

Careers Education Policy

Introduction

Elm House School provides pupils with a structured program of careers education in line with the needs the age group. Key Stage 1, 2 and 3 pupils have access to accurate, up-to-date careers guidance that is presented in an impartial manner; enables them to make informed choices about a broad range of career options; and helps to encourage them to fulfil their potential.

Commitment

This policy embodies the commitment by Elm House School to provide pupils with high quality and equal access to programme of careers education for all pupils.

The careers education programme is continually reviewed, evaluated and developed in accordance with the principles of the non-statutory National Framework for Impartial Careers Guidance and delivered through curriculum, tutorial and extra curriculum strand activity.

Continuous improvement and development

This policy was reviewed as part of the continuous improvement and development plan following a whole-school audit of careers education, information, advice and guidance. Careers education is continually updated and reviewed to respond to changes in government, legal and policy to ensure the provision is fit for purpose. This policy will be reviewed annually through consultation with the Elm House School community, pupils, parents, board members, and other external partners.

Policy links

This policy supports and is underpinned by key school policies including those for teaching and learning, assessment, recording and reporting achievement, PSHCE, equal opportunities and diversity, health and safety, child protection, gifted and talented and special needs.

Aims

The overall aim of the programme is to help pupils towards:

Self-development – to understand themselves and recognise and develop their capabilities.

Career Exploration – to recognise impartial information and be effective researchers to investigate learning and career opportunities open to them. To understand importance of the changing job and skills patterns (supply and demand) to prepare them for the 21st century workplace.

Career management – to make, review and adjust learning and career plans to manage change and transitions

Resources

Funding is allocated to replenish, update and develop careers resources to ensure pupils access quality and up to date information and resources. PSHCE schemes of work refer to world of work (including professional, technical, skilled and semi-skilled career possibilities); CV writing, job hunting skills, writing applications.

The pupils will also go on annual trips to the 'World Skills' careers exhibition in Birmingham as part of the careers provision.

Leadership

The Head of Education are assigned accountability for careers education strategy and review.

Quality and assessment

The provision is quality assured and assessed through a number of methods:

- Self-evaluation form – Framework for Inspection (Ofsted)

Policy review

This policy document will be reviewed by the Education Director on an annual basis to ensure it is up to date with current legislation and best practice.

Date approved: April 2014

Date last reviewed: September 2026

Next review (or before): September 2027

Signed: 

Position: Education Director

Staff Acknowledgement

In signing this document I am confirming I have read the information and have an understanding of the procedures outlined within the information provided.

I have had the opportunity to discuss this document with a Senior Leadership member of staff to gain further clarity.

I also know that if I feel I need further guidance I know I can access through the Head of Education.

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