



B11 - Careers Education & Guidance Policy

Rationale

Good Careers Education, Information, Advice and Guidance (CEIAG) enables students to learn the knowledge, skills and attitudes that will enable them to understand and succeed in the world of work. Research shows that today's young people will change careers between 3-7 times in their lifetime. To help students realise their transferable, employability skills and the educational and career opportunities available to them will help young people to succeed in the future.

Vision Statement

St Mary's Catholic School seeks to equip all pupils with the information and the skills needed to research, plan for and begin their chosen career path, irrespective of race, sex or academic ability.

Our mission is to;

- Support pupils to consider a broad and ambitious range of careers and further education choices through a good programme of Careers Education and Work Related Learning.
- Help pupils develop high aspirations and understand where different choices may take them in the future so they are inspired and motivated to fulfil their potential

Commitment

Governors and staff are committed to;

- Providing a planned programme of activities to which all students are entitled and will have access
- Supporting young people to achieve their full potential and empower them to plan and manage their own futures
- Ensure that no student is disadvantaged in progressing to an appropriate opportunity in education, training or work.
- Involving young people and their parents and carers in a programme of activities and further developments.
- Fulfilling our statutory requirements of securing independent impartial face-to-face careers guidance for pupils in year 8-13 that includes information on the full range of options available to them
- Maintain and excel at achieving all eight Gatsby Benchmarks as per the guidelines suggested by the DfE.
- Supporting young people to sustain employability and achieve personal and economic wellbeing throughout their lives

St Mary's Catholic School offers a broad based curriculum for careers. Aside from Careers and work related education (CWRE) which is delivered during PSHEE, and special events, such as the Year 11 Mock Interviews and Careers Carousel, many aspects of careers skills are delivered within the curriculum by other departments within the school via their teaching, for example decision making, research skills, self-awareness, etc.

Our Careers Education and Guidance policy has the following objectives in line with the eight Gatsby Benchmarks for Careers Excellence when delivering the careers programme in school:

- To plan and provide a stable careers programme for our learners
- To expose students to relevant labour market information (LMI)



- To address the needs of all students
- To link curriculum learning to careers
- To provide opportunities for students to encounter employers and employees
- To support students to obtain work experience placements at year 10 and 12
- To provide opportunities for students to encounter further and higher education
- To provide personal guidance to students on careers education

This policy has been developed in consultation with governors, staff and the Careers & Enterprise Company. It is reviewed yearly.

Learning Outcomes

CEIAG at St Mary's aims to provide students with the skills, knowledge and understanding to support the 3 core aims of the CDI framework for careers, employability and enterprise education:

- Developing yourself through careers, employability and enterprise education
- Learning about careers and the world of work.
- Developing your career management and employability skills.

The CEIAG programme provides pupils with a wide range of experiences to help them progress effectively through their education and on to successful careers. The intended career learning outcomes for students are based on the National Framework and can be found embedded in the Statement of Entitlement.

Careers guidance at St Mary's is provided in three categories;

- Universal; all pupils develop their careers knowledge and skills through assemblies, dedicated Careers PSHEE lessons, tutorial time. External independent speakers will be invited in to speak to students throughout the year.
- Concentrated; pupils identified by Learning Coordinators with a need for advice will have an interview with either the Careers Leader or where a more intensive guidance needs are identified will be referred to the independent careers advisor who visits the school weekly. Years 12 & 13 students intending to look for apprenticeships or employment are also identified and offered careers interviews as a priority.
- Self-Referral; pupils and or their parent/carer may arrange an appointment to see the Careers Leader.

Student Entitlement Statements

Year 7:

- We focus on helping pupils identify that making good career choices means finding a job that combines their strengths, interests, preferences and personality traits
- Pupils are introduced to the careers library and the resources available to them. They are informed about how to use them and where to find advice and guidance from Careers Leader
- Pupils have access to their own unifrog account to carry out careers research
- Pupils are introduced to Labour Market Information and how important this is when planning a career
- Pupils have the opportunity to attend the Careers Carousel to engage with employers to learn about the world of work



- During Careers Week speakers are invited to talk about a range of careers and employability skills, students are able to sign up for these presentations
- Students have optional access to impartial careers advice via the Careers Leader

Year 8:

- Pupils question the values of different job roles in society and we then introduce students to their career journey where they explore the decisions they need to take to help support their chosen career path
- Pupils have a Labour Market Information assembly to show them the importance of LMI when planning a career
- Pupils have access to their own unifrog account to carry out careers research
- Pupils have the opportunity to attend the Careers Carousel to engage with employers to learn about the world of work
- During Careers Week speakers are invited to talk about a range of careers and employability skills, students are able to sign up for these presentations
- Students have optional access to impartial advisers via drop in sessions during the lunch break

Year 9:

- Pupils receive 2 options preparation PSHEE lessons
- Pupils define their personal goals and identify resources to help them research their preferences
- Pupils are supported to think about GCSE options in terms of career pathways
- Options Evening. At the annual Year 9 options evening parents and pupils can receive further guidance on their choices and the process involved. At this time we issue all pupils with their Options Selection List
- Pupils have a Labour Market Information assembly to show them the importance of LMI when planning a career
- Pupils have access to their own unifrog account to carry out careers research
- Pupils are given a dedicated time slot to attend the Careers Carousel to engage with employers to learn about the world of work as well as Further Education providers to discuss potential educational choices.
- During Careers Week speakers are invited to talk about a range of careers and employability skills, students are able to sign up for these presentations
- Students have optional access to impartial advisers via drop in sessions during the lunch break

Key Stage 3: By the end of this key stage, all students will have:

A better understanding of themselves and their abilities, interests, potential and development needs.

Used the Careers Library or Careers materials for research to help them make choices about post 14 courses and learning programmes.

Received opportunities for impartial advice and guidance relating to their post 14 choices and beyond.

Year 10:

- Pupils explore the many different career opportunities open to them and identify careers suited to an individual based on their interests.
- PSHEE Careers lessons introduce students to an online careers program to help them explore different career options and the qualifications needed
- Pupils learn about Health and Safety at work in preparation for their week of work experience
- Pupils undertake a weeks work experience to explore the world of work and engage with employers
- Pupils have a Labour Market Information assembly to show them the importance of LMI when planning a career



- Pupils have access to their own Unifrog account to carry out careers research
- Pupils are given a dedicated time slot to attend the Careers Carousel to engage with employers to learn about the world of work as well as Further Education providers to discuss potential educational choices.
- During Careers Week speakers are invited to talk about a range of careers and employability skills, students are able to sign up for these presentations
- Students have optional access to impartial advisers via drop in sessions during the lunch break

Year 11:

- Pupils are allocated a time for a careers meeting with our independent careers advisor to help understand different career pathways and entry requirements and encouraged to make contingency plans should results be better/worse than expected and set personal targets for development.
- Pupils learn about employability skills and transferable skills through PSHE lessons and are encouraged to think about the kind of behaviour potential employers look for.
- Pupils learn about what a CV is and have the opportunity to write their CV with advice and feedback given
- Pupils take part in a mock interview preparation workshop learning the skills needed to conduct a successful interview
- Pupils take part in mock interviews
- Pupils have 2 Futures Meetings with senior members of staff to discuss their post 16 plans
- Pupils are given a dedicated time slot to attend the Careers Carousel to engage with employers to learn about the world of work as well as Further Education providers to discuss potential educational choices.
- Pupils have access to their own Unifrog account to carry out careers research
- During Careers Week speakers are invited to talk about a range of careers and employability skills, students are able to sign up for these presentations
- Pupils have a Labour Market Information assembly to show them the importance of LMI when planning a career
- Students are encouraged to attend careers talks, fairs, college open days

Key Stage 4: By the end of this key stage, all students will have:

Enhanced their self-knowledge career management and other employability skills

Understand the importance of Health and Safety at work regulations

Gained direct experience of work during one week's work experience

Gained access and individual guidance to help make decisions about their future choices

Chosen and applied for their post 16 choice and allowed for alternative options.

Year 12

- PSHE Sixth Form futures lesson
- Pupils are encouraged to attend university open days and careers talks
- Enrichment week gives pupils the opportunity to attend various university talks ranging from student finance, personal statement writing, apprenticeship workshops and budgeting.
- Pupils are encouraged to use Unifrog to carry out careers, university and apprenticeship research.
- Pupils take part in a weeks work experience
- Pupils have the opportunity to attend the Careers Carousel to engage with employers to learn about the world of work
- Pupils have a Labour Market Information assembly to show them the importance of LMI when planning a career
- Careers Week. Speakers are invited to talk about a range of careers and employability skills



- Students have optional access to impartial advisers via drop in sessions during the lunch break
- Students are given specific help with preparing UCAS applications

Year 13

- Pupils have the opportunity to attend the Careers Carousel to engage with employers to learn about the world of work
- Pupils have a Labour Market Information assembly to show them the importance of LMI when planning a career
- Pupils take part in a more in-depth mock interview linked, where possible, to an employer in the field with which they would like to pursue a career.
- Pupils are encouraged to attend university open days and careers talks
- Oxbridge preparation interview workshops
- Careers Week. Speakers are invited to talk about a range of careers and employability skills
- Students have optional access to impartial advisers via drop in sessions during the lunch break
- Students who do not plan on going to university will be given a time slot to meet with the independent careers advisor to discuss their next steps
- Pupils have access to their own unifrog account to carry out careers, university and apprenticeship research
- Students are given specific help with preparing UCAS applications

Key Stage 5: By the end of this stage all students will have:

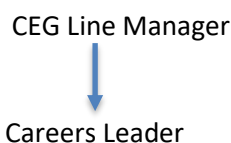
Received appropriate advice and guidance on all of their post 18 options available

Researched, evaluated and obtained guidance and applied for appropriate opportunities with consideration for a contingency plan

Developed their employability skills and career portfolio

Management

The management structure for CEG is as follows:



A member of the senior leadership team has responsibility for careers and work related education. They manage the Careers Leader who is responsible for;

- Keeping up to date with CWRE/IAG statutory requirements
- Designing and providing materials for PSHEE careers lessons from years 7-11 which are delivered by designated teachers
- Identifying students for independent careers interviews with an Independent Careers Advisor
- Working with SENCO, Gifted & Talented Co-ordinators and the Pupil Premium Manager to ensure pupils have equity of access to impartial careers guidance and advice from external sources.
- Working with independent provider to ensure students receive impartial appropriate guidance and support.
- Developing links with external employers & institutions



- Managing all references for current and past pupils and maintain reference database
- Assisting the Head of Sixth form to ensure all students are aware of all their post 18 options and ensuring that wherever possible students' progress to an opportunity in further or higher education training or employment.
- Co-ordinating and administering year 10 and 12 work experience programme
- Collating destination information
- Providing and maintaining a library of Careers resources, and making these available to all pupils
- Liaising with subject leaders to ensure that a record is kept of the opportunities afforded to pupils to enhance their careers skills in other areas of the curriculum

Budget

The Careers Department receives a cross-curricular funded budget each year, and the procurement of an independent adviser for 19 days per annum.

Training and Development

The School's CPD budget allows for the Careers Leader to attend training annually.

The Careers Leader is responsible for feeding back any developmental information to the line manager and also for liaising with ***The Careers and Enterprise Company*** when other members of staff require training in an aspect of Careers Guidance.

New staff attend a CEIAG session as part of their new staff induction programme.

Monitoring, Reviewing and Evaluation

Careers PSHEE lessons are reviewed and re-worked, where necessary, on a yearly basis. New resources are regularly introduced. The Careers Programme is reviewed on an annual basis by the Careers Leader, any changes required will be implemented in the following years careers programme.

St Mary's Catholic School uses the Compass self-assessment tool to monitor progress towards achieving the 8 Gatsby Benchmarks.

A feedback form and diary is filled in by each pupil and their parent/carer on completion of year 10 work & Year 12 experience.

Pupils and interviewers fill in an evaluation sheet following the Year 11 & Year 13 mock interview morning.

The Careers Carousel and Careers Week events are evaluated for their effectiveness and to assess what the impact of this part of the careers programme has on pupils' careers learning. Evaluation reports are written and passed to the Senior Leadership Team for discussion.

A copy of the notes taken during Year 11 independent careers interviews are given to the Careers Leader and kept on file in the careers office and added to each individual students unifrog account.

Any feedback from pupils and staff, both formal and informal, is reviewed by the Careers Leader, and if necessary by the line manager, and is taken into consideration in the future planning of Careers Guidance



LINKED TO: PSHE Policy
SEN Policy
Curriculum Policy

Partnerships

External Partnerships

St Mary's Catholic School currently engages the services of a fully qualified, level 6, independent careers advisor for 19 days to help fulfil our obligation to provide independent and impartial advice and guidance to students from Year 8 upwards. The service contract is reviewed annually by the Careers Leader and Line Manager.

The school works closely with the Careers and Enterprise Company and our Enterprise Advisor from The Giving Machine.

In partnership with local colleges we arrange students to attend subject specific events and taster sessions. We aim to be fully compliant with the Baker Clause Policy Statement. It sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997. Details about how external education providers can access the school and talk to the students about further education (FE) can be found in our policy statement below.

Internal Partnerships

It is ensured that parents are made fully aware of all Careers Guidance initiatives through the Careers Bulletin, the school website and correspondence home. Parents/Carers are welcome to attend careers interviews with their children and to use the careers library. Parents are encouraged to help pupils in Year 10 to find private work experience placements and complete student diaries. Parents/Carers are invited to assist at career events throughout the school year. Governors/Parents/Carers/Parishioners and local employers assist annually at our annual mock interview event.

The SEN department also works in partnership with the careers department, and pupils with specific needs are given a careers interview in Year 9 as well as Year 11. When arranging work experience for pupils the school will work closely with the employer to determine any additional support that will be needed during the work placement.

Business Links

St Mary's Catholic School links to Marks and Spencer through the Careers and Enterprise Company. The school also has the support of many local businesses who engage with our students through our careers events: Careers Carousel, Mock Interview Day, work experience placements and employer presentations and workshops. Any business wishing to work with the school should contact the Careers Leader in the first instance.



Policy statement on provider access

St Mary's Catholic School Provider Access Policy

Introduction

This policy statement sets out St Mary's Catholic school's arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Student entitlement

Students in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact: *Georgina Tatman*, Assistant Head teacher
Telephone: 01279 654901; Email: info@stmarys.net

Opportunities for access

A number of events including our Careers Week and Sixth Form Enrichment week are integrated into the school careers programme, offer providers an opportunity to come into school to speak to pupils and/or their parents:

Please email our named Careers Leader at: info@stmarys.net. to identify the most suitable opportunity for you.

The school policy visitor's policy on the school website sets out the school's approach to allowing providers into school as visitors to talk to our students.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Head of Careers or Careers Leader.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Library, which is managed by the school's Careers Leader and is accessible to all students.

Review

Governor Committee: School Improvement Committee

Date of review: September 2022

Next Review Date: September 2023