



DRIFFIELD
SCHOOL
& SIXTH FORM

Careers Policy

This policy is applicable to: Driffield School and Sixth Form

Intended audience: Parents/Carers, Students, Staff, Governors

Version: 1.1

Important: This document can only be considered valid when viewed on the school's website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.

Name and Title of Author:	Mrs R Mortimer, Careers Leader and Co-ordinator of CEIAG
Name of Responsible Committee/Individual:	Local Governing Body
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Related Documents:	

Careers Policy

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Aims

Driffield School and Sixth Form aims to ensure all students are self-confident, highly skilled and career ready. This is achieved through a programme of high-quality activities, support, advice and guidance, so that students make informed choices. This helps minimise barriers to opportunities. Driffield School and Sixth Form has a number of statutory duties in relation to careers guidance (DfE Careers Guidance and Access for Education and Training Providers (May 2025 Update). This includes the following:

- An obligation to provide independent careers guidance to all students
- Ensuring careers guidance is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option
- Providing information on the range of education or training options, including apprenticeships and technical education routes
- Providing guidance that considers the best interests of the pupils to whom it is given. Ensuring there is an opportunity for a range of education and training providers to access all students in Years 8 – 13 to inform them about approved technical education qualifications and apprenticeships, and that a policy statement setting out these arrangements is published (see our Provider Access Statement).

Our students will have at least two encounters in Year 8 or 9 which are mandatory (to take place between the 1st September and 28th February during Year 9). Year 10 and 11 will have two encounters that are mandatory (to take place between the 1st September and 28th February of Year 11). In Year 12 or 13 students will have two encounters which are mandatory to put on, but will be optional in terms of attendance (to take place during Year 12 and the 28th February of Year 13).

Furthermore, Driffield School and Sixth Form will:

- Provide all young people with a stable and structured careers programme
- Use the Gatsby Benchmarks to improve careers provision
- Appoint a named person to the role of Careers Lead
- Have a member of the governing body whose role includes ensuring that arrangements are in place to allow a range of educational and training providers to access students in Years 7 – 13
- Publish details of the careers programme for young people and their parents
- Engage with parents throughout a young person's career journey
- Work towards requirements relating to work experience and one to one guidance. Careers Guidance will be based on a partnership with pupils and their parents/carers. The programme will raise aspirations, challenge stereotyping, actively promote equality and diversity and make effective use of local and national labour market information and support our students in reaching their full potential.

Content

Commitment

Driffield School and Sixth Form is committed to provide high-quality impartial careers guidance for all pupils in partnership with Hull and East Yorkshire Careers Hub, Unifrog, Mind, East Riding of Yorkshire Council Support Services and any other appropriate external agency.

Driffield School and Sixth Form endeavours to follow:

- Careers guidance and access for education and training providers (DfE, 2025)
- CDI Framework for careers, employability and enterprise education
- Expectations as laid out in the Quality in Careers Standard award
- Any other relevant guidance from DfE, QCA and Ofsted as appropriate.

Driffield School and Sixth Form is committed to ensuring that the eight Gatsby benchmarks of good practice are in place. 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 with employers and employees
6. Encounters with further and higher education
7. Personal Guidance
8. Using the labour market for guidance

Intent - Student needs and entitlement

Students at Driffield School and Sixth Form will benefit from:

- Access to a range of activities that inspire them, including employer talks, careers fairs, motivational speakers, college and university visits and access to coaches and mentors.
- Links with local employers, to help boost attitudes and employability skills, learn about the range of roles and opportunities available. This includes:
 - Access to our Enterprise Adviser from BAE Systems
 - Access to our Enterprise Adviser from the Hull and East Yorkshire Careers Hub.
 - Access to Reds10 who we are working with the school to launch a new T Level in Construction for September 2027.
- Work experience provision in Year 12.
- Meaningful encounters with employers, helping all pupils learn about what work is like or what it takes to be successful at work. This includes our biannual Careers Fair and the yearly Countryside Careers Fair.

- Access to advice on options available at Post-16 including apprenticeships and entrepreneurialism, and opportunities available from other post-16 providers.
- Face to face advice and guidance to build confidence and motivation from a Level 6 qualified guidance specialist. Access to our dedicated Careers Library with up to date relevant careers resources.
- Coordinated support from external agencies including the local authority where pupils are vulnerable, have special educational needs or are at risk of becoming NEET.
- Information on the financial support available to them post-16 and post-18.
- Information, including local Labour Market Information from a range of agencies such as Skills Hull and East Yorkshire and Unifrog to develop a smoother pathway between education and work.
- 24-hour access to careers advice through Unifrog.
- The opportunity to book a careers appointment with our fully trained Careers Guidance Lead at school. This opportunity is available to all pupils in every year group.
- Activities during form time in all year groups that promotes awareness of a wide range of career opportunities and progression routes. Including LMI information, careers videos and careers quizzes.
- Tailored support for all statemented and EHCP pupils through progression and transfer reviews, and individual meetings for all pupils.

Implementation, monitoring, evaluation and development

The Co-ordinator of CEIAG and the Careers Guidance Lead coordinates the whole-school careers programme and is responsible to the APEX leadership team. Work experience is planned and implemented by the Head and Deputy Head of Sixth Form for Year 12 students. All teaching staff contribute to Careers Guidance through their roles as tutors and subject teachers. Specialist sessions are delivered by the APEX teaching team supported by the Head of APEX. The careers programme is planned, monitored and evaluated by the Co-ordinator of CEIAG and the Careers Guidance Lead in consultation with the TEAL Trust Director of Employability, the Assistant Headteacher responsible for Personal Development, the school's link governor, Hull and East Riding Careers Hub, and Unifrog who provide specialist and impartial careers IAG. Effectiveness of CEIAG provision will be measured in a variety of ways:

- Feedback from stakeholders through mechanisms such as surveys, focus groups, interviews
- Feedback from external agencies including Hull and East Riding Careers Hub and the Quality in Careers Standard guidance
- Termly Compass+ evaluations are completed with the CEIAG Team and the Enterprise Leader from BAE Systems and our co-ordinator from Hull and East Riding Careers Hub
- Internal Leadership Reviews
- Destinations data

Curriculum

Careers guidance is part of the school's Community and Personal Studies programme called APEX, delivered through dedicated timetabled lessons. The careers guidance programme includes careers education sessions, career guidance activities (group work and individual interviews), information and guided research activities, work-related learning, and individual learning planning/portfolio activities. Visits from outside agencies provide guidance in specialist areas such as Health and Enterprise. Other focused events such as access to Higher Education IAG are provided at appropriate times. Work experience preparation and follow-up take place for Year 12s in tutor time and enrichment lessons and other appropriate parts of the curriculum. Pupils at Driffield School and Sixth Form have access to Unifrog resources for use from KS3 to KS5. Young people are encouraged to visit the Unifrog website for further guidance. Pupil and parent/carer voice are used in the planning, delivery

and evaluation of activities. The school provides a number of tailored Post 16 careers centred support programmes for sixth form students. This includes pathways for example in medicine and STEM, Oxbridge preparation, a dedicated apprenticeship enrichment preparation, this provides a pathway for students who want to strengthen their employability skills whilst studying an A Level or equivalent. This programme of study has been developed in consultation with employers and offers students work-related opportunities that are not commonly available in Post 16 provision.

Additional Opportunities

Pupils in KS4 and 5 will benefit from a range of further opportunities to help support their progression to further study or employment. These are subject to regular review, but will include the following key elements:

- Access to an alumni network to support current pupils through career talks and through personalised information on specific career paths.
- Parent/carer and student workshops at KS 4 and KS 5 to increase their knowledge and awareness of local and national career opportunities.
- Access to, and support with, an online CEIAG provider (Unifrog) for all pupils and parents on Year 9 and 11 options evenings.
- Access to our Apprenticeship Preparation Programme at Year 12 which includes sessions on searching for vacancies, CV writing and interview skills, employability skills development masterclasses and work experience opportunities.

Partnerships

Driffield School and Sixth Form works in partnership with Unifrog to tailor delivery of careers guidance. Unifrog provide all pupils and parents/carers with personalised access to their internet-based information portal. This service incorporates a tracking system that allows pupils, parents/carers and staff to build a profile of areas of interest for pupils. This is supplemented by use of Compass+, which tracks an ongoing record of careers guidance received by pupils, tailored individualised support for pupils, and monitor provision for impact. The school also works closely with a large number of local employers, and with other educational establishments to ensure a broad and balanced range of information and opportunities are available to pupils. This includes working with Reds10, a local modular building company, to plan and implement the new Construction T level to start in September 2027. This is meeting local demands for skilled employees in this sector.

Resources

Funding is allocated in the annual budget planning round in the context of whole school priorities and particular needs in the career's guidance area. The Assistant Headteacher is responsible for the effective deployment of resources. Sources of external funding are actively sought, and shared provision is used where appropriate and efficient, particularly in conjunction with our local network of partnership schools. Staff Development training needs are identified in conjunction with the administrator for training, and with a continual awareness of local and national careers agendas. The Human Resources team carries out a Training Needs Analysis on an annual basis (this is informed by the Self Evaluation Audit, including provision of careers guidance completed by the school). The school will endeavour to meet training needs within a reasonable period of time.

Supporting Policies and Related Information

The policy for Careers Guidance supports, and is itself underpinned by, a range of key school policies such as the Diversity and Inclusion policy. These are available on the school website.