



Altrincham College

Careers Policy

| | |
|-----------------------------------|----------------------|
| Policy Date: | February 2026 |
| Approved by Governors: | February 2026 |
| Date of next review: | February 2027 |



Background: vision and values

“Our vision is to nurture and inform our students to be knowledgeable, happy and resilient. Ensuring they make a valuable contribution to the world in which they live and are empowered to make informed and positive life choices.”

Principles

Altrincham College students are educated to be independent, confident and career ready. Students will flourish by focusing on developing their employability skills, promoting success and unlocking potential. Providing them with the tools to be respectful and responsible for the world of work. Aiming to raise aspirations will improve the life chances of our students by providing them with knowledge and experiences so they are aware of all their options, allowing them to make informed choices.

As the competition for post 16 courses and apprenticeships rise every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

Aims

Statutory requirements and expectations

At Altrincham College we are committed to providing a planned programme of impartial careers education, information, advice and guidance (CEIAG) and enterprise education for all students across Years 7 – 13.

Our careers programme follows the guidance from the statutory Gatsby benchmarks. The benchmarks are implemented into our strategy and into the delivery of our careers education.

The benchmarks are:

1. A stable careers programme.
2. Learning from career and labour market information.
3. Addressing the needs of each student.
4. Linking curriculum learning to careers.
5. Encounters with employers and employees.
6. Experiences of workplaces.
7. Encounters with further and higher education.
8. Personal guidance.

We also use the Careers Development Institute (CDI) framework to map and audit the overall provision of careers, employability and enterprise learning in the curriculum. The CDI's Career Development Framework describes the six learning outcomes that career programme should focus on to ensure students develop the career skills that they need to have positive futures.

Practice

Learner entitlement

Every student at Altrincham College is entitled to high quality career education and guidance as part of their overall education. Careers education helps our students develop the knowledge, skills and understanding they need in order to make relevant career choices that are right for them. This will aid students in making a meaningful decision in order to manage key transition points and move into further/higher education or the workplace.

Altrincham College fully supports the statutory requirement for students to have access to other providers of further education training, technical training and apprenticeships. The school will comply with the legal requirement to put on at least six encounters to all pupils in years 8 to 13 with providers of approved technical education qualifications or apprenticeships. Many of these will take place at our annual careers fair, in addition to providers attending careers events at Altrincham College throughout the year or within the National Apprenticeship Week and National Careers Week in February and March.

Altrincham College endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: “Baker Clause”: supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

All students in Years 7 to 13 at Altrincham College are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our 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 education and apprenticeships.
- Understand how to make applications for the full range of academic and technical courses.

Work Experience

Altrincham College is committed to ensuring that all students have meaningful opportunities to experience the world of work. In line with Department for Education (DfE) guidance and the updated Gatsby Benchmarks, all students are entitled to a minimum of 10 days of work experience during their time at the school.

Students are given the opportunity to take part in self-sourced placements during the school calendar:

- A one-week (5-day) work experience placement in Year 10
- A 3-day work experience placement in Year 12

In addition to these core placements, students may also build towards their 10-day entitlement through high-quality, validated experiences, such as:

- Employer-led projects
- Workplace visits, trips or job shadowing
- Extended virtual or hybrid work experience
- Approved additional work experience undertaken outside the school week

In addition to school-organised placements, students may take part in voluntary work-related activities, such as part-time work, volunteering, or ‘Take Your Child to Work’ opportunities. These experiences will help to further enhance students’ understanding of the workplace.

These opportunities are designed to support students in developing employability skills, understanding workplace expectations, and making informed decisions about future education and career pathways.

All eligible experiences can be recorded and reflected upon using **Unifrog**, allowing students to track their development and build a personal record of skills and learning.

Stakeholders and partners

Altrincham College will endeavour to work with students, external agencies and partners to help deliver a comprehensive career education programme.

Parents/Carers

We recognise the important role that parents/carers have in the career development of their child(ren)/ward(s). We communicate regularly with parents and carers, enabling them to participate in career events and career newsletters are shared including a range of information. Parents/carers now have access to their own Unifrog account, our online careers destinations platform. The account mirrors their child's/wards as well as, links in with sections of their child's Unifrog account.

Careers support agencies

Altrincham College employs a fully qualified Level 6 Careers Advisor, CDI registered, who provides impartial careers guidance to our students. Altrincham College also has a contract with Unifrog who provide our online careers destinations platform. All students and staff have log-ins to access their individual profile.

Other companies and partners with whom we work closely include:

- Manchester College
- Trafford College Group
- UA92 University
- Manchester Metropolitan University
- Manchester University
- Talent Foundry
- Unifrog
- Edge Hill University
- University of Huddersfield
- Amey
- Tek Systems

Employers, Universities, community partners and learning providers

We will provide access to a range of opportunities for our students.

In line with the Bakers Clause, any provider who wishes to request access to the school should email: careers@altrinchamcollege.com.

Management and delivery

We recognise the importance of putting in place effective arrangements for the management and delivery of the programme.

Roles and responsibilities

The Governing Board are responsible for approving the careers policy and programme. The designated link Governor liaises with the Careers Leader to support the implementation and planning of the careers programme.

The Senior Leadership Team are responsible for meeting with the Careers Leader and overseeing the programme planning and delivery and to review and facilitate any recommendations made by the Careers Leader to further develop the careers provision.

The Careers Leader is responsible for working with the Greater Manchester Combined Authority (GMCA) Partnership & Quality Lead and other Careers Leaders in the Trafford Cluster to strategically plan, deliver and evaluate the careers programme to ensure it links to the Gatsby benchmarks, the Academy Improvement Plan and meets the Bakers Clause.

The Careers Adviser is responsible for providing one to one impartial careers advice to students. The UCAS Advisor is responsible for supporting students in their decision making and applications to university or apprenticeships.

Subject leaders are responsible for ensuring long term and medium-term curriculum plans link to careers and monitor the delivery of careers through the curriculum.

Heads of Year are responsible for ensuring form tutors are delivering the careers resources provided and to gather feedback from their form tutors.

All staff are responsible for ensuring that we aim to raise student aspirations and improve their life chances by providing them with the knowledge and experiences to make them aware of all their options, so they can make informed choices. Training is provided on how to use the careers platform Unifrog. All departments are encouraged to provide up-to-date careers information for their subject area and link careers to the curriculum.

Monitoring and evaluation

The school's career programme and arrangements for managing the access of education and training providers to students is monitored and evaluated by Sharron Diffley, Assistant Headteacher and Hannah Mitchelmore, Careers Leader.

This policy will be reviewed annually by the SLT careers link and Hannah Mitchelmore, Careers Leader.

At every review, the policy will be approved by the Local Governing Board and the Headteacher.