



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

Our Careers Education and Guidance policy has the following objectives in line with the **8 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.

The Careers Curriculum and provision at St Mary's aims to provide students with the skills, knowledge and understanding to support the 6 core aims of the **CDI's framework**:

- Grow throughout life; grow throughout life by learning and reflecting on yourself, your background, and your strengths.
- Explore possibilities; explore the full range of possibilities open to you and learn about recruitment processes and the culture of different work places.
- Manage careers; manage your career actively, make the most of opportunities and learn from setbacks.
- Create opportunities; create opportunities by being proactive and building positive relationships with others.
- Balance life and work; balance your life as a worker and/or entrepreneur with your wellbeing, other interests and your involvement with your family and community.
- See the big picture; see the big picture by paying attention to how the economy, politics and society connect with your own life and career.



Learning Outcomes

The overall intention of the careers provision is to:

- Help all students to develop awareness of their aspirations and skills.
- Ensure all students are aware of their options and opportunities for their next steps to enable them to make informed decisions.
- Gain knowledge of and understand the working world.
- To recognise and develop an invaluable set of life and employability skills essential for a successful career.
- To ensure all students have access to high quality Careers Information.
- To receive unbiased careers informative advice and guidance tailored to individual needs.

The Careers Curriculum at St Mary's is a journey starting in Year 7. Each year group has a careers aim, and through the delivery methods of the careers curriculum, we aim to achieve our learning outcomes.

<u>Year Group</u>	<u>Careers Aim</u>
7	To introduce students to careers education and explore their interests. Students learn to identify and increase their knowledge of employability skills.
8	To raise aspiration and explore deeper into employability skills.
9	To explore career opportunities through GCSE choices and further develop employment competencies.
10	To further enhance employability competencies and put those skills into action with work experience.
11	To explore POST 16 Options. To reflect on the skills and competencies learned and put these into action with a mock interview.
12	To explore all POST 18 Options, gain additional work experience, enhance skills through enrichment.
13	To receive personalised support for all POST 18 Options.

Student Objectives:

- To develop invaluable life and employability skills essential for a successful career.
- To develop an awareness of their individual strengths, weaknesses and skills and knowledge of how these link to future careers, education and training.
- To ensure they are well informed on careers and work related learning so they can make informed choices about their future.
- To take responsibility of their own attitude, behaviour, punctuality and attendance in order to succeed as an adult in the workplace.
- To make use of the careers resources provided such as the Careers Library and Unifrog.

Parent / Carer Objectives:



- To fully support St Mary's Catholic School in its development and implementation of the Careers programme by being involved in careers activities such as mock interviews and being a guest speaker.
- To engage in regular careers discussions at home and support students with career planning tasks.
- Parents will be informed of the careers software used by students and will be asked to encourage learners to continue to access the software outside of the school day.
- To support their child in seeking appropriate work experience placements.

Teacher and Tutor Objectives:

- To deliver the Careers Curriculum as organised by the Careers Leader.
- To ensure they provide purposeful conversations during form time and lessons to explore career development and career management.
- Ensure they support linking curriculum learning with careers and provide enterprising opportunities in their own subject areas through schemes of work and designated careers weeks.
- Act as role models for students.

Delivery

St Mary's Catholic School offers a broad based curriculum for careers. The careers curriculum and programme is delivered through:

- PSHEE and 'drop down days'
- Form time activities
- Curriculum lessons
- Assemblies
- Careers Events, such as mock Interviews, work experience and Careers Carousel etc.
- Guest Speakers, such as employers / colleges and universities etc.

Monitoring, Reviewing and Evaluation

Careers PSHEE curriculum 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.

Pupils and interviewers fill in an evaluation sheet following the Year 11 mock interview day.

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 Careers Line Manager for review.

A copy of the notes taken during independent careers interviews are uploaded to each individual students Unifrog account where each student is able to access at any time. Students and parents are informed where the notes are stored.

Any feedback from pupils, staff and parents, both formal and informal, is reviewed by the Careers Leader, and if necessary by the Careers Line Manager, and is taken into consideration in the future planning and delivery of the Careers Programme.



ST MARY'S CATHOLIC SCHOOL

LINKED TO: PAL Policy
Work Experience Policy
PSHE Policy
SEN Policy
Curriculum Policy

Review

School Education Committee

Date of review: January 2026

Next Review Date: January 2027