Policy Name	Careers Policy				
Effective Date	September 2022	**Date of last revision**	September 2025	**Version No.**	3
Author	Head of School				

Version History				
Version	**Approved by**	**Revision Date**	**Details of Changes**	**Author**
1	**MT**	**Sept 2024**	https://assets.publishing.service.gov.uk/media/63b69f3fe90e077246c83323/Careers_guidance_and_access_for_education_and_training_providers_.pdf Edited to include the updated guidance.	**MT**
1	**MT**	**Sept 2024**	**https://resources.careersandenterprise.co.uk/sites/default/files/2023-01/1051_SEND%20Gatsby%20Toolkit%20Refresh%20V8.pdf** Edited to include the most recent version of this document.	**MT**
2	**MT**	**Sept 2024**	**Change from MYP5 - Year 11**	**MT**
2	**MT**	**Sept 2025**	**Removal of reference to Student NEXUS**	**MT**
3	**MT**	**Sept 2025**	**Removal of Crimson- no longer relevant**	**MT**
3	**MT**	**Sept 2025**	**https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools/careers-guidance-and-access-for-education-and-training-pr**	**MT**

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3	**MT**	**Sept 2025**	**Removal of the phrase 'Careers Coordinator' and replaced by Coordinators (referring to the respective coordinator for that phase).**	**MT**
3	**MT**	**Sept 2025**	**Removal of historical career programmes no longer applicable.**	**MT**
3	**MT**	**Sept 2025**	**Include Morisby Profile**	**MT**

ICS London is committed to providing a broadly based, coherent and balanced curriculum supported by opportunities for students to make informed decisions about their pathway when they leave the School. In a world where employment opportunities are rapidly changing, ICS London recognises that students need both to recognize their own abilities and aptitudes and learn to develop and adapt their work-ready skills so as to be flexible and well equipped for the new jobs of the future.

This requires students to have access to a wide range of information about the world of work, labour market and access to those with direct experience of many different industries and work environments. They also need access to individual careers guidance and encouragement to explore all possible alternatives. ICS London provides all of these facilities, and strives to ensure that every student can, as a result, make sound career-related choices.

Additional Information relevant to Careers Policy

This policy should be read in conjunction with the following complementary policies:

- **Curriculum Policy**
- **Teaching and Learning Policy**

Aims of the ICS London Careers Policy

- To implement the Gatsby Benchmarks of Good Careers Guidance. These are set out in Appendix 1 alongside the relevant careers service or initiative provided by ICS London to meet each benchmark.

- To comply with the relevant parts of the statutory guidance: https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools/careers-guidance-and-access-for-education-and-training-providers

- To equip students with the ability to analyze and reflect on their own interests, abilities, talents and motivation and to identify how and when to build on or amend these in order to capitalize on future opportunities.

- To maintain an impartial approach to careers advice, so that all students, regardless of their background, have the freedom and confidence to examine all potential avenues, including, but not limited to, apprenticeships, university courses in the UK and abroad, direct transition to work, GAP year travel or work and creative courses. ICS London will always strive to encourage students to avoid any stereotypical attitudes to jobs (in particular that jobs of particular types can only be done by a male or by a female).

- To enable SEND students to become confident individuals knowing their rights and responsibilities. By providing tailored guidance, activities and resources.
  https://resources.careersandenterprise.co.uk/sites/default/files/2023-01/1051_SEND%20Gatsby%20Toolkit%20Refresh%20V8.pdf
- To provide students with resources to find out more about different jobs, careers and post-16 pathways and to encourage them to explore these. ICS London expects students to take the initiative in such research and to take responsibility for their own decisions regarding their future pathway.
- To encourage students and their families to arrange suitable work experience by connecting them with potential employers and facilitating existing families to offer opportunities within the community

- To enable students, when they leave the School, to develop into self-sufficient, economically active, committed individuals

The CEIAG Programme

The regular programme is set out within our PHSE Programme and by Appendix 1 (by Gatsby benchmark addressed). Its components are reviewed on an annual basis and adjusted (in terms of weighting, or timing during the school year) to achieve maximum effect.

Responsibilities

- The Head and Senior Management team are responsible for
    - ensuring the School has a structured Careers programme and suitable staff (or external contractors) to deliver that programme successfully
    - supporting and promoting the Careers programme (with staff, parents and students)
    - reviewing, on a regular basis, the quality and effectiveness of the Careers programme and considering changes as appropriate
- The Coordinators are responsible for the development and practical delivery of the Careers programme and liaison with the ICS London Team in relation to university applications. The Coordinators are also responsible for training, supervising and setting the work focus of the other members of staff across the school as necessary. The Careers Coordinator will act as the Careers Leader (as defined in the Statutory Guidance)
- All staff, in both their academic and pastoral roles, are responsible for
    - Giving students clear guidance (whether through formal assessment, informal feedback or pastoral discussions) on their strengths, talents, aptitudes and potential, so that students can make informed and realistic decisions about their future
    - Providing guidance, encouragement and mentoring to students on how to set high aspirations and good work habits
    - Seeking to involve parents in their child's consideration and choices relating to future education, training and career path.


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APPENDIX 1

Gatsby Benchmark	Relevant part of ICS London Careers Programme
Providing a stable careers programme	The careers programme is set out in this policy. The Careers Coordinator (respective curriculum coordinator)is responsible for its delivery in a consistent and effective manner for all target age groups of students. The Careers Coordinator meets parents on a regular basis (either at formal Careers Events, parents evenings or by appointment) to discuss careers issues so can assess whether the programme is meeting the objectives of both students and parents. The Coordinators advise on option choices in Year 9 and Year 11 into DP1.
Learning from career and labour market information	At Careers events, and in Diploma Employability sessions, labour market information about the target industry/profession is given to students (and, in the case of Careers events, also to parents) as handouts and as downloads.
Addressing the needs of each pupil	Every pupil from MYP1 (year 7) upwards has dedicated career lessons and discussions as part of the PHSE curriculum. Students have books and journals where they can record useful information which is then accessible to ensure support and continuity in further discussions and meetings with form tutors. Students whose current thoughts disclose an interest in a vocational course (after ICS London), which requires work experience, will be singled out for early one-to-one advice, to make sure that relevant work experience has been arranged by the student/parents.

	All students are able to book one-to one appointments with Coordinator and mentors (including GAP year students) to work on any aspect of their preparation for post-ICS London options (e.g. CV, covering letter, skills analysis, personal statement, business awareness, interview style) Students considering overseas universities receive tailored support from Careers staff (DP Coordinator) from term 2 of Diploma 1 for the preparation of the essays (and SAT preparation where appropriate) which underpin their application. The Diploma Coordinator produces a leavers list each year to show the destination of each student on graduation from ICS London. This is updated, where the data is known, for up to 3 years so that there is an accurate picture of what options students choose post ICS London. The marketing department to follow later destinations of leavers/alumni (i.e. in employment).
Linking curriculum learning to careers	Careers events (either large scale or smaller spotlight events during or after school) each academic year allow a focus on a particular industry (or group of linked careers). Some are themed on careers connected to a particular academic subject studied at school. All speakers at careers events explain the subjects they studied at school and their relevance later on in their career.

Encounters with employers and employees	All pupils are encouraged to arrange work experience or CAS projects which align with potential careers, in the summer after their final exams in Year 11 and then to top it up, where possible, during the summer break after Diploma 1. Large careers events have 2-5 adult speakers from the target industry who both present to parents and students and take part in a networking session for the students after the main event. Spotlight careers events have 1 or 2 adult speakers who present only to students and there is no networking session, but there is an opportunity for questions. Some School societies have guest speakers, so a smaller but more focused audience can ask questions of a current employee/employer. The Diploma Coordinator also ensures that students have the opportunity to attend careers fairs in Central London so that students can speak with employers and different Universities. .

Experience of workplaces	All pupils are encouraged to arrange work experience in the summer after their Year iGCSE's, including CAS and to top it up during the summer break of Diploma 1 going into Diploma 2.
Encounters with further and higher education	Students are told of the requirement to stay in education or training up to age 18. Diploma students are encouraged to visit universities and will be granted leave to do this, following a formal request to the Diploma Coordinator, authorised by the Head of School. Students will also be given opportunities to visit careers fairs throughout the year.
Personal Guidance	All students in year 10 upwards complete the Morisby Profile and then receive a 1-1 coaching session with a level 6 accredited Careers Coach. All Year 10 and year 11 students have a one-to-one interview with the careers coordinator or Careers staff (academic coordinator, form tutor, mentor, Deputy Head of School) to discuss and identify suitable careers to explore. All Diploma 1 students receive both a group session (introducing the Careers Coordinator and what the school can provide) and a one-to-one session. These discussions are fed back to the assigned mentor who works with the Careers Coordinator and Diploma Coordinator to ensure advice is clear, relevant and appropriate for the student. Any other student can book a one-to-one appointment with one of the Careers staff to discuss any issues related to post ICS London options.


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