introduction

The Education Act 2011 places a duty on schools to secure access to independent and impartial careers guidance that promotes the best interests of learners.

At ALP Sittingbourne:

- Careers education is embedded across the curriculum
- Learners are informed about all available pathways, including:
 - Further education
 - Apprenticeships
 - Work-based learning

- Volunteering opportunities

Careers Education, Information, Advice and Guidance (CEIAG) is integrated within **PSHE and Personal Development**.

4. Purpose of CEIAG

CEIAG supports the school's wider aims by helping learners develop the skills, knowledge, and attitudes required for adult life.

It enables learners to:

- Understand their strengths, interests, and personal qualities
- Develop realistic self-awareness and confidence
- Explore education, training, and career opportunities
- Make informed decisions about their future
- Develop independence and responsibility
- Set personal goals and aspirations
- Improve attainment and engagement

5. Aims and Objectives

The CEIAG programme at ALP Sittingbourne aims to:

- Introduce learners to the world of work
- Raise aspirations and broaden career horizons
- Provide meaningful encounters with employers
- Support learners to develop employability skills
- Offer face-to-face careers guidance interviews with action plans
- Provide advice on progression routes, including apprenticeships
- Support applications for education, training, and employment
- Inform and support EHCP outcomes and transition planning
- Embed careers across all curriculum pathways
- Provide access to work experience opportunities

6. Statutory Requirements and National Expectations

ALP Sittingbourne meets statutory duties by:

- Providing independent and impartial careers guidance from Year 8 onwards
- Ensuring access to:
 - Up-to-date information on all pathways
 - Timely guidance
 - Careers education programmes

We ensure that learners receive:

- Information about academic and vocational routes
- Guidance tailored to individual needs
- Support in making informed decisions

The school works with:

- Qualified Level 6 Careers Advisors
- Local authorities
- External careers organisations

7. Gatsby Benchmarks

ALP Sittingbourne is committed to meeting the Gatsby Benchmarks through regular evaluation (e.g. Compass audit):

1. A stable careers programme
2. Learning from labour market information
3. Addressing the needs of each learner
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

8. Provision of Careers Education

8.1 Primary Phase (Years 3–6)

- Careers introduced through:
 - PSHE lessons
 - Cross-curricular learning
 - SMSC Themes
- Focus on:
 - Aspirations
 - Understanding different jobs
 - Developing basic employability skills

8.2 Key Stage 3 (Years 7–9)

Learners follow personalised careers pathways linked to interests.

Focus areas:

- Self-development
- Understanding the world of work
- Building employability skills
- Exploring career options

8.3 Key Stage 4 & Post-16 (Years 10–13)

Aligned with Careers Development Institute (CDI) Framework, learners access:

- Careers qualifications (where appropriate)
- Employer engagement activities
- Careers visits and events
- Work experience placements
- Apprenticeship guidance
- Vocational qualifications (internal/external providers)

Programmes are interest-led and personalised.

9. Delivery and Implementation

Careers education is delivered through:

- PSHE curriculum
- Cross-curricular links
- One-to-one careers guidance
- Workshops and employer encounters
- Work experience programmes

Each learner receives:

- A personalised careers pathway
- Ongoing guidance and review
- Support with transition planning

10. Partnerships and External Providers

ALP Sittingbourne works in partnership with:

- Local Authorities

- Careers advisors (Level 6 qualified)
- Training providers
- Colleges and employers

These partnerships ensure:

- Impartial advice
- Access to opportunities
- Real-world experiences

11. Equality of Opportunity

We are committed to ensuring CEIAG is:

- Inclusive and accessible to all learners
- Free from bias and stereotyping
- Tailored to individual needs

We promote:

- Equal opportunities in education and employment
- Awareness of diversity in the workplace
- High aspirations for all learners

12. Monitoring, Review and Evaluation

The careers programme is monitored through:

- Learner feedback
- Destination data
- Internal review processes
- Gatsby Benchmark assessment (Compass)

This policy is:

- Reviewed annually
- Updated in line with statutory guidance and school priorities