



CITY OF BIRMINGHAM EDUCATION DEPARTMENT

**BASKERVILLE SCHOOL**

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# Careers Education and Guidance Policy

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Review Date: August 2025  
Next Review: August 2026

BASKERVILLE SCHOOL, FELLOWS LANE, HARBORNE, BIRMINGHAM, B17 9TS

TELEPHONE: 0121 427 3191

## **Baskerville School Careers Education and Guidance Policy** *In accordance with current UK legislation - August 2025* **School**

### **Details:**

Baskerville School, Fellows Lane, Harborne, Birmingham, B17 9TS

Telephone: 0121 427 3191

**Date reviewed:** August 2025

**Next review:** August 2026 **Statutory Framework**

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This policy is established under and complies with current UK legislation:

### **Primary Legislation:**

- Education Act 2011 (Section 29) - Statutory duty to secure independent careers guidance
- Education (Careers Guidance in Schools) Act 2022 - Extension of careers guidance duty **Statutory Guidance:**
- Careers guidance and access for education and training providers (May 2025) - Department for Education

### **Supporting Framework:**

- The Eight Gatsby Benchmarks for Good Career Guidance
- Quality in Careers Standard (national quality award)

### **Vision Statement**

To provide outstanding educational provision, with students achieving exceptional academic and social outcomes.

### **Introduction and Rationale**

Baskerville School provides secondary education for young people aged 11-19 who have Autistic Spectrum Disorders. Students require careful preparation for adult life and are supported to develop skills for accessing supported living and employment. For those who will require continuous care, preparation for life in the community is equally important.

Under the Education Act 2011, as amended by the Education (Careers Guidance in Schools) Act 2022, we have a statutory duty to secure that all registered pupils are provided with independent careers guidance during their secondary education. **Statutory Duties and Compliance**

### **Legal Requirements**

Under current legislation, Baskerville School must:

#### **Education Act 2011 (Section 29):**

- Secure independent careers guidance for all pupils during secondary education
- Ensure guidance is provided other than by teachers employed at the school
- Include information on 16-18 education and training options, including apprenticeships
- Provide guidance that promotes the best interests of pupils **Education (Careers Guidance in Schools) Act 2022:**
- Extended the statutory duty to all secondary education (Years 7-13)

- Applied requirements to all state-funded schools including academies
- **May 2025 Statutory Guidance Requirements:**
- Meet the Eight Gatsby Benchmarks for Good Career Guidance
- Provide personal guidance meetings with careers advisers
- Ensure every learner has at least one meeting by age 16, and another by age 18
- Guarantee 2 weeks' worth of work experience for every young person

### **Aims of Careers Education at Baskerville School**

#### **Intent**

Our intent is to provide a programme that prepares all students for the next stage in their life beyond Baskerville School. Our programme is responsive to the needs of our students and their families, fostering choice and accessibility to advice and guidance relevant to all students.

The programme draws upon the Preparing for Adulthood Outcomes framework, considering aspirations, activities and provision that support progress toward adult life at different ages and stages of development.

#### **Meeting the Gatsby Benchmarks**

We aim to meet all eight Gatsby Benchmarks as required by current statutory guidance:

1. **A stable careers programme** - with leadership and provision
2. **Learning from career and labour market information** - accessible to all students
3. **Addressing the needs of each pupil** - through systematic assessment and support
4. **Linking curriculum learning to careers** - in every year and every subject
5. **Encounters with employers and employees** - meaningful engagement opportunities
6. **Experiences of workplaces** - including 2 weeks' worth of work experience
7. **Encounters with further and higher education** - broadening horizons
8. **Personal guidance** - independent advice tailored to individual needs

#### **Implementation**

##### **Statutory Compliance Framework**

Our careers strategy combines statutory requirements with the Preparing for Adulthood Agenda, providing a planned programme of careers education, information and guidance for students in Years 7-14.

##### **Key Stage 3 (Years 7-9):**

- Students' journey toward adulthood begins with careers discussions in PSHE
- Internal work experience opportunities
- Employer encounters and workplace visits
- Beyond Baskerville events

**Key Stage 4 (Years 10-11):**

- Life skills, employability skills, and independent living skills timetabled
- ASDAN Employability qualifications from Entry Level 2 to Level 2
- Youth Enterprise TEAMS Programme
- Comprehensive work experience (internal and external)
- Meeting the statutory requirement for 2 weeks' worth of work experience

**Key Stage 5 (Years 12-14):**

- Continued focus on preparing for adulthood outcomes
- Supported transition planning
- Employment preparation and supported internship opportunities

**Meeting Statutory Requirements for SEND Students**

For students with Education, Health and Care Plans (EHCPs), their annual reviews must include a focus on preparation for adulthood as required by current statutory guidance. Our provision specifically addresses the needs of students with autism through:

- Individualized transition planning
- Structured teaching approaches
- High-quality real-life opportunities to practice learned skills
- Systematic support for communication and social interaction needs

**Independent Careers Guidance****Statutory Requirement for Independence**

Under the Education Act 2011, careers guidance is independent if provided other than by teachers employed at the school. We fulfill this requirement through:

**External Provision:**

- Independent careers adviser from Stepping Forward Limited
- Quality assured advice and guidance services
- Impartial information about all post-16 options

**Professional Qualifications:**

- All careers advisers hold appropriate qualifications from the Careers Development Institute's UK register of Career Development Professionals
- Recognition that careers leader qualifications do not qualify individuals to offer personal guidance unless they hold separate careers guidance qualifications

**Personal Guidance Meetings**

In compliance with May 2025 statutory guidance:

- Every learner receives at least one personal guidance meeting with a careers adviser by age 16

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Further meeting provided by age 18

- Meetings scheduled within our careers programme to meet individual learner needs
- Information about personal guidance support communicated to pupils and parents through our website

### **Work Experience Requirements**

Meeting the statutory vision for 2 weeks' worth of work experience:

- One week of work experience activities including employer encounters, career talks, and industry visits
- One week of work experience placements in Years 10-11
- Expectation that placements are in-person, with virtual approaches used only in exceptional circumstances
- Focus on meaningful experiences that prepare students for adult employment

### **Provider Access Requirements**

Under current legislation, we must provide reasonable access to education and training providers to inform students about approved technical education qualifications and apprenticeships.

### **Access Opportunities:**

- Integration into our careers programme and curriculum
- Hosting external events including college open days and apprenticeship fairs
- Visits arranged during school day for appropriate student groups
- Regular advertising of opportunities to students and families

### **Procedure for Provider Access:**

- Providers should contact our Careers Team by email, telephone, or in writing
- Local providers invited to key relevant events
- All external engagement subject to safeguarding checks
- Student safety prioritized in all external provider interactions

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### **Information and Data Sharing Statutory Data Requirements**

We comply with our statutory duty to provide information to local authority services, enabling them to:

- Track and maintain contact with young people
- Carry out relevant duties under participation legislation
- Support effective post-16 transitions

### **Publication Requirements**

We publish careers information through:

- Our school website with details of our careers programme

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- Annual updates to careers provision information  
Communication to pupils, parents and carers about careers support

### **Leadership and Management Statutory Leadership Requirements** **Strategic Leadership:**

- Assistant Head Teacher Progress and Outcomes: Strategic lead for careers
- Designated Careers Leader: Day-to-day management of careers provision

### **Operational Team:**

- Careers and Enterprise Co-ordinator: Programme coordination
- Work Experience Coach: Planning and monitoring work experience
- Independent Careers Adviser: Personal guidance provision

### **Quality Assurance**

Our careers programme is quality assured through:

- Annual review by senior leadership and careers team
- External quality assurance by Stepping Forward Limited
- Governing Body oversight
- Working toward Quality in Careers Standard accreditation

### **Impact and Evaluation Measuring Success**

The impact of our careers programme is measured through:

- Achievement of students reaching preferred destinations
- Successful transitions to supported living, further education, supported internships, or employment
- Regular feedback from students, families, and partner organizations
- Progress against Gatsby Benchmarks using Compass assessment tool

### **Accountability**

- Quality assurance by Governing Body
- Support from The Careers and Enterprise Company
- External validation through independent careers service
- Compliance with statutory guidance requirements

### **Multi-Agency Partnerships**

We maintain statutory partnerships with:

- Local authority SEND teams and transition services
- The Careers & Enterprise Company
- Local employers and training providers
- Further education colleges and supported internship providers
- Health and social care services supporting student transitions

### **Contact Information**

**For Careers Information:** Contact our Careers Team via school reception  
**For Provider Access Requests:** Contact careers team by email, telephone, or in writing

**Emergency Contact:** School office during school hours

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**Compliance Statement:** This policy fully complies with the Education Act 2011, Education (Careers Guidance in Schools) Act 2022, and current Department for Education statutory guidance on careers provision.

*Policy effective: August 2025*

*Next review: August 2026 or following legislative changes*

**Last Updated:** August 2025

