

Careers Statutory Guidance

At a glance guide for school leaders

This document provides an overview of the responsibilities of schools outlined in the publication '[Careers guidance and access for education and training providers](#)' published in July 2021.

Role and responsibilities of schools

Requirement:

Every school **should** appoint a named Careers Leader who has the skills, commitment and backing from their senior leadership team, including protected time that enables the Careers Leader to carry out the role effectively.

Have you appointed a Careers Leader and resourced them adequately to carry out the role effectively?

CEC Resources and Support:

- [Support your Careers Leader to access our funded training offer](#)
- [Access our support for Education Leaders](#)
- [Access our support for Governors](#)
- [Understanding the role of a Careers Leader: A Guide for secondary schools](#)

Requirement:

Schools **must** name their Careers Leader and publish their contact details on the website.

Have you published your Careers Leader details on your website?

CEC Resources and Support:

- [Direct your Careers Leader to review our website guidance resource](#)

Requirement:

Every school **must** publish details of their careers programme for young people and their parents

Has your Careers Leader developed a progressive careers programme which is accessible to students and parents?

CEC Resources and Support:

- [Direct your Careers Leader to the Resource Directory for guidance and templates](#)

Requirement:

Every school **must** ensure that students are provided with independent careers guidance from Year 8 to 13

Are you engaging with the Enterprise Adviser Network and Careers Hub to ensure that you are bringing in external sources of careers support?

CEC Resources and Support:

- [Engage with the Enterprise Adviser Network & your local Careers Hub](#)

Requirement:

Every school **must** ensure that there is an opportunity for a range of education and training providers to access all pupils in year 8 to year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships*.

Do you have links with training providers to ensure that all pupils are informed about approved technical education qualifications or apprenticeships?

CEC Resources and Support:

- [Engage with the Enterprise Adviser Network & your local Careers Hub for support in connecting with local training providers](#)



**This section is expected to be updated in Autumn 2021, subject to a planned consultation.*

Requirement:

Every school **must** publish a policy statement setting out their arrangements for provider access and ensure that it is followed.

Do you have a provider access policy in place to ensure that ALL students have an opportunity to learn about approved technical qualifications or apprenticeships?

CEC Resources and Support:

- Encourage your Careers Leader to utilise the Resource Directory to access exemplar policies and resources

Requirement:

Every school **should** be using the Gatsby Benchmarks to develop a careers programme that increases opportunities for students to access everything from experiences of the workplace and personal guidance with a careers adviser, to engagement with colleges, training providers and universities.

Does your school carry out a regular review of the careers programme to ensure that all students have access to a range of opportunities?

CEC Resources and Support:

- Encourage your Careers Leader to utilise the Resource Directory to access exemplar policies and resources
- Support your Careers Leader to upgrade to Compass + to enable tracking at an individual student level

Requirement:

Schools **should** continue to track student destinations for 3 years post KS4. Schools should work with their local authority as they collect and collate destinations data, and establish an effective data-sharing agreement.

Does your school have a system in place for tracking students' destinations for 3 years post KS4?

CEC Resources and Support:

Engage with your local authority and FE providers to collect and collate destinations data and establish an effective data-sharing agreement:

- Read our published report 'Review of local destinations data'
- Read our report 'The benefits of Gatsby Benchmark achievement for post-16 destinations'
- Encourage your Careers Leader to use the destination tracking function on Compass+

