

Sutherland House School Careers Education and Guidance Policy

Date Written	June 2025
Review Date	June 2026
Written and ratified by	

Introduction

The Careers Education and Guidance Policy at Sutherland House School has been developed to incorporate the aims of the school and [statutory guidance](#) from the Department for Education. The planned programme of study helps young people to understand their interests, strengths and areas of development in relation to the world of work and lifelong education. It incorporates planned activities that uses the context of work to develop knowledge, skills and understanding that are useful in work, including learning through the experience of work, about work and working practices and learning the skills for work. Young people learn about different careers and opportunities for training, apprenticeships and volunteering and investigate further education options. The program has been developed with reference to the [Talentino](#) careers program for SEND students.

The careers education programme is managed by the careers education team which consists of the careers lead, and the senior leadership team. All staff contribute in some way to the careers education programme through their varied roles as teachers, classroom coordinators or members of the support staff team.

Careers lead	Farheen Khan
Email	farheen.khan@aem.org.uk

Aims

The focus of Careers Education and Guidance is to provide informed career and option choice, raising aspirations and equipping young people with knowledge and understanding, skills and attitudes as a foundation for managing their lifelong career and learning. The school has a student centred approach to learning and the careers program is tailored to the needs of each child.

Curriculum

Please refer to Sutherland House School's [curriculum document](#) to see how careers related learning is embedded into the school's overall program of learning. The programme ensures coverage of the [Gatsby Benchmarks](#) with reference to the [CDI framework](#).

The careers education and guidance curriculum comprises four components:

1. Careers education within the curriculum
2. Work experience
3. Access to individual guidance and support (from trained sources)
4. Access to careers information for students and their parents.

The programme includes:

- Links to careers related learning embedded in Key Stage 1 and 2 curriculum
- Timetabled Careers education lessons for students on the orange and blue pathway from Key Stage 3 upwards
- Careers guidance (individual planning and interviews, information and research activities)
- Action planning and recording achievements
- Sessions with industry professionals.
- A dedicated Personal Development Teacher
- Extended work placements and/or volunteering
- Work experience, virtual or at a place of work
- Independent travel training
- MAPs/PATHS Meetings from year 9 onwards
- Visits to work places
- Business enterprise activities
- Duke of Edinburgh Award
- Student Council
- Visits to colleges

Work Experience

Work Experience is an important part of the educational offer at Sutherland House School. All pupils are given the opportunity to access work experience (either external or internal). The practice of work experience is planned and monitored by the careers lead. It is designed in such a way to take full account of the needs of the young person and to give them an insight into the world of work.

Pupils and employers are prepared and supported to ensure that the experience is positive for everyone involved.

Please refer to Sutherland House School's Guide to Work experience for more details.

Equal Opportunities

We aim to promote positive ways in which our career guidance and education curriculum addresses a broad spectrum of equal opportunities. Young people are encouraged to develop skills for dealing with discrimination of all forms and there is an assurance that no young person will suffer discrimination as a consequence of ethnicity, gender, social

background or disability. All young people are offered impartial, confidential and detailed advice regarding choices of destination and appropriate pathways.

Monitoring, Review and Evaluation

Evaluations take place after career-related events so we can assess whether or not career outcomes have been met. Evaluations are carried out and will take the form of questionnaires, evaluation forms, and feedback on aspects of the programme, as required. Assessment takes place through verbal feedback/ assessment, observation and written assessment. Each pupil will have a record of the activities they have participated in relating to careers. This will support the young person to have personalised advice and guidance based on their experiences, hopes and desires.

Partnerships

Partnerships have been established with local charities and businesses who provide work experience placements. Other firm links have been developed with F.E colleges and training providers. In addition, Sutherland House School is part of the Special Schools Soft Federation. We work with other special schools to share ideas, expertise and links regarding pathways and work related learning opportunities.

Provider Access Statement for Sutherland House School

This document sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in Year 7 – 14 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact Farheen Khan.

Telephone: 07814926003

Email: farheen.khan@aem.org.uk

Opportunities for access

The school offers a comprehensive careers education and guidance programme and an overview of this programme can be seen on the school website.

Please speak to our **Careers Leader** to identify the most suitable opportunity for you. The school will make a suitable space available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Advisor or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Advisor so that they can be displayed in the school.