

THE WEST BRIDGFORD SCHOOL



Careers Education & Information and Advice Policy

Reviewed by : Local Governing Body
Review date : Spring 2018
Next review : Spring 2020

The West Bridgford School

Careers Education and Information, Advice and Guidance Policy

Introduction “Good careers guidance widens pupils’ horizons, challenges stereotypes and raises aspirations. It provides pupils with the knowledge and skills necessary to make successful transitions to the next stage of their life. This supports social mobility by improving opportunities for all young people, especially those from disadvantaged backgrounds and those with special educational needs and disabilities.” *Careers guidance and access for education and training providers DfE Jan 2018*

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 pupils.

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 pupils receive.

The CEAIG 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 2018
- 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

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 CEAIG, students, parents, 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 pupils to make choices about the full range of options at 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 pupils aware of other options such as Higher Apprenticeships and jobs with training to enable them to make informed choices. A Higher Apprenticeship Event is also run for students and parents in an evening.

Pupils 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 differentiated 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 pupils 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 pupils' future prospects and earnings in adult life. Opportunities to make contact with real employers and employees will be provided not only to inspire pupils 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 are encouraged, including potential barriers whilst ensuring that they 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 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 an independent careers adviser who interviews those students who are identified as needing additional input.

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 on alternative Provision will need additional support and will ensure that careers guidance is differentiated, where appropriate, and based on high aspirations and a personalised approach. Where a student has an Education Health Care Plan, 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 their 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 and the Student planner 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 CEAIG in conjunction with the Deputy Head Line Manager. The Head of PSHE is the 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 CEAIG programme by monitoring their tutor teams in delivering tutor time Careers related activities, tracking student progress and co-ordinating 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 helps to identify what pathway may be most suitable for each individual.

The Director of Learning for Inclusion will work with Year Directors to ensure that the needs of SEND and other vulnerable pupils are met.

All teaching staff deliver aspects of the CEAIG 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

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

Staff Training

The school is committed to accessing high quality training for all those involved in CEAIG. 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 adviser is a regular visitor providing independent and impartial careers advice.

Past students and parents 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. Pupils' and parents' 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 on a two yearly basis.

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

Policy Updated February 2019

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 Snapshot at Trent Bridge Cricket Ground' Activity and competition during PSHE lesson. Finding out how many jobs go into making a business run. Year group competition.
- 'Careers Week Activity
- Brightspace signposting through Career Companion Extra

Year 8

- Career choices and development of career and employability skills (PSHE lessons)
- 'Step Into The 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 Career Companion Extra

Year 9

- Introduction to KUDOS programme – identify specific, personal skills and interests related to the world of work and explore different career interests
- Options Day – all pupils attend different taster sessions of potential GCSE subject choices
- Option Evening – presentation on options process for parents/careers and pupils as well as a chance to meet subject specific teachers
- Careers Week Activity
- 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 Career Companion Extra

Year 10

- KUDOS access to all software programmes
- 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
- Weekly career talk opportunities - held in Post 16 from visiting speakers, in various professions
- Brightspace signposting through career Companion Extra

Year 11

- KUDOS access to all software programmes
- My Future Pathways Day – a range of providers from a variety of professions deliver inspiring talks and workshops within their field - pupils choose which talks they would like to attend
- Careers Challenge looking at a specific event and identifying all possible career pathways within it
- Interview techniques – a compulsory session on My Future Pathways Day in preparation for upcoming interviews
- 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 11's
- Interviews – identified Year 11's 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 pupils 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
- Weekly career talk opportunities - held in Post 16 from visiting speakers, in various professions (published each term)
- Apprenticeships Fair for targeted students
- Brightspace signposting through Career Companion Extra

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 begin your 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 Career Companion Extra

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 your personal statement
- 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 Career Companion Extra

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 Parents' 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 the KUDOS programme and Career Companion Extra.
- 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 Parents' 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 Career Companion Extra.
- 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.

Access to providers of technical education and apprenticeships

The school is committed to informing pupils of the approved technical educational qualifications and apprenticeships available to them as part of a careers programme which provides information on the full range of education and training options available at each transition point. As such, this will be our focus in determining whether or not to grant a request for access to pupils.

A provider wishing to request access should contact the school through our general office.

A number of events are integrated into the school's careers programme and offer an opportunity to inform pupils of these technical education qualifications and apprenticeships. *See Appendix 1*

The school's Safeguarding policy sets out the school's approach when we permit visitors to talk to pupils. An appropriate room and AV equipment will be made available to support presentations. This will all be agreed and discussed in advance with the school.