



# CAREERS AND HIGHER EDUCATION GUIDANCE POLICY

Previous Date of Policy	August 2024
Reviewer(s)	Director for Higher Education
Approved by	Principal September 2025
Review by Date	January 2027

## Roles and Responsibilities:

Principal	Dr Ian Gross
Director for Higher Education	Mr Robin Cousins
Assistant Principal (Academic)	Ms Rebecca Champion
Vice Principal	Ms Liz Jennings
Examinations Officer	Ms Suzanne Collins

## Contents

Context of Information and Guidance .....	3
Aim.....	3
Quality Standards .....	3
Requests for Academic Transcripts.....	3
Statement of Student Entitlement Principles .....	3
Parents, Guardians and Agents .....	4
Equal Opportunities.....	4
Resources and Careers Information .....	4
Quality .....	5
Confidentiality .....	5
Additional Policies and Procedures .....	5

## CONTEXT OF INFORMATION AND GUIDANCE

The Worthgate School is committed to promoting the delivery and development of high-quality education and careers advice that enables students to make informed and effective choices about their future.

### AIM

The Director for Higher Education (HE), Assistant Principal (Academic) and the Vice Principal are the students' key points of contact for Higher Education and careers advice and guidance. All staff are committed to offering excellent quality, comprehensive, and impartial information, advice and guidance for current students throughout the duration of their course. We are aware that the school specifically offers pre-university courses, and our students come from overseas in order primarily to obtain entry to a UK university. However, we do support and help students to consider alternative futures on those occasions where progression to a university is no longer appropriate, or if they decide on alternative career plans.

### QUALITY STANDARDS

Every student in their graduating year will have weekly timetabled sessions to support the completion of university applications with the Director for HE. These will involve the completion of applications through University College Application System (UCAS). However, this may be extended to complete further applications to international university destinations at a student's request.

Personal Tutors will offer support and guidance as part of the school's PSHE curriculum, as directed by the student's House Pastoral Director (HPD)/ Curriculum Director (CD).

All students receive careers provision through timetabled sessions with the Director of HE. We use the Unifrog online careers research platform to support and track student engagement.

The Director for HE can provide email support and communication via Microsoft Teams for students whilst in the UK or overseas, and the Director for HE can provide appointments for face-to-face interviews. Emails will be responded to within 72 hours.

### REQUESTS FOR ACADEMIC TRANSCRIPTS

Requests for academic transcripts must be made in writing and will incur an additional cost. Requests should be made to [studentcommunications@worthgateschool.com](mailto:studentcommunications@worthgateschool.com) in the first instance. The academic transcript may take up to three weeks to complete. This will then be approved by the Examinations Officer before being sent to the student requesting the documentation.

### STATEMENT OF STUDENT ENTITLEMENT PRINCIPLES

All of our students are entitled to careers, education and university information guidance that adheres to the Gatsby Benchmarks and the following principles:

- Impartial, client-centred and free from institutional bias
- Accessible, available and visible
- Provided by appropriately qualified, knowledgeable and experienced staff
- Respectful of confidentiality
- Supporting of achievement and enabling of progression

Students completing Pre-A Level Programme and GCSE courses have guidance sessions on the options open to them regarding progression to other Programmes of Study. These sessions are delivered in an impartial manner about progression onto the School's A Level, IB or UFP programmes and alternative career options, taking into account parental wishes. We also support students in applications to other schools, if they feel they would like to change schools.

Advice and support are provided by the school's senior leadership team, who will consult with educational agents overseas, parents, other providers and local provision as needed.

## **PARENTS, GUARDIANS AND AGENTS**

Students under 18 years of age can request their parents', agents' or guardians' presence at interviews where possible or appropriate, and bespoke meetings are offered to parents if they wish to discuss future career plans for their child.

Parents of students at the school can access information, as they relate to their son/daughter, with School staff.

## **EQUAL OPPORTUNITIES**

All staff will promote career choice based on interests and individual potential. They will challenge stereotyping or discrimination whenever encountered.

Higher Education information and guidance is part of a structured programme of activities, which is a compulsory element of the programme for all students. Higher Education advice is also provided directly at the school through regular visits from universities offering group talks, one-to-one discussions with students, as well as seminars and workshops.

## **RESOURCES AND CAREERS INFORMATION**

Career guidance and supporting students with the UCAS application process are addressed as part of the Personal Development Curriculum. See Personal Development Policy for further details.

Careers resources are also available from the Director of Higher Education. Resources include university prospectus, UCAS material, university guidance books.

## **QUALITY**

We are committed to continuous improvement: quality standards are met, and strengths and weaknesses are addressed.

Staff development is available for those staff within the school on a range of Careers / Higher Education related activities, including such topics as “Applying to Universities”, the Universities’ and Schools’ Admissions Service’s (UCAS) application platform, “APPLY” and “How to Write CVs” and “How to Write UCAS References”.

## **CONFIDENTIALITY**

We are committed to respecting the privacy of students, following the School Confidentiality Policy.

## **ADDITIONAL POLICIES AND PROCEDURES**

The details outlined in this document should be read in conjunction with:

- Personal Development Policy
- DFES/0163/2003 Careers Education and Guidance in England ‘A National Framework 11-19’.
- National IAG Board Code of Principles for Information, Advice and Guidance.
- Curriculum Policy
- Personal Development Policy

This policy has regard to any advice issued by the Department for Education.