



KING EDWARD'S SCHOOL  
BIRMINGHAM



KING EDWARD VI  
HIGH SCHOOL FOR GIRLS

## CAREERS POLICY

<b>Committee</b>	
<b>Policy Type</b>	School
<b>Policy Owner</b>	Head Of Careers
<b>Statutory</b>	No
<b>Published on website</b>	Yes
<b>Last review date</b>	September 2025
<b>Next review date</b>	September 2026
<b>Review Cycle</b>	Annual
<b>Expiry date</b>	This policy will not expire but will be reviewed as per its designated cycle. This policy remains effective whilst the review is taking place and will become non-applicable once the updated version has been approved.
<b>Version</b>	v1.0

## INTRODUCTION

At KES and KEHS we think about career development as a journey. A career journey is made up of lots of small steps which start in Year 7 and build as students progress through the school and beyond.

CEIAG (Careers education, information, advice and guidance) is offered through a varied programme of events, lessons, activities and one-to-ones. This programme is primarily co-ordinated by our Head of Careers, in partnership with our Heads of Lower, Middle and Upper School and the Heads of Year.

At KES and KEHS, we build career skills into student learning across curriculum lessons and co-curricular activities. Students are encouraged by all staff to discover their unique interests, strengths, and skills. As they widen their experiences and subject knowledge, and as they grow up through the school, they will be supported to reflect on what brings them the most energy, meaning, and satisfaction. They are also encouraged to develop employability skills across a range of activities and opportunities. We want students to be able to identify, understand, and express what matters to them in their work choices and have the resilience to respond to future changes and opportunities in the world of work.

### **Aims and Purpose:**

- To enable all students to make informed choices about their future pathways and support them in making suitable and ambitious decisions.
- To encourage interest in and understanding of as wide a range of career pathways and educational opportunities as possible.
- To establish and consolidate mutually beneficial relationships with industry, the professions, higher education establishments, and organisations.
- To inspire and enable every student to identify their personal strengths, skills, values, and characteristics to achieve their best possible educational and professional outcomes, working consciously to challenge all forms of stereotyping.
- To treat each student as an individual, enabling them to access independent, impartial advice from qualified careers staff and high-quality resources.
- To promote career management by teaching students to take responsibility for their individual career development, supporting them to take the initiative in researching and applying for work experience placements, and in higher education and/or degree apprenticeships as appropriate.

### **Statutory requirements and recommendations:**

- In line with the [Independent Schools Inspectorate Regulatory Requirements Section 4](#), our students 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 encourages them to fulfil their potential. Our provision promotes equality of opportunity regardless of background and diversity.
- We are guided by the [statutory guidance for state schools](#), including the 8 Gatsby Benchmarks.
- We welcome and facilitate [Any Provider Access](#) to broaden the information and opportunities available to students.
- Throughout years 7 to 12 students undertake careers lessons as part of the [PSHE core theme 3: Living in the wider world \(KS3 and KS4 pp.30-32\)](#)
- As an affiliate member of the Careers Development Institute (CDI), KES abides by the [CDI Code of Ethics](#)

## CAREERS EDUCATION

- Students are introduced to Careers Lessons in Year 7 as part of their PSHE lessons. They are engaged in group discussions and class activities to think about their unique strengths and preferences and to broaden their awareness of careers. They are also supported to use the Unifrog digital careers platform to explore and record their own skills, strengths and career areas of interest. They are supported to explore a variety of career pathways and to consider the future of work, changes in the labour market and their future choices.
- The careers curriculum is continued throughout the years with a series of careers lessons specifically targeted at the needs of each year group. These include CV writing skills, researching and applying for work experience opportunities, considerations of degrees and degree apprenticeship pathways, researching entry requirements, and exploring skills required for different courses.

## CAREERS INFORMATION, ADVICE AND GUIDANCE

- Careers staff are available during recess and lunchtimes for individual one-to-one consultation, by prior appointment. It is also possible for Sixth Form students to book an appointment during study periods.
- Students in Year 11 receive an individual careers interview prior to post-16 decision-making
- The Unifrog Careers website is a digital platform which is provided by school to support every student with their careers research and development. (<https://www.unifrog.org/sign-in>)
- The Head of Careers and Heads of Year work in partnership with parents to support students, through a range of communication methods as appropriate. This includes availability at parents' evenings and open evening events, email, telephone appointments, and in-person meetings. Parents can also access the Unifrog platform: a code is shared when their child is in Year 11.
- Students of all years receive careers input via form time activities and assemblies.
- Students are encouraged to undertake two weeks' worth of work experience placements during the holidays from Year 10 to Year 12. There is an allocated school work experience week in Year 11 for which students must arrange their own placements. The school uses Unifrog as the platform to administer placements. See Work Experience Policy for full details.
- Careers resources, events and opportunities are shared with students and parents via social media, digital channels, noticeboards, the school newsletter, and the school website.
- Students wishing to pursue degree apprenticeships and competitive applications, (including healthcare, US or Oxbridge degrees) are supported by specialist staff. Support includes preparation for assessments, enrichment sessions, application support and mock interviews.
- Students can book 1-1 support sessions in relation to all aspects of compiling UCAS applications, apprenticeship, work or other higher education applications.

## ANNUAL CAREERS EVENTS AND TALKS

- **National Careers Week** – A weeklong programme of talks and workshops by outside speakers, employers, and alumni representing a range of different career pathways
- **Careers Talks and Panels** – These lunchtime events focus on a specific sector; speakers share their career experiences and engage in Q&A with the students. Speakers are often volunteers from our alumni and parent networks.
- **Enterprise Event** – A Dragon's Den style event for selected Year 9s from across the Foundation, exploring and developing entrepreneurial skills.

- **Speed Networking** – An event with a wide variety of professionals representing different careers for Years 9 and 10.
- **University Networking Event** – Sixth formers are invited to network with recent leavers to find out about transition to university life and ask questions around courses and universities.
- **Future Pathways University Event** – Year 12 students spend a morning attending a selection of admissions and subject talks from representatives of different higher education institutions.
- **UCAS support programme** for Year 12 and Year 13, including sessions on writing personal statements, creating UCAS applications, making successful course/university choices and an online parent event.