



Document Control
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**THE
HAYLING
COLLEGE**

Happy, Healthy, High Performing

Careers Education & Guidance Policy

Date of Policy: September 2026
Date approved by Gobs: September 2026
Date of Next Review: September 2027



1. Purpose and aims

At The Hayling College, careers education is part of Personal Development and the curriculum; it is not a single event in Year 11. From Year 7 onwards, pupils are helped to understand themselves, discover opportunities, connect learning to the world of work, experience workplaces and make informed, ambitious decisions about their next steps.

Our aim is that every pupil leaves the College with the knowledge, confidence, experiences and guidance needed to progress successfully into further education, training, an apprenticeship or employment, and understands that career development continues throughout life.

- Provide a broad and impartial understanding of academic, technical and vocational routes.
- Use good-quality career and labour market information (LMI).
- Provide meaningful employer, employee and provider encounters.
- Provide multiple, meaningful and progressively sequenced experiences of workplaces.
- Provide personal guidance appropriate to need and transition points.
- Challenge stereotypes, raise aspirations and remove barriers to opportunity.

2. Statutory framework

The College has regard to the Department for Education statutory guidance Careers guidance and access for education and training providers, updated 23 June 2026. This policy also reflects relevant requirements of the Education Act 1997, Education and Skills Act 2008, School Information (England) Regulations 2008, Education (Careers Guidance in Schools) Act 2022 and Skills and Post-16 Education Act 2022.

The College will secure independent careers guidance throughout secondary education. Guidance will be impartial, show no bias towards a particular institution, education or work option, include apprenticeships and technical education, and be given in pupils' best interests.

The College will publish a summary of its careers programme, Careers Lead details, access information, impact measures, review date and Provider Access Policy Statement.

3. Gatsby Benchmarks

The careers programme is structured and evaluated against the eight updated Gatsby Benchmarks and is progressive, sequenced, underpinned by learning outcomes and linked to College improvement priorities.



- 1. A stable careers programme
- 2. Learning from career and labour market information
- 3. Addressing the needs of each young person
- 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

4. Leadership, governance and responsibilities

The Full Governing Body provides strategic oversight and challenge, ensures statutory careers and provider-access duties are met, and reviews evidence of impact. A governor will take a strategic interest in careers and employer engagement.

The Headteacher and Senior Leadership Team will champion a whole-College approach and ensure the Careers Lead has appropriate time, training, authority, budget and resources.

The Careers Lead is Ms Helen Cox, Assistant Headteacher (admin@hayling.hants.sch.uk; 023 9246 6241). The Careers Lead plans, coordinates and evaluates the programme; leads implementation of the Gatsby Benchmarks; works with the careers adviser, SENCO, pastoral and curriculum staff, employers, providers and Careers Hub; engages parents/carers; and reviews the Provider Access Policy Statement annually with governors.

Personal guidance will be delivered by a careers adviser trained to the appropriate professional level. All teaching and pastoral staff contribute by making career learning visible, supporting reflection and signposting further guidance.

5. The Hayling Careers Journey: Year 7 to Year 11

- Year 7 – DISCOVER: begin Unifrog; explore interests, strengths, aspirations, jobs, sectors, routes and employability; Careers Week and Green Careers Week.
- Year 8 – EXPLORE: continue career exploration; develop employability awareness; challenge stereotypes; Careers Week, Green Careers Week and Creative Careers activity.
- Year 9 – CONNECT: use careers information and LMI for option choices; understand academic, technical and vocational routes; meet employers, colleges and training providers.



- Year 10 – EXPERIENCE: prepare for and undertake meaningful workplace experience; employer/provider encounters and college tasters; develop CV, application, interview and workplace behaviours; explore post-16 routes.
- Year 11 – PROGRESS: support with post-16 choices and applications; college, apprenticeship and training-provider encounters; interview preparation and personal guidance; refine and record plans through Unifrog and destination conversations.

6. Careers through the curriculum

PSHCE includes planned careers and work-related learning. Subject teachers help pupils understand how subject knowledge, skills and habits connect to further study, employment and the wider world. Each subject should help pupils identify essential skills and how these support future pathways.

- English: communication, analysis, persuasion and pathways in media, law, education and public life.
- Mathematics: numeracy, data, finance, problem solving and STEM/business routes.
- Science and Computer Science: healthcare, engineering, environment, technology, data and cybersecurity.
- Humanities: evidence, global awareness, sustainability, planning, law and public service.
- MFL: communication, culture and international pathways.
- Creative and Performing Arts: design, production, performance and creative industries.
- Health and Wellbeing: sport, health, care, leadership, teamwork and preparation for adult life.

7. Career and labour market information

All pupils will access and use good-quality, up-to-date information about careers, pathways, study options and labour market opportunities during each key stage. Parents/carers will be encouraged and supported to use this information. Additional or different information will be provided where required for pupils with SEND.

8. Employers and experiences of workplaces

The updated Gatsby Benchmark 6 expects every pupil to have multiple experiences of workplaces by age 16. Government policy is to work towards two weeks' worth of work experience by the end of Key Stage 4. The College will develop a progressive programme across Years 7–11 rather than treating work experience as a single Year 10 event.

- Across Years 7–9, build towards one week's worth of multiple, varied and meaningful employer-led work experience activities, mostly in workplaces where practicable.



- Across Years 10–11, build towards one week's worth of meaningful, in-person and immersive work experience placement(s), potentially involving one or more employers.
- Experiences will have a clear purpose and learning outcomes, active two-way interaction, preparation beforehand and reflection afterwards.
- Targeted support will ensure disadvantage, SEND or limited family networks do not restrict access.

The 2026 Year 10 work-experience programme ran from 6–17 July. Learning from this programme will inform the progressive model.

9. Further education, higher education and training providers

Pupils will be able to compare the full range of routes impartially. The College provides encounters with colleges and training providers, assemblies and taster opportunities, apprenticeship information, application support, open-event information and, where appropriate, higher-education encounters.

Meaningful encounters will have a clear purpose and learning outcomes, involve two-way interaction, explain the provider and its qualifications or apprenticeships and associated careers, describe what learning or training is like, and be followed by reflection.

10. Provider access legislation

The College's separate Provider Access Policy Statement sets out access arrangements. Schools must provide at least six opportunities across Years 8–13 for pupils to meet providers of technical education or apprenticeships. As The Hayling College is an 11–16 school, the four mandatory encounters falling within the period pupils attend the College are:

- Two encounters for all pupils, at any time in Year 8 or between 1 September and 28 February in Year 9.
- Two encounters for all pupils, at any time in Year 10 or between 1 September and 28 February in Year 11.

Providers wishing to request access should contact Ms Helen Cox via admin@hayling.hants.sch.uk. The Careers Lead will review the Provider Access Policy Statement annually and agree it with the Governing Body.

11. Personal guidance

Every pupil will receive at least one personal guidance meeting by age 16, with additional guidance where individual need or a significant transition point indicates it. Guidance will be young-person-centred, tailored to need, integrated with other careers activities and include appropriate preparation and follow-up.



12. Inclusion, SEND and equality of opportunity

Careers provision will be inclusive and progressively personalised. The College will challenge stereotypes and avoid limiting assumptions about gender, background, SEND or prior attainment.

- Use pupil information, career records, aspirations and intended destinations to tailor support.
- Work with the SENCO and relevant professionals to identify guidance needs and personalised transition support.
- Use EHCP outcomes and other relevant plans, where applicable, to inform careers guidance.
- Provide additional support where disadvantage or limited family networks create barriers.
- Analyse participation, experiences, guidance and destinations by pupil group and address identified gaps.

13. Parents and carers

Parents and carers are important partners in career decision-making. The College will provide accessible information so families can understand academic, technical, vocational and apprenticeship routes, use Unifrog and LMI, attend open events and support informed conversations at home.

14. Careers enrichment and campaigns

The College uses National Careers Week, Green Careers Week and National Apprenticeship Week, alongside employer talks, alumni engagement, careers fairs and curriculum-linked activity. Green Careers Week has particular relevance to the College's island and coastal context.

15. Unifrog and careers records

Unifrog supports pupils to explore careers, courses and pathways, reflect on interests and skills and build a personal record of career development. Digital records are used alongside conversations, encounters and personal guidance.

Governor monitoring recorded 990 career-guidance interactions between March 2025 and March 2026; around 86% of Year 10 and Year 11 pupils logged in and more than 95% of logged-in pupils were actively building their profiles. These indicators will be considered alongside qualitative evidence and outcomes.

16. Monitoring, evaluation and impact

The College will judge the programme by its impact on pupils, not simply by the number of activities delivered. The Careers Lead will coordinate ongoing evaluation and report to senior leaders and governors.

- Progress against all eight Gatsby Benchmarks, reviewed termly using Compass+/appropriate Careers & Enterprise Company tools.



- Pupil voice: whether pupils know their options, feel informed and can explain their next steps.
- Participation in employer, provider, workplace and careers experiences, analysed by pupil group.
- Unifrog engagement and the quality of pupils' career records and reflections.
- Personal-guidance records and follow-up actions.
- Post-16 applications, intended destinations and sustained destination information.
- Feedback from parents/carers, staff, employers, providers and careers advisers.
- Curriculum review: how effectively subjects connect learning to careers.
- Consideration of the Future Skills Questionnaire or equivalent career-readiness evidence.

17. 2026–27 development priorities

- Publish and maintain a clear Year 7–11 careers programme with intended learning outcomes.
- Embed the updated Gatsby Benchmarks across leadership, curriculum and Personal Development.
- Strengthen subject-level careers links and employer engagement.
- Develop progressive workplace experiences in response to Government direction.
- Increase and evaluate parent/carer engagement.
- Continue National Careers Week, Green Careers Week and National Apprenticeship Week provision.
- Use Unifrog, Compass+/Gatsby review, pupil voice and destination information to evaluate impact.
- Ensure disadvantaged pupils and pupils with SEND benefit equitably from encounters, experiences and guidance.

18. Partnerships, resources and staff development

The College works with employers, education and training providers, Hampshire Futures, the Careers & Enterprise Company/Careers Hub, local colleges, universities and other relevant organisations. Careers resources are considered within the annual budget and College improvement priorities. Staff development needs will be identified by the Careers Lead and senior leaders.

19. Access to information, complaints and review

The careers programme and Provider Access arrangements are published on the College careers webpage. Pupils, parents/carers, staff, employers and providers may request further information from the Careers Lead.



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Concerns about compliance with careers duties or provider access should be raised through the College's published complaints procedure.

This policy, its published information and its implementation will be reviewed annually by the Careers Lead, senior leadership and Full Governing Body/relevant committee, with ongoing evaluation during the year. The next scheduled review is September 2027, or earlier if statutory guidance changes.

Appendix 1 – Contact and references

The Hayling College, Church Road, Hayling Island, Hampshire, PO11 0NU

Careers Lead: Ms Helen Cox, Assistant Headteacher | 023 9246 6241 | admin@hayling.hants.sch.uk

Careers webpage: hayling.hants.sch.uk/students/careers

- Department for Education: Careers guidance and access for education and training providers, updated 23 June 2026.
- The Hayling College: Your Future at Hayling – Careers Education, Information, Advice and Guidance, 2026–27.
- The College's published Careers webpage and Provider Access arrangements.
- Updated Gatsby Benchmarks and Careers & Enterprise Company tools.