

Fromefield Manor School



Careers Education and Guidance – Local Procedure November 2025

Local Procedure Title	Careers Education and Guidance
Site	Fromefield Manor School
Local Procedure date	November 2025
Local Procedure review date	Sept 2026
Local Procedure Author(s)	Head Teacher (Gemma Drury)
Local Procedure Ratification	Checked and Approved by: Regional Director (Rebecca McArthur)

Rationale
<p>Careers education programmes make a major contribution to preparing young people for opportunities, responsibilities and life experience. They help young people make decisions and manage transitions as learners and workers. It is vital that all 11-19-year-olds who attend Fromefield Manor School have the knowledge and skills they need to make informed choices and achieve economic wellbeing in later life.</p> <p>Careers Education is defined as: <i>"..... a means of developing individuals' knowledge, understanding and experience of opportunities in education, training and employment and the skills necessary to make informed decisions."</i></p>
Aims and objectives
<p>Fromefield Manor School (FMS) is committed to providing a bespoke individual careers programme for all pupils in years 7 to 13, and to give them access to impartial careers information, advice and guidance.</p> <p>The careers programme (CE&G) at Fromefield Manor School aims to assist pupils to develop a positive self-image, increase self-confidence and to raise personal aspirations. The school aims to provide opportunities for:</p> <ul style="list-style-type: none"> • All students at FMS will receive high quality, meaningful and aspirational careers guidance and employment-focused learning. Careers provision is designed to ensure every student is supported to make informed decisions and achieve best possible outcomes in their future lives. • FMS will provide a personalised, inclusive, and aspirational careers programme that equips all students, to explore and pursue a wide range of academic, vocational, and employment pathways suited to their individual strengths, interests, and support needs — including pathways focused on independent living, supported employment, or meaningful engagement in the community for those with more complex needs. • All students will be empowered to make informed decisions about education, training and employment through providing access to high quality, personalised careers guidance, meaningful encounters with employers, further and higher education and the world of work. • FMS will seek to deliver careers guidance to a consistent high standard, using the Gatsby Foundation Benchmarks to evaluate and improve provision ensuring the careers programme remains relevant effective and ambitious <p>Our CE&G programme aims to prepare all young people at Fromefield Manor School for the ever-changing opportunities, responsibilities and experiences of adult life and equip them with the skills to manage the choices, changes and transitions ahead of them.</p>
Curriculum
<p>Careers Education and Guidance at Fromefield Manor School is embedded into the PSHE curriculum and our life skills provision. As such the pupils' opportunities will reflect the varying levels of ability within the school and will be tailor-made to fit the needs and cognitive ability of the pupil.</p>

Where possible, pupils in the Key Stage 4 and post -16 area of the school will have an opportunity to undertake work experience. This is frequently and for the equivalent of a week, with the specific timings planned to best meet the needs of both the individual pupil and the employer. Pupils' individual plans will include ongoing opportunities where appropriate.

Links to local FE colleges provide, where appropriate, pupils from Year 10 upwards the opportunity to explore the variety of courses on offer. Visit days occur throughout Years 10 and 11, in preparation for transition to local FE College if appropriate.

Where possible, and according to pupil ability, level of anxiety, risk assessment and level of interaction the following may take place:

- Work experience.
- Work-related learning
- Visits to local employers
- Visits to careers fairs
- Mock interviews
- Visits to local colleges
- Interaction with local careers providers

Development and delivery

Sessions will be delivered by appropriately trained and qualified staff and be both person-centred and impartial. Combined with careers education activities, which are embedded in the curriculum pathways, the overall programme will raise aspirations, challenge stereotyping, promote equality and diversity and prepare the pupils for adulthood.

All pupils will:

- Understand their education, training, employment and other opportunities.
- Be offered the opportunity to develop the skills they need to plan and manage their own personal development and career progression.
- Have access to relevant information and learning gained through visit days and work-experience.
- Contribute to, and maintain, individual progression plans to help them identify their strengths and improve their prospects of success.
- Be encouraged to contribute to ways in which they can improve their career pathway.
- Be provided with information that is up to date and unbiased.
- Be given advice and guidance that is unbiased, focusses on individual need and is fit for purpose.
- Have guidance provided by careers advisers who have relevant training and experience

Work Experience

Work experience is one of the most important links between local employers and schools. This exposure to work is a significant step in preparing young people for adult and working life by developing their personal and social skills as well as the key skills they will need for the world of work. Work experience that is well planned and well organised has an important role in developing a student's personal and social skills and gives them opportunities to learn directly about the world of work in preparation for their life after they leave school.

Work Experience; Responsibilities:

The Headteacher and Governing Body have overall responsibility to ensure the health, safety and welfare of students on work experience. They will ensure that:

- the suitability of work experience placements has been assessed by a competent person
- an individual risk assessment is written for each pupil prior to starting a work experience placement
- there is clear communication with all key parties involved with the work placement
- health and safety procedures are followed
- arrangements are in place to provide placement providers with information regarding any additional needs of the student
- lead staff are familiar with the risk assessments for placements being visited
- any identified personal protective equipment or clothing is worn
- staff comply with the school's incident reporting procedure and that all parties understand their responsibilities.

Successful ongoing management of work experience programmes relies on a process of evaluation; we ensure, therefore, that we gain feedback on each placement from both the employer and the student.

Outcomes for pupils

At Fromefield Manor School we aim to raise aspirations, challenge stereotypes, and encourage pupils to consider a wide range of future pathways and careers.

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions
06/11/2025	M Watch	p.2 dates and RD updated Aims updated to reflect Aspris Policy ACS 57