



# Careers education information, advice and guidance

## **Secondary Academies**

April 2026

Due for review by end March 2027

NSCTPol / SEC / 0101 / 2504a

## Our aims and objectives

To provide high quality careers advice to all students (including support to our high achieving and ambitious students) which is developed throughout their time at school and is supportive of their aspirations, strengths and skills.

We aim to: -

- prepare students for the transition to life beyond secondary school
  - post-16 education: sixth form, college.
  - Higher education.
  - Apprenticeships
  - The Workplace
- support students in making informed decisions which are suitable and appropriate for them.
- provide students with well-rounded experiences.
- develop characteristics (e.g. social skills, communication, innovation, resilience and leadership) which support high achieving students in the curriculum and their careers.
- inspire and motivate students to develop their aspirations.

## Overview of statutory guidance and recommendations

Our careers provision has been developed in line with the Department for Education's statutory [careers guidance and access for education and training providers](#); itself in line with Sections 42A, 42B and 45/45A of the [Education Act 1997](#), Section 72 of the [Education and Skills Act 2008](#) and Schedule 4 (15) of the [School Information \(England\) Regulations 2008](#)

This ensures that we provide independent careers guidance for student in years 8 - 13 inclusive and that this guidance should: -

- be impartial
- include information on a range of pathways, including [Key Stage 4 options, Key Stage 5 choices, university, apprenticeships and work options.](#)
- be adapted to the needs of the individual student

The guidance also recommends we make provision to: -

- ensure that young people have a better understanding of career choice, subsequent progression and its impact on their long term earnings.

- assist young people in developing an understanding of the responsibilities and choices associated with parenthood.
- develop better and more carefully planned opportunities for young people to meet professionals working in non-stereotypical roles, and to learn more about what such work entails.
- strengthen the knowledge and understanding of staff about the wide range of progression routes available so that young people can make informed choices.
- consider how to link the contents of lessons and skills to be developed more frequently to career opportunities
- consider ways in which mentoring could be used to help support young people in overcoming barriers to achievement.
- make provision to give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships.
- Provide a minimum of six high quality 'provider encounters' during years 8 - 13

## Our career provision

The following are available: -

- Extra-curricular clubs and trips which support students in developing their understanding of a range of different subjects (A list of extra-curricular clubs is available on the school website).
- Talks on a range of careers that inspire and motivate the students (These are offered to all students in the school and can include higher level apprenticeships).
- A careers advisor on site who gives one-to-one advice. A drop-in service is also available.
- A careers section on the school website and careers and university section in the Learning Resources Centre. Students are also made aware of external opportunities.
- The Sixth Form is well-resourced with a vibrant and regularly updated digital noticeboard which provides post-16 students with information and opportunities beyond the classroom.
- Some students are given the opportunity to visit universities and places of higher education to encourage their aspirations.

## Students with special educational needs or disabilities (SEND)

Transition from one key stage to another and on to careers is part of the action plan for students with SEND including personalized support from the SENDCo, careers advisor or external bodies as appropriate.

Our [SEND Policy and information report](#) are available on both the SEND and Policies pages of our website [www.heronhallacademy.org.uk](http://www.heronhallacademy.org.uk)

## Students in receipt of pupil premium funding

Pupil Premium students are given priority for one-to-one careers advice with the school's external Careers Advisor.

## Careers advisor

Our independent careers advisor works alongside our careers coordinator to prepare a careers development plan for the school. This is in line with both the London Ambitions Careers Offer and the Gatsby Good Careers Guidance.

[lep.london/publication/london-ambitions-careers-offer](http://lep.london/publication/london-ambitions-careers-offer)  
[www.gatsby.org.uk/education/focus-areas/good-career-guidance](http://www.gatsby.org.uk/education/focus-areas/good-career-guidance)

The contact details of our careers advisor are on the '[Careers and work experience](#)' page of our website [www.heronhallacademy.org.uk/Careers-policy-statement](http://www.heronhallacademy.org.uk/Careers-policy-statement)

## Key Stage 3

- The pastoral curriculum in years 7 - 9 covers economic wellbeing, active citizenship and develops enterprise and entrepreneurship. A particular example of this is through the careers fair targeted at years 8 - 9.
- The options programme for year 9 is designed to support them in their GCSE choices.
- Students in year 9 will have the opportunity to take part in the Bronze Duke of Edinburgh Award.

## Key Stage 4

### Year 10

- Some Year 10 pupils will also take part in a mentoring scheme, working with lower year groups within the school.

- Specific talks that are relevant to the students age and stage.
- Careers fairs (in person or virtual) and opportunities to meet employers.
- Virtual work experience opportunities.
- University assemblies
- Life skills

#### Year 11

- All students in Year 11 participate in the Sixth form open evening to support their future education.
- Specific talks that are relevant to the students age and stage.
- Virtual work experience opportunities.
- Careers fairs (in person or virtual and opportunities to meet employers)

#### Years 10 and 11

- One-to-one careers discussions with the school Careers Advisor in Year 10 through Year 11 informs individual careers plans for each student, their tutor and the Head of Year to use.
- A number of students every year take part in the Duke of Edinburgh Award. The majority of students participate in the Bronze Award. Many students participate in the Silver award.
- Extra-curricular clubs and trips support students in developing their understanding of a range of subjects.
- Students are given advice and guidance about those areas in which they may participate.
- The pastoral curriculum in Year 10 and 11 covers economic well-being, active citizenship and charity fundraising.
- Some students are given the opportunity to visit universities and places of higher education to encourage their aspirations.
- Careers week is celebrated and there is an abundance of information available to Key Stage 4

## Key Stage 5

#### Year 12 and Year 13

- All Year 12 and Year 13 students attend an external Careers, University & Apprenticeship Fair in the Autumn Term.

- All Sixth Form students have access to one-to-one careers advice
- All Year 12 students will have at least one Careers Advice session (one-to-one)
- Students are given the opportunity to visit universities and places of higher education to encourage their aspirations. A university visit is organized for the Summer Term for all Year 12.
- Every student is given personalised UCAS support, interview preparation, and work experience opportunities
- Every Year 12 student will have access to work experience in the Summer Term
- External speakers are invited to give advice, guidance and support on a range of subjects, from financial literacy to wellbeing and mental health.
- Workshops are organised with external providers which can include experience of the work place.
- The pastoral curriculum in Year 12 covers economic well-being, active citizenship and charity fundraising.

## Alumnae

The school intends to start an *alumnae programme* inviting former students to discuss their profession, career paths and further education with current students.

## Provider access and opportunities

All students in Years 8 - 13 are entitled to: -

- find out about technical education qualifications and apprenticeship opportunities as part of the careers programme which provides information on the full range of education and training options available at each transition point.
- hear from a range of local providers about the opportunities they offer including technical educations and apprenticeship.
- understand how to make applications for the full range of academic technical courses.

A number of school events will offer providers an opportunity to come into the school to speak with students and / or their parents. Students will be able to access a minimum of at least two encounter providers across the following year groups; Years 8/9 (Post 14), Year 10/11 (Post 16) and Years 12/13 (Post 18)

The current school '[Careers policy statement and programme](#)' gives details of how a provider may contact us should they wish to participate and is available on the '[Careers and work experience](#)' page of our website [www.heronhallacademy.org.uk/Careers-policy-statement](http://www.heronhallacademy.org.uk/Careers-policy-statement)

## Destinations

Student destinations after they leave education are held on a school database. Progress is tracked and assistance is available to learners if they require information, advice and guidance after leaving school.

With pupil consent, some of this information is shared with the Local Authority (Enfield).

Further information as to why this information is held can be found in both the '[Destination information and consent form \(for students in Years 11 and 13\)](#)' and in the '[Careers support and advice](#)' section of our [Privacy notice](#). Both are available on the policies page of our website under the Data protection heading at the bottom of the page.

[www.heronhallacademy.org.uk/Policies](http://www.heronhallacademy.org.uk/Policies)

## Monitoring and evaluation

Our Careers Coordinator will work alongside the Local Authority's Independent Careers Advisor to develop our '[Careers policy statement and programme](#)' available on the '[Careers and work experience](#)' page of our website [www.heronhallacademy.org.uk/Careers-policy-statement](http://www.heronhallacademy.org.uk/Careers-policy-statement)

An evaluation of the data with regard to destinations, trips, expedition participation and attendance of careers related events at the school will enable measures of success and help shape future development programmes.