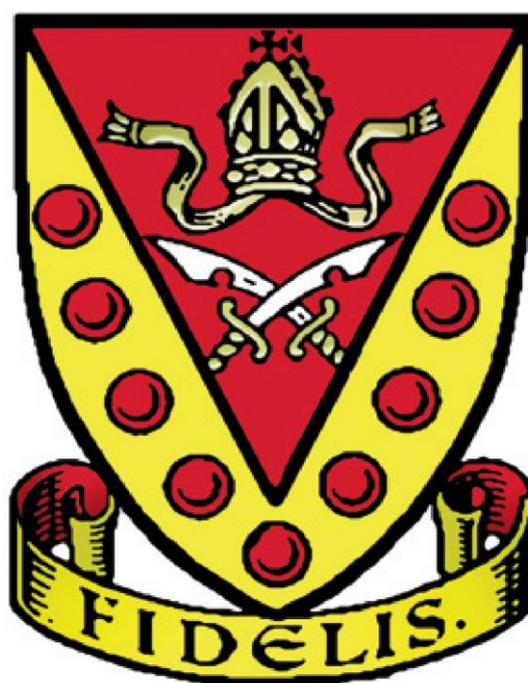


# Bishopshalt School

## Careers Education, Information, Advice & Guidance Policy



<b>Responsibility</b>	Mr Harris	<b>Date reviewed</b>	September 2020
<b>Headteacher</b>	Mr L McGillicuddy	<b>Next review date</b>	September 2022
<b>Ratified by</b>	Governing Body	<b>Date Ratified</b>	September 2020

## **Bishopshalt School Careers Education, Information, Advice and Guidance Policy**

### **Rationale**

Careers Education, Information Advice and Guidance (CEIAG) makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life, in order to help them make a successful transition to adulthood and a place of work.

Through a planned programme of CEIAG activities Bishopshalt School will help all students take their place as suitably qualified and responsible adults within society. The focus is raising the aspirations and achievement of individual students and equipping them with skills, attitudes, knowledge and understanding as a foundation for managing their lifelong careers and learning. Through guidance students are able to use their knowledge and skills to make the decisions about learning and work that are right for them.

### **CEIAG and Bishopshalt Values:**

Our curriculum, both academic and extra-curricular is designed to instil a love of learning, build students' character, ensure that our students show kindness and enable all to chase brilliance. We believe that these four strands of our curriculum will ensure that all students have 'bright futures' – of which outstanding CEIAG is a critical feature. 'Bright futures' is delivered through tutor time, drop down days and bespoke events. We want to ensure that, whatever field our students enter, Bishopshalt students will succeed and be the very best versions of themselves and compete on the world stage.

### **Aims/ Student Entitlement**

At Bishopshalt School we aim through our CEIAG to ensure that students:

- Have a high quality programme of careers education which helps them to plan and manage their own careers;
- Understand their career options and the different pathways to achieving this and to be able to plan the steps they need to take to advance their careers successfully;
- Have access to impartial information, advice and guidance about learning and work options including apprenticeships, foundation learning and GCSEs, vocational qualifications and A Levels;
- Have information, advice and guidance about the benefits of higher education and how to access the opportunities that it affords;
- Be inspired about new opportunities unbeknown to them (or that might not exist yet), or thought they could not achieve;
- Are sufficiently skilled and qualified to enable them to thrive in the workplace;
- Understand their knowledge and skills and how they can be used in the workplace;
- Can successfully search, apply and progress in the workforce (through job mobility), whatever their age, ability or background;
- Access a programme of work-related learning, giving young people direct insights into the world of work;

- Improve their well-being through accessing a job or career they enjoy.

### **Intent Statement**

CEIAG is integrated into the whole curriculum and the programme is structured to deliver specific outcomes and raise aspirations, ensuring that no students are identified as not being in education, employment or training (NEET) at the end of Year 11 or Year 13. Bishopshalt School will provide curriculum breadth; students are entitled to CEIAG which is high quality, personalised and impartial.

The CEIAG programme is designed to meet the needs of all students to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

The intent of our programme is:

- To help young people develop an understanding of their own and others' strengths, limitations, abilities, potential, personal qualities, needs, attitudes and values;
- To help young people investigate opportunities for further learning and employment, make decisions and manage transitions across key stages;
- To help ensure that, wherever possible, all young people leave the school with employment, further education or training.

CEIAG aims to provide students with the skills, knowledge and understanding to support the three core aims of the 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 students with a wide range of experiences to help them progress effectively through their education and on to successful careers

### **Implementation**

#### **Roles, Responsibilities and Staffing**

CEIAG is led by Mr Harris Assistant Headteacher and managed on a day to day basis by Mrs Vodden (Careers Administrator); they plan, co-ordinate and evaluate the CEIAG programme along with the management of work experience. Kerry Magee (Lead Practitioner) leads on Bright Futures and Drop Down days and also oversees the EPQ & HPQ courses, working closely with Nick Johnson (LRC Manager).

All staff contribute in some way to the CEIAG education programme through their varied roles as tutors, subject teachers or members of the support staff team.

Subject leaders and Heads of Year are consulted to ensure appropriate coverage of careers themes in the PSHE programme, tutor time activities and in subjects across the school. The team also use the

services of Education Development Trust (EDT) and work closely with Tess Syed, a level 6 qualified advisor, contracted for 38 days a year who offers Careers, Advice & Guidance across the school.

### **Gatsby Benchmarks & Bishopshalt School**

It is our commitment to continuously work towards delivering a progressive CEIAG programme that meets all of the Gatsby Benchmark's objectives outlined below and we aim to be 100% compliant by the end of the academic year 2020-2021.

	<b>Benchmark</b>	<b>Summary aims</b>
G1	A stable careers programme:	Bishopshalt School will have an embedded programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.
G2	Learning from career and labour market information	Every student, and their parents, should have access to good quality information about future study options and labour market opportunities. They will have the support of an informed adviser to make best use of available information.
G3	Addressing the needs of each student	Students have different career guidance needs at different stages. Opportunities for advice and support will be tailored to the needs of each student. Bishopshalt School's careers programme will embed equality and diversity considerations throughout, including for disadvantaged students and those with SEND.
G4	Linking curriculum learning to careers	All teachers will, where possible, link curriculum learning with careers. STEM subject teachers should highlight the relevance of STEM subjects for a wide range of future career paths
G5	Encounters with employers and employees	Every student will have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace. This can be through a range of enrichment activities including visiting speakers, mentoring and enterprise schemes.
G6	Experiences of workplaces	Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities, and expand their networks.

G7	Encounters with further and higher education	All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
G8	Personal guidance	Every student will have opportunities for guidance interviews with a career adviser, internal or external (trained to an appropriate level). These will be available whenever significant study or career choices are being made.

## Resources

CEIAG will have an annual budget to cover activities such as CPD opportunities and commissioning of external sources, such as a Careers Guidance Adviser.

The Career Lead is responsible for the effective deployment of resources. The LRC holds an array of careers literature and the Careers Hub has the most up to date information on university and FE courses and entrance requirements as well as apprenticeships and job opportunities. The LRC is updated annually via the addition or replacement of books, software, pamphlets and posters. ICT facilities are available in the LRC, the Careers Hub and in teaching rooms. This enables students to access the available software and interactive websites. These facilities provide opportunities for research into education, training and employment.

Careers interviews take place in a dedicated room. Drop in sessions are a regular feature of career advice to support such activities as the completion of CVs, UCAS applications and to offer careers guidance and advice. Meetings can also be booked in advance and parents and students are welcome to attend. The Director of Sixth Form, Career Lead and Careers Administrator between them have a wealth of experience and have an open door policy and opportunities to book appointments for students to receive advice on UCAS, apprenticeships and job applications and get application forms or prospectuses.

Past students are a valuable resource and encouraged to come in to help promote different pathways. We are also grateful for the support we have had from local and national industries and higher education institutions. We have strong links with Brunel University but there are a wide variety of links varying from the King's College K+ scheme to Reading Scholars. Opportunities are posted on the careers section of the school website.

## **Curriculum**

The CEIAG programme is taught via targeted tutorial time, Drop Down Days and bespoke activities including;

- Tutor and mentoring activities;
- Careers interviews and careers guidance activities, (group work and/or individual interviews);
- Careers presentations and activities;
- Careers activities with employers;
- Information and research activities;
- Action planning and evaluation;
- The Work Experience programme (1 week of work experience in KS 4 and 5);
- Attendance at Careers Fairs and University Fairs;
- Unifrog - embedded in KS5 and will be used throughout the school in the next academic year;
- University open days and visits;
- UCAS talks;
- Finance for life skills;
- Labour Market Information;
- Apprenticeship talks;
- Work-related learning activities.

Other focused events including Year 9 Options Evening, Year 11 Opportunities Evening, UCAS events for parents & students and apprenticeship information dissemination to KS4 & 5.

We are currently working on developing 'Careers Action Plans' for students to keep a record of their CEIAG activities in their time at school.

All students receive at least one careers interview during KS4 and additional intervention strategies are introduced for those students who may find applying for and securing a 'next step' particularly challenging. The Careers Advisor is central to providing guidance to students on routes beyond school and those students who are unsure of their destination after Year 11 or Year 13 are given further support in groups or as individuals to provide the best possible guidance.

Year 11, 12 and 13 students at risk of not being in education, employment or training post-16 or post-18 are identified and have additional meetings with the Careers Advisor, after which appropriate interventions are agreed and implemented. The support is arranged by the relevant Head of Year and implemented well before any student at this risk is due to leave the school.

## **Partnerships**

### **Employment partnerships:**

Links have been established with a range of employers, particularly through the provision of work experience and work placements within applied courses; some KS5 students undertake work placements, integral to their courses. Employers visit the school to run work related activities with students and to speak to students about a range of employment sectors on drop down days such as the World of Work Day. Over recent years we have had careers speakers from a range of industries, including: scientists, engineers, accountants, medics, lawyers, police officers and computer programmers.

### **Careers Partnerships**

The school operates an annual work experience programme for Y12 and intends to expand this to Y10 in 2021. We review work experience annually and work with external agencies to provide extended work experience for KS4 and 5 as well as an annual enterprise event where appropriate.

Annual partnership agreements will be negotiated between the school and the Education Development Trust (EDT), an external provider of careers advice identifying the contributions to the programme that each will make.

### **Further and Higher Education**

We have a close relationship with a number of universities and each year students from KS4 and KS5 are invited to visit these universities. Universities also come into school to work with students such as University of Cambridge, Kings College and Brunel University. These strong links with local colleges and universities provide students with first-hand experience of further and higher education.

### **Monitoring and Review**

The Headteacher and Careers Lead meet regularly and will review the School's CEIAG policy and programme annually but additionally:

- Learning Walks will take place within registration time and Drop Down Days. These are part of the School's Self Evaluation;
- Feedback on the effectiveness of the CEIAG programme will be sought through student & staff questionnaires. Resulting action points will then feed into the following year's planning process to ensure they are addressed;
- Feedback received from employers is also addresses and used in the planning process for the following year's activities;
- There will be an annual review of partnership activities with EDT;
- There will be a termly review of the school's adherence to the Gatsby Benchmarks through Compass, an online self-evaluation tool for schools.