



***Careers Education,
Information, Advice and
Guidance Policy 2018-2019***

Ratified by governors 16 October 2018. Next review October 2020

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Statutory duty

The statutory duty requires governing bodies to ensure that all registered pupils at the school are provided with independent careers guidance from year 8 (12-13 year olds) to year 13 (17-18 year olds).¹

The governing body must ensure that the **(a) independent (b) careers guidance** provided:

- Is presented in an **impartial (c) manner**
- Includes information on the range of education or training options, including apprenticeships and other vocational pathways²
- Is the guidance that the person giving it considers will promote the best interests of the pupils to whom it is given. **(a) Independent** is defined as external to the school. External sources of careers guidance and inspiration could include employer visits, mentoring, website, telephone and helpline access. Taken together, these external sources could include information on the range of education and training options, including apprenticeships. **(b) 'careers guidance'** refers to a coherent programme of activities that inform, inspire and motivate young people, preparing them for work and helping them to understand where different education and training choices could take them in the future. **(c) Impartial** is defined as showing no bias or favouritism towards a particular education or work option.

1.0 Introduction.

At the heart of the College ethos is the notion of creating a positive learning environment where pupils have a sense of belonging to the school and wider community, and they develop a healthy respect for themselves and that community. We will enable our pupils to access a wide range of opportunities that allow them to develop the confidence to make the most of their abilities. As a school we have a responsibility to prepare pupils for the time they enter the wider community either through employment or in further training or in continued education. A key element of this preparation must come through the delivery of a coherent Careers Education Information, Advice and Guidance Programme.

The delivery of this programme must support not only the central aims of the College, but should reflect the growing awareness amongst parents, pupils, staff, colleagues in the support agencies, employers and the wider community that the years spent in secondary education are no longer just concerned with the acquisition of qualifications, but are increasingly about the preparation for the world of work and life-long learning.

¹ For the purposes of this statutory guidance, 'careers guidance' refers to a coherent programme of activities that inform, inspire and motivate young people, preparing them for work and helping them to understand where different education and training choices could take them in the future.

² Leaders of local authority-maintained schools and academies will now have to ensure there is an opportunity for a "range of education and training providers" to access pupils between 13 and 18 to promote "technical education qualifications or apprenticeships".

CEIAG provision will be targeted to the specific needs of all learners, group sessions will either be led by internal knowledgeable staff members or qualified specialists external to the school, in all cases the information, advice and guidance will be impartial and will meet the needs of the young people. The statutory guidance makes it clear that face-to-face careers guidance can help pupils, particularly those from disadvantaged backgrounds to make informed choices and successful transitions.

2.0 Broad Aims

In the light of initiatives supported by **The Gatsby Benchmarks**³ and most importantly the National Quality Standards for IAG there is a need to make the school position clear.

- 2.1. Self-Development – to understand themselves and the influences on them
- 2.2. Career Exploration – to investigate opportunities in learning and work
- 2.3. Career Management – to make and adjust plans to manage change and transition

3.0 Guiding Principles

- 3.1 CEIAG is not just about finding a job but is concerned with preparation for life.
- 3.2 CEIAG should be long term and continuous.
- 3.3 CEIAG should be educative in nature and have clearly defined aims.
- 3.4 CEIAG should be a developmental and positive process which allows for the individual development of our pupils.
- 3.5 CEIAG should encourage pupils to ask, “Who will I be?” not “What will I be?”
- 3.6 CEIAG should be an essential and integral part of the school's curriculum and be given the time and space for effective delivery
- 3.7 CEIAG should help to motivate pupils by helping to make school and the education process more meaningful.
- 3.8 CEIAG should be impartial and be in the best interests of the pupils and should not seek to promote the interests of the school above those of the pupils.

4.0 Careers Education Information, Advice and Guidance Provision

The provision and support for pupils is focused at all pupils from Years 7 – 13 and will have a particular focus at specific time points relevant to choices and decisions that need to be made. The development and delivery of this support is co-ordinated by the Head of Work Related Learning, Heads of Years and progress and aspiration coaches and form tutors. The College also commissions external professionals to provide impartial advice and guidance and work experience activities.

As a matter of policy this is a flexible and personalised approach, each year the resources will be monitored and feedback sought from learners and tutors to drive continual improvement. These developments are driven primarily by the Learning Team.

³ The 8 guiding principles of the Gatsby benchmarks include: 1 A stable careers programme, 2 Learning from career and labour market information, 3 Addressing the needs of each pupil, 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

The work of this group is supported by an up-to-date, wide ranging, technologically enhanced, well-resourced and user friendly Careers Library.

Scheduled procedures for the pupils are reviewed and delivered at the relevant points within the Key Stage.

In June 2016, St Mary's was awarded the Career Connect Quality Award for Careers Education, Information, Advice and Guidance. This confirms the high standards of support that students receive when planning their future pathways.

CEIAG is available to all students from Year 7 through to Year 13. Our Careers Officer, Mrs Dutton is commissioned by the school to provide independent careers advice and guidance to students and she is available in school each week. An appointment can be made by emailing Mrs Dutton (parents are welcome to attend). carol.dutton@careerconnect.org.uk

4.1 KS3 Provision

The Statutory Duty starts from year 8, however, it is important to begin Careers Education and Information from year 7.

Provision at KS3 comprises: Careers education is in part delivered through The National Enterprise Challenge and in part through their PHSCE programme. The NEC is an organisation who has developed a number of bespoke programmes which are delivered to KS3 year groups.

The college has established close links to The National Enterprise Challenge (TNEC) who support the development and delivery of enterprise opportunities that help pupils understand the skills needed for the world of work.

These programmes develop the pupil's employability skills, including team building, communication, innovation and design, marketing and presentation skills. This has been further enhanced in recent years where the one day programme is linked to a "National Challenge" sponsored by actual employers where pupils have to come up with a product that would be profitable and sustainable in today's market place. A "Dragons Den" scenario highlights the competitive nature of Enterprise challenges and rewards those with the keenest enterprise skills.

Year 7 students will be encouraged to think about what careers are available and how people achieve those careers. They will be able to identify their own skills and qualities and link these to the skills that employers find important. There will also be visits to class by members of staff who will discuss their careers with the students

In Year 8 students will have the opportunity to look at different career paths and activities are completed to investigate the previous careers of some celebrities. The concept of employability skills will be developed and students will think about which skills they need to develop to be successful. There will also be sessions on equality and diversity to help students challenge common misconceptions about gender and employment.

In Year 9 students will be encouraged to think about their own career pathway and they will spend some time using internet resources to research different jobs and find out about the

salary available and the qualifications needed. Local job market information will be provided to help students identify where potential future employment opportunities may exist.

The school curriculum also contributes to skills awareness through STEM activities.

4.2 KS4 Provision

Provision at KS4 comprises: The PHSCE department supports the delivery of key elements of the careers education programme including the use of U-explore, finance and budgeting and the development of SMART targets in year 10 which reflect their career goals and aspirations.

The college gives access to a wide range of resources to support the delivery of the CEIAG programme including the use of the U-explore, the Career Connect portal, National Apprenticeship scheme and the National Careers Service.

Open days and apprenticeship information is promoted through the pastoral team and college noticeboards... The college library also manages paper based resources to equip their young people with the appropriate documentation to move forward.

The college commissions an external and impartial Career Connect Professional adviser who is contracted to deliver advice and guidance for 1 day per week. The adviser is available at parents' evenings and options events to support the management of realistic choices. Group sessions and open days are also supported.

In Year 10 & Year 11 students will look at the pathways available to them after their GCSEs. This will include an induction to our Sixth Form, and some information about apprenticeships, college courses and employment opportunities. Students will be expected to produce a CV, Personal Statement and a Career Plan for their Progress File to help them prepare for their future destinations. All students in Yr11 will complete a 'mock interview' with a business volunteer to help improve their confidence when applying for courses or employment

The college promotes a wide range of extracurricular activities which allow their young people to develop those additional skills and abilities expected from higher education and employers. The Duke of Edinburgh scheme is offered at all levels, the robotics challenge

As previously stated, there is a strong programme of activities including SMCC experience, a range of activities to engage and inspire to develop the skills necessary to achieve success. Form Tutors and progress and aspiration coaches support the students to develop application form and CV development. The progress and aspiration coaches also discuss career aspirations during the one to one meeting and look at U explore and other suitable websites with the students to increase their understanding of the pathways available to them.

The college offers an annual career fair for years 9, 11, 12 and 13. Additional Industry days allow students face to face interviews on different progression routes.

The college website is well developed with a clear menu system. Careers related information includes a list of useful websites aimed at University application, voluntary work and those students not going to University.

4.3 KS5 Provision

In our Sixth Form, all students have the opportunity to complete work experience with a local employer. Sessions are also held to develop employability skills and time is spent making sure that CVs are up to date and students are fully prepared for what lies ahead. There is also a full programme of support for students wishing to continue to their studies at university.

We hold an annual Careers Fair each February and all students from Yr9 / Yr10 / Yr11 / Sixth Form have the opportunity to speak to local employers, universities, colleges and training providers. This is a useful opportunity for our students to ask questions and find out more information about the different pathways available to them.

The college promotes a wide range of extracurricular activities which allow their young people to develop those additional skills and abilities expected from higher education and employers. The Duke of Edinburgh scheme is offered at all levels, the robotics challenge

There is a strong programme of activities including SMCC Max, a range of activities to engage and inspire to develop the skills necessary to achieve success. In line with the college ethos 'Aspire not to have more but to be more', students are offered a wide range of activities throughout their college career whereby they can develop the academic, professional, social and character skills needed to be successful in life.

The PHSCE department supports the delivery of key elements of the careers education programme including the use of U-explore, finance and budgeting.

The Progress and Aspiration coaches also discuss career aspirations during the one to one meeting and look at U explore and other suitable websites with the students to increase their understanding of the pathways available to them.

The college gives access to a wide range of resources to support the delivery of the CEIAG programme including the use of the U-explore, the Career Connect portal, National Apprenticeship scheme and the National Careers Service.

Open days and apprenticeship information is promoted through the pastoral team and college noticeboards. The college commissions an external and impartial Career Connect Professional adviser who is contracted to deliver advice and guidance for 1 day per week. The adviser is available at parents' evenings and options events to support the management of realistic choices. Group sessions and open days are also supported.

The college is also supported by MPloy Solutions who coordinate the development of work experience including the Health and Safety checks.

The main website contains a relevant list of websites organised in main to support post 16 planning.

The college offers an annual career fair for years 12 and 13. Additional Industry days allow students face to face interviews on different progression routes. The college offers a career pathway week whereby external providers including employers, local Universities, FE colleges and Apprenticeship providers cover different progression routes for year 13 students. The college has developed an extensive range of employer links through their work experience.

5.0 Work Experience

The college employs an MPLOY professional adviser to coordinate work experience for year 12 students. These are self-placements with some being arranged through the Work Related Learning Coordinator. Resources from the U-explore suite are used to complement the pre and post placement documentation.

6.0 The Careers Library Open days and apprenticeship information is promoted through the pastoral team and college noticeboards in the library and sixth form centre. The college library also manages paper based resources to equip their young people with the appropriate documentation to move forward

7.0 Long Term Planning

CEIAG has changed significantly in recent years in schools.

Initiatives from national and local government have meant that schools have to reconsider the nature, timing and priority of their CEIAG in the curriculum. An audit is required to ascertain what career related learning is taking place across the curriculum.

As schools currently have a statutory duty to promote vocational options, we will ensure there is an opportunity for a “range of education and training providers” to access pupils between 13 and 18 to promote technical education qualifications or apprenticeships.

Subject to approval. to be ratified at governors meeting in December 18.