



ST MARY'S  
CATHOLIC SCHOOL

## **B11 - Careers Education & Guidance Policy**

### **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
- 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
- Fulfil 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

### **Commitment**

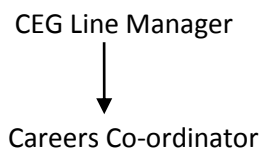
Governors and staff are committed to;

- Providing a planned programme of activities to which all students are entitled and will have access
- Working in partnership with Youth Connexions to 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.

St Mary's Catholic School offers a broad based curriculum for careers. Aside from Careers and work related education (CWRE) which is delivered during PSHE, and special events, such as the Year 11 Mock Interviews, 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.

### **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 Co-ordinator who is responsible for;

- Keeping up to date with CWRE/IAG statutory requirements
- Designing and providing materials for PSHE careers lessons from years 7-11 which are delivered by designated teachers
- Identifying students for independent careers interviews with a Youth Connexions advisor
- Working with SENCO, Gifted & Talented Co-ordinators and the Pupil Premium Manger 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



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- Managing all references for current and past pupils and maintain reference database
- Administer 16-19 bursaries and keep up to date with statutory requirements
- 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 work experience programme in partnership with Youth Connexions
- 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, in addition to adequate funding for the purchase of Work Experience placements from Youth Connexions, and the procurement of an independent adviser for 30 days per annum.

### **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 PSHE lessons, tutorial time. External independent speakers will be invited in to speak to students throughout the year.

Concentrated; pupils identified by Learning Co-ordinators with a need for advice will have an interview with either the Careers Coordinator or where a more intensive guidance needs are identified will be referred to the Youth Connexions Advisor who visits the school weekly. Years 12 & 13 students intending to look for apprenticeships or employment are also identified and offered Connexions interviews as a priority.

Self-Referral; pupils and or their parent/carer may arrange an appointment to see the Careers Co-ordinator.

### **Training and Development**

The School's CPD budget allows for the careers co-ordinator to attend training annually.

The Careers Co-ordinator is responsible for feeding back any developmental information to the line manager and also for liaising with Connexions when other members of staff require training in an aspect of Careers Guidance.

### **Partnerships**

The Careers Co-ordinator works closely in conjunction with Youth Connexions for the planning and implementation of a Careers Guidance programme, to include work experience, independent careers interviews and curriculum events for students in year 8-13.

It is ensured that parents are made fully aware of all Careers Guidance initiatives through newsletters and correspondence home. They are welcome to attend careers interviews with their children and to use the



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careers library. Parents are encouraged to help pupils in Year 10 to find private work experience placements and complete student diaries. Parents and/ 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.

In partnership with local colleges we arrange students to attend subject specific events and taster sessions

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.

### **Outcomes**

In addition to curriculum and pastoral time with tutors each year group will have dedicated Careers PSHE lessons.

Key Stage 3: By the end of this stage 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 independent advice and guidance relating to their post 14 choices and beyond.

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.

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

Careers PSHE schemes of work can be accessed on St Mary's Catholic School website school website under; Curriculum/ Careers.



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### **Monitoring, Reviewing and Evaluation**

The partnership between St Mary's and Youth Connexions is reviewed annually, by all involved.

Careers lessons are reviewed and re-worked, where necessary, on a regular basis. New resources are regularly introduced.

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

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

A copy of the notes taken during Year 11 independent careers interviews are given to the Careers Co-ordinator and kept on file in the careers office.

Any feedback from pupils and staff, both formal and informal, is reviewed by the Careers Co-ordinator, 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



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## 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](mailto: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](mailto: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 Co-ordinator.

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 Co-ordinator and is accessible to all students.

#### Approval and review

Approved [*Jan 2018*] by Governors at Curriculum and Standards Committee



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Next review: *[Jan 2020]*

Signed: *[name]* Chair of Governors

*[name]* Head teacher

### **Review**

Governor Committee: School Improvement Committee

Date of review: January 2018

Next Review Date: January 2019