

The West Bridgford School



Careers Education & Information and Advice Policy



East Midlands
Education Trust

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Reviewed by:	Local Governing Body
Next review:	Spring 2026

The West Bridgford School

Careers Education and Information, Advice and Guidance Policy

Introduction

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy. **Careers guidance and access for education and training providers DfE Jan 2023**

We aim to enable our students to learn about the world outside school so that they are aware of the possibilities open to them and to develop a range of skills, which will enable them to make the transition from school into the next phase of their lives. We recognise that guidance should be provided that is in the best interests of the young person, is presented in an impartial manner and that good careers guidance is distinctive to the needs of individual students.

Students need a planned programme of activities to enable them to gain the knowledge, understanding, skills, attitudes and attributes required to make informed choices about their 14-19 pathways and to enable them to manage their careers and sustain employment throughout their lives. This will take into account each student's abilities, needs and preferences.

The school recognises the significant contribution that careers can play in raising achievement and striving towards equality of opportunity and outcome. For this reason, implicit and explicit careers links are made within the curriculum as well as through the pastoral support students receive.

The CEIAG Policy is under-pinned by the following:

- Gatsby Foundation report on Good Career Guidance 2014
- Careers Guidance and access for education and training providers Jan 2023
- Careers Guidance and Inspiration in Schools, DfE April 2017
- Participation of Young People in education, employment or training DfE April 2014
- Careers Strategy: making the most of everyone's skills DfE Dec 2017
- Careers guidance in schools, colleges and universities. House of Commons Briefing Paper 5 July 2016
- Independent review of careers guidance in schools and further education and skills providers September 2023

The school uses the eight Benchmarks of good career guidance, developed by the Gatsby Charitable Foundation, to strive for a standard of excellence.

Aims and Objectives

- To provide a range of activities that inspire young people
- To enable students to develop knowledge and understanding of themselves as individuals – their strengths and limitations, abilities, personal qualities, potential, needs, attitudes, values

- To raise aspirations and increase awareness of the world in which students live and the wide range of education, training, employment and other career opportunities that are available. This will include awareness that gender should not limit career choices.
- To build strong links with employers and employees who can help to boost young people's attitudes and employability skills and inform them about the range of roles and opportunities available
- To enable students to make informed choices about their own continuing progression and development in education or employment.
- To enable students to cope with change and manage effectively the transition from school to continuing education, working and adult life.

Development

The policy was developed in discussion with teaching staff, the school's key leaders responsible for CEIAG students, parents/carers, governors and external partners.

Delivery see Appendix 1

Careers Education is delivered through PSHE which is taught by a specialist team in Years 8-11, through enrichment days, tutor time, assemblies, information evenings and sessions with visitors. At Post 16, Learning and Career Development is taught across Years 12 and 13 with 1 hour a fortnight dedicated to a comprehensive programme of study.

The curriculum is also seen as an opportunity for all teachers to link curriculum learning with careers. STEM subject teachers highlight the relevance of STEM subjects for a wide range of future career pathways.

The school supports students to make choices about the full range of options at ages 16 and 18. Information is provided on the range of education or training options, including apprenticeships and technical education routes. As well as supporting progression to university, the school makes students aware of other options such as higher apprenticeships and jobs with training to enable them to make informed choices. A higher apprenticeship event evening is also run for students and parents/carers..

Students are made aware that if they do not gain a grade 4 or above in English and Maths at GCSE level, they will be required to continue working towards obtaining them up until the age of 19.

The careers education programme is designed to meet the needs of students at The West Bridgford School. It is adapted and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development and to strengthen their motivation, aspirations and attainment at school.

The school aims to create a learning environment which allows and encourages students to tackle real life challenges which require them to manage risk and to develop their decision making, team building and problem-solving skills.

The school acknowledges that there is strong research evidence about the impact of employer engagement on students' future prospects and earnings in adult life. Opportunities to make contact with real employers and employees will be provided not only to inspire students but to challenge pre-conceived ideas about jobs and broaden horizons.

The focus is on:

- Self-Development: *understand themselves and the influences on them*
- Career Management: *make and adjust plans, to manage change and transition*
- Career Exploration: *Investigate opportunities in learning and work*

The development of entrepreneurial skills for self-employment is encouraged, including potential barriers whilst ensuring that students understand that working for themselves is a viable option.

The school also ensures that students are made aware of out of school opportunities that could help them with their career aspirations such as the National Citizenship Service, Duke of Edinburgh's Award and other voluntary and community activities.

The school maintains appropriate working relationships with Further and Higher Education providers, employers, the voluntary and community sector, training providers and other schools and colleges through meetings, email contact and cross-curricular work.

Counselling and Guidance

The school provides educational and vocational guidance to all students who need it. Students will benefit from face-to-face discussions with a range of people, including:

- Role models and inspiring individuals from the careers to which they aspire
- Former students who can pass on the benefits of their experiences
- Mentoring and tutoring in school

Face-to-face guidance will be accessed where it is the most suitable support for students to make successful transitions. Careers interviews are arranged through independent careers advisers who interview students who have been identified as needing additional support.

The school is mindful that young people with particular vulnerabilities, including Looked After, those on a Child in Need or Child Protection Plan, with SEND or at Alternative Provision will need additional support and will ensure that careers guidance is adapted, where appropriate, and based on high aspirations and a personalised approach. Where a student has an Education Health Care Plan (EHCP), all reviews of that plan from Year 9 onwards will provide a focus on preparing them for adulthood, independent living, employment and participation in society. Targeted Support is accessed for those identified vulnerable students at risk of becoming NEET (Not in Education, Employment or Training).

Sixth form students are given careers guidance when appropriate during 1:1 interviews with their tutors throughout the year. Learning and Career Development (LCD) lessons have a significant component of careers guidance throughout both Years 12 and 13.

All teachers play an important role in counselling and guidance. Teaching staff deliver careers work relevant to the subject being studied and signpost students as appropriate. Staff and students should be aware that the PSHE and Careers Department is available to offer information and guidance.

Information

Students will be given good quality information about future study options and labour market opportunities and be encouraged to use this to inform decisions on study options and career paths.

Our Virtual Careers Library is accessible on Brightspace and provides a gateway to careers, learning and training information.

Student Entitlement is made known to students in Main School through Brightspace as well as PSHE lessons and assemblies. Post 16 students are made aware of their entitlement via the Partnership agreement signed at the start of Year 12, via the website and their Learning and Career Development (LCD) lessons.

Appendix 2

Management

The Head of PSHE leads the strategy and vision for CEIAG in conjunction with the Deputy Head Line Manager. The Head of PSHE is then named Careers Leader and coordinates the Careers programme, makes use of labour market information to inform the school's approach and liaises with Heads of department to link curriculum learning to careers. The Careers Leader also ensures a range of encounters with employers and employees for pupils, as well as encounters with further and higher education, including both academic and vocational routes. The named Careers Leader at Post 16 is the Director of Post 16.

Year Directors contribute to the CEIAG programme by monitoring their tutor teams in delivering tutor time careers related activities, tracking student progress and coordinating appropriate interventions.

The Intervention Team use the careers spreadsheet to speak individually to students about their career ideas, will support them in their research and will also assist with any online applications they need to make.

The Director of Post 16 and Year Director for Year 11 meet with many of the Year 11 students to discuss future pathways and help to identify which pathway may be most suitable for each individual student.

The SENCo and Assistant SENCo will work with Year Directors to ensure that the needs of SEND and other vulnerable students are met.

All teaching staff deliver aspects of the CEIAG programme as requested and include career related elements in their schemes of work where appropriate. STEM subject staff will highlight the relevance of STEM subjects for a wide variety of careers.

Equal opportunities

The West Bridgford School takes particular care to foster equal opportunities and to see that aspirations are not constrained by stereotypes and traditional patterns of employment. Diversity is celebrated.

Parental Involvement

Parent/carer involvement is encouraged at all stages. Online resources have been specifically chosen to help parents and carers become more involved. All online resources are accessed through links on the school website. Parents and carers are kept up to date with careers-related information through the fortnightly West Bridgford Post newsletter and at Open Evenings and Information Evenings.

Staff Training

The school is committed to accessing high quality training for all those involved in CEIAG. An assessment of training needs will be undertaken annually in conjunction with the Training Manager. Training will be put in place as appropriate in conjunction with the Training Manager.

There will be a training input each year for Year 11 tutors and for Post 16 tutors to support their roles. The Head of PSHE and Director of Post 16 will attend training courses as appropriate to fulfil their roles.

Resources

Funding is allocated in the annual budget.

The school has accessible careers resources on display and a notice board as well as access to a private office for careers interviews. Our careers advisers are regular visitors providing independent and impartial careers advice.

Past students and parents/carers are a valuable resource and come in to help with careers work. We also access support from local and national industries and higher education institutions.

Evaluation and Review

The careers programme (Appendix 1) is monitored regularly and amended. Students' and parents/carers' opinions are actively sought and included in the evaluation and review. The West Bridgford School will measure the effectiveness of the CEIAG provision by considering both attainment data and destination data for our students at all transition stages.

Current and projected local and national labour market information will be used to inform the CEIAG programme.

This policy will be reviewed every two years.

The school has achieved the Quality in Careers Standard Award at Gold Level.

Links with other Policies

The policy for CEIAG supports and is itself underpinned by a range of school policies:

- Safeguarding and Child Protection policy
- Single Equality Scheme
- SEND
- Teaching and Learning

Careers Programme

Year 7

- Introduction to career options and different interchangeable qualities needed for various jobs (PSHE lessons) – exploring the skills individuals have currently that will benefit them in the work place and discuss other possible interchangeable skills that might be required in different settings
- Careers Week Activity
- Brightspace signposting through Unifrog

Year 8

- Career choices and development of career and employability skills (PSHE lessons)
- Thinking about Labour Market Information.
- '*Step IntoThe NHS*' national competition – completed in forms across the year group. An overview of what the NHS is and the different roles within it
- Careers Week activity
- Brightspace signposting through Unifrog

Year 9

- Using the Unifrog careers platform – identify specific, personal skills and interests related to the world of work and explore different career interests
- Options Day – all students attend different taster sessions of potential GCSE subject choices
- Options Evening – presentation on options process for parents/carers and students as well as a chance to meet subject specific teachers
- Careers Week activity
- Introduction to STEM careers – provider linked with Higher Education.
- Enterprise Day challenge– external provider assists in delivering a collapsed down timetable day where all students participate in a careers themed event
- '*My Future Choices*' career presentations and development work on career and employability skills (PSHE lessons)
- Brightspace signposting through Unifrog

Year 10

- Unifrog access
- 10 week block of careers focus, including - researching careers, looking at different types of job adverts, application forms, covering letters, preparing for interviews, difference between employed and unemployed, health and safety at work, gender equality and entrepreneur business tasks.
- Head of Post 16 comes into PSHE lessons and gives a talk on higher education.
- Careers Week activity
- Regular career talk opportunities - held in Post 16 from visiting speakers, in various professions
- Brightspace signposting through Unifrog

Year 11

- Unifrog access
- My Future Pathways day – a range of providers from a variety of professions deliver inspiring talks and workshops within their field - students choose which talks they would like to attend
- Careers Challenge looking at a specific event and identifying all possible career pathways within it
- CV writing (two specific PSHE lessons)
- CV support – (advice and feedback given via intervention team)
- Informal interviews with Director of Learning/Head of Post 16
- Mock Interviews – all Year 11s
- Interviews – identified Year 11s to meet with the school's careers advisor
- Year 11 intervention evening – open to parents/carers for support with Year 11 as well as advice and guidance for their child's future
- Post 16 Open Evening – presentation on Post 16 delivered by Head of Post 16 followed by the chance for parents/carers and students to go round to all A-Level subject teachers to discuss options and content
- Individual careers booklet (working document within tutor time) – includes recommended careers websites, personal analysis activities, higher education tips

Regular career talk opportunities - held in Post 16 from visiting speakers, in various professions (published each term)

- Apprenticeships workshops for targeted students
- Brightspace signposting through Unifrog

Post 16

Year 12

During Learning Career Development (LCD) and throughout the year:

- Information on the full range of 18+ options.
- Promote independent careers software including icould and UCAS.
- The opportunity to visit a local university.
- An introduction to the UCAS process and starting an application.
- Be made aware of opportunities to visit institutions and open days.
- The opportunity to attend careers information talks at school delivered by external professionals.
- The opportunity to get specialist information and support about courses such as Medicine, Law, Physiotherapy, Dentistry, Veterinary Science. The opportunity to attend talks delivered by apprenticeship providers.
- Information on accessing widening participation opportunities including residential summer schools.
- Information and support about how to apply for apprenticeships and jobs.
- Brightspace signposting through Unifrog

Year 13

During Learning Career Development (LCD) and throughout the year:

- More specific information on the full range of 18+ options
- Help with the UCAS process and personal statements
- Be made aware of opportunities to visit institutions and open days
- The opportunity to get specialist information and support about courses such as Medicine, Law, Dentistry, Veterinary Science and Oxbridge.
- Impartial advice about student finance
- Information and support about how to apply for apprenticeships and jobs.
- The opportunity to attend a High Level/Degree Level Apprenticeship Fair
- Brightspace signposting through Unifrog

Appendix 2

Entitlement Statement

Careers, Education, Advice and Guidance – What can you expect at the West Bridgford School?

As a student at The West Bridgford School you are entitled to receive a planned programme of careers education lessons and events/activities. This programme is designed to help you make informed choices about GCSE and A Level choices and future career.

- You will receive Progress Reports and have regular Parent Consultation Afternoons to assess your progress and set targets
- You will receive a programme of specific careers related lessons in PSHE
- You will have access to mentoring support through your pastoral team
- You will have access to Careers resources and information on Brightspace, including Unifrog
- You will receive information relevant to your year group through assembly and tutor time and through specific Careers Enrichment Days
- Access to a careers advisor
- Information events will also be provide for your parents/carers to enable them to support you in your decision making
- You will be given the opportunity to meet a variety of employers

Careers, Education, Advice and guidance - What can you expect in The West Bridgford Sixth Form?

The Post 16 Team at The West Bridgford School is here to help you. Support can be accessed at any time by asking The Director of Post 16, your form tutor or pastoral support.

- You will have a personalised mentoring programme with your form tutor.
- You will receive Progress Reports and have regular Parent Consultation Afternoons to assess your progress and set targets
- You will have access to careers resources in the Sixth Form Study Room.
- You will have access to Careers resources and information on Brightspace, including Unifrog
- You will have opportunities to develop your leadership and employability skills
- You will be invited to attend regular careers talks from a variety of external speakers
- You will be given the opportunity to attend a High Level/Degree Level Apprenticeship Fair
- participation opportunities including residential summer schools.
- Information and support about how to apply for apprenticeships and jobs.

Appendix 3

Provider Access Policy

Introduction

This policy sets out the school's arrangements for managing the access of providers to pupils 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.

The West Bridgford School: Provider Access Policy Statement

(To include The Department of Education, July 2021: “Baker Clause” and the Provider Access Legislation, January 2023)

Ownership: East Midlands Education Trust (EMET)

Date updated:

Rationale

High quality careers education and guidance in school or college is critical to young people’s futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

Commitment

The West Bridgford School is committed to ensuring there is an opportunity for a range of education and training providers to access students, for the purpose of informing them about approved technical education qualifications and apprenticeships. The West Bridgford School is fully aware of the responsibility to set students on the path that will secure the best outcome which will enable them to progress in education and work and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

The West Bridgford School endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships (The Department of Education, July 2021: “Baker Clause”: supporting students to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

Aims

The West Bridgford School policy for Access to other education and training providers has the following aims:

To develop the knowledge and awareness of our students of all career pathways available to them, including technical qualifications and apprenticeships.

To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.

To reduce drop out from courses and avoid the risk of students becoming NEET (Young people not in education, employment or training).

Student Entitlement

The West Bridgford School fully supports the statutory requirement for students to have direct access to other providers of further education training, technical training and apprenticeships. The school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships. This will be done in assemblies in National Apprenticeship Week and National Careers Week, in addition to providers attending careers events at school or at each Trust school.

Development

This policy has been developed and is reviewed annually by the Careers Leader, Robert Taylor and Line Manager Natalie Masterson based on current good practice guidelines by the Department for Education.

Links with other policies

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

Equality and Diversity

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. The West Bridgford School is committed to encouraging all students to make decisions about their future based on impartial information.

Requests for access

Requests for access should be directed to Robert Taylor, Careers Leader. Robert Taylor may be contacted by telephone or email: rtaylor2@wbs.school, Tel **0115 9744488 ext. 363**.

Grounds for granting requests for access

Access will be given for providers to attend during school assemblies, timetabled Careers or Life lessons, and Careers or Raising Aspirations events that The West Bridgford School is arranging. Students may also travel to visit another provider as part of the trip to be organised in partnership with The West Bridgford School.

Details of premises or facilities to be provided to a person who is given access

The West Bridgford School will provide an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. Computer rooms can also be arranged. The Careers Leader or Careers Adviser will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Careers Team who will facilitate.

Live/Virtual encounters

The West Bridgford School will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

Parents and Carers

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

Management

The Careers Leader coordinates all provider requests and is responsible to his/her senior management line manager.

Complaints Procedure

Any complaints about this policy should be raised to Lou Attewell, email: lattewell@wbs.school

Lou Attewell will raise the complaint to Tim Peacock, Headteacher of The West Bridgford School.

Monitoring review and evaluation

The Policy is monitored and evaluated annually via the Senior Leadership Team.

Policy Coordinator: Natalie Masterson

Policy Reviewed:

Appendix

Providers who have been invited into The West Bridgford School to date include:

Nottingham College

Nottingham Trent University

Bilborough College

Confetti Institute of Creative Technologies

Destinations of previous pupils from The West Bridgford School include:

Bourne Grammar School

Nottingham College

Loughborough College

Bilborough College

Confetti Institute of Creative Technologies

Royal Air Force