



## **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

### **Commitment**

Governors and staff are committed to;

- Providing a planned programme of activities to which all students are entitled and will have access
- Supporting young people to achieve their full potential and empower them to plan and manage their own futures
- 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.
- Fulfilling 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
- Maintain and excel at achieving all eight Gatsby Benchmarks as per the guidelines suggested by the DfE.
- Supporting young people to sustain employability and achieve personal and economic wellbeing throughout their lives

### **Delivery**

St Mary's Catholic School offers a broad based curriculum for careers. The careers curriculum is delivered through PSHEE, form time activities, curriculum lessons, assemblies and special events, such as the Year 11 Mock Interviews and Careers Carousel.

Our Careers Education and Guidance policy has the following objectives in line with the eight 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. Students begin to develop an understanding of careers and work relating information enabling them to explore career pathways and higher and further education possibilities, linking the skills they develop in and outside of school to the modern workplace.



#### 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 success as an adult in the workplace.

#### 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 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.

#### Student Entitlement

The CEIAG programme provides pupils with a wide range of experiences to help them progress effectively through their education and on to successful careers. The intended career learning outcomes for students are based on the National Framework and can be found embedded in the Statement of 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 PSHEE lessons, tutorial time. External independent speakers will be invited in to speak to students throughout the year.
- Concentrated; pupils identified by Learning Coordinators with a need for advice will have an interview with either the Careers Leader or where a more intensive guidance needs are identified will be referred to the independent Careers Adviser who visits the school weekly. Years 12 & 13 students intending to look for apprenticeships or employment are also identified and offered careers interviews as a priority.
- Self-Referral; pupils and or their parent/carer may arrange an appointment to see the Careers Leader.



## **Student Entitlement Statements**

### **Year 7:**

**Aim: To introduce students to careers education and explore their interests. Students learn to identify and increase their knowledge of skills.**

- Pupils are introduced to Unifrog and the Careers Library. They are informed about how to use careers software and where to find advice and guidance from Careers Leader.
- We focus on helping pupils identify that making good career choices means finding a job that combines their strengths, interests, preferences and personality traits
- Pupils have access to their own Unifrog account to carry out careers research
- Pupils are introduced to Labour Market Information and how important this is when planning a career
- Pupils have the opportunity to attend the Careers Carousel to engage with employers to learn about the world of work
- Speakers are invited to talk to students about their field of work, including the range of opportunities available and employability skills.
- Students are able to seek careers support from the Careers Leader and have optional access to impartial careers advice via the Careers Adviser.

### **Year 8:**

**Aim: Raising aspiration and exploring deeper into employability skills.**

- Pupils question what success means to them, and explore their interests further to help support their chosen career path.
- Pupils have a Labour Market Information assembly to show them the importance of LMI when planning a career
- Pupils have access to their own Unifrog account to carry out careers research
- Pupils have the opportunity to attend the Careers Carousel to engage with employers to learn about the world of work as well as Further Education providers to discuss potential educational choices.
- Speakers are invited to talk to students about their field of work, including the range of opportunities available and employability skills.
- Students are able to seek careers support from the Careers Leader and have optional access to impartial careers advice via the Careers Adviser.

### **Year 9:**

**Aim: Explore career opportunities through GCSE choices, further develop employment competencies as students move into Key Stage 4.**

- Pupils receive GCSE options preparation support through PSHEE.
- Pupils are supported to think about GCSE options in terms of career pathways
- Options Evening where parents and pupils can receive further guidance on their choices and the process involved.
- Pupils have a Labour Market Information assembly to show them the importance of LMI when planning a career



- Pupils have access to their own Unifrog account to carry out careers research
- Pupils are given a dedicated time slot to attend the Careers Carousel to engage with employers to learn about the world of work as well as Further Education providers to discuss potential educational choices.
- Speakers are invited to talk to students about their field of work, including the range of opportunities available and employability skills.
- Students are able to seek careers support from the Careers Leader and have optional access to impartial careers advice via the Careers Adviser.

**Key Stage 3:** By the end of this key stage, all students will have:

- A better understanding of themselves and their abilities, interests, potential and development needs.
- Used their Unifrog Accounts for career related research to help them make choices about post 14 courses and learning programmes.

Received opportunities for impartial advice and guidance relating to their post 14 choices and beyond.

**Year 10:**

**Aim: Students further enhance their employability competencies and put the skills into action with Work Experience.**

- Pupils explore the many different career opportunities open to them and identify careers suited to an individual based on their interests.
- Pupils learn about Health and Safety at work in preparation for their week of work experience
- Pupils undertake a weeks work experience to explore the world of work and engage with employers
- Pupils have a Labour Market Information assembly to show them the importance of LMI when planning a career
- Pupils have access to their own Unifrog account to carry out careers research
- Pupils are given a dedicated time slot to attend the Careers Carousel to engage with employers to learn about the world of work as well as Further Education providers to discuss potential educational choices.
- Speakers are invited to talk to students about their field of work, including the range of opportunities available and employability skills.
- Students are able to seek careers support from the Careers Leader and have optional access to impartial careers advice via the Careers Adviser.

**Year 11:**

**Aim: To reflect on the skills and competencies learned and put these into action with a Mock Interview. To explore Post 16 Options, have a 1:1 Careers Guidance Meeting and fully supported by the Careers Leader.**

- Pupils are allocated a time for a careers meeting with our independent Careers Adviser to receive impartial information, advice and guidance.
- Pupils reflect their employability skills and transferable skills.
- Pupils learn about what a CV is and have the opportunity to write their CV with advice and feedback given



- Pupils take part in a mock interview preparation workshop learning the skills needed to conduct a successful interview
- Pupils take part in mock interviews
- Pupils have Futures Meetings with Senior Leadership Team to discuss their post 16 plans. Often these meetings take place in the evening where parents are present too.
- Pupils are given a dedicated time slot to attend the Careers Carousel to engage with employers to learn about the world of work as well as Further Education providers to discuss potential educational choices.
- Pupils have access to their own Unifrog account to carry out careers research
- Speakers are invited to talk to students about their field of work, including the range of opportunities available and employability skills.
- Pupils have a Labour Market Information assembly to show them the importance of LMI when planning a career
- Students are encouraged to attend careers talks, fairs, college open days

**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.

## Year 12

**Aim: To begin exploring the Post 18 option most suitable to their interests and re-enter the working world with a 5 day work experience placement**

- Pupils are encouraged to attend university open days and careers talks
- Enrichment week gives pupils the opportunity to attend various university talks ranging from student finance, personal statement writing, apprenticeship workshops and budgeting.
- Pupils are encouraged to use Unifrog to carry out careers, university and apprenticeship research.
- Pupils take part in a weeks work experience
- Pupils have the opportunity to attend the Careers Carousel to engage with employers to learn about the world of work
- Pupils have the opportunity to have a Mock Interview
- Pupils have a Labour Market Information assembly to show them the importance of LMI when planning a career
- Speakers are invited to talk about a range of careers and employability skills throughout the academic year.
- Students have optional access to impartial Careers Adviser via 1:1 appointments or through drop in sessions during the lunch break
- Students are fully supported with their UCAS applications.



## Year 13

Aim: Students to receive full support with all post 18 options.

- Pupils have the opportunity to attend the Careers Carousel to engage with employers to learn about the world of work
- Pupils have a Labour Market Information assembly to show them the importance of LMI when planning a career
- Pupils have the opportunity to have a Mock Interview.
- Pupils are encouraged to attend university open days and careers talks
- Oxbridge support
- Speakers are invited to talk about a range of careers and employability skills throughout the academic year. Students have optional access to impartial Careers Adviser via 1:1 appointments or through drop in sessions during the lunch break
- Students who do not plan on going to university will be invited to meet with the Careers Leader to discuss their next steps
- Pupils have access to their own Unifrog account to carry out careers, university and apprenticeship research
- Students are given 1:1 support with UCAS applications

**Key Stage 5:** By the end of this stage all students will have:

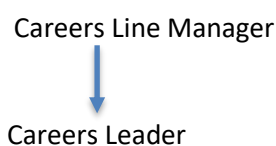
Received appropriate advice and guidance on all of their post 18 options available

Researched, evaluated and obtained guidance and applied for appropriate opportunities with consideration for a contingency plan

Developed their employability skills and career portfolio

## Management

The management structure for Careers is as follows:



A member of the senior leadership team has responsibility for careers and work related education. They manage the Careers Leader who is responsible for;

- Keeping up to date with CWRE/IAG statutory requirements
- Designing and providing materials for PSHEE careers lessons from years 7-11 which are delivered by designated teachers
- Identifying students for independent careers interviews with an Independent Careers Adviser
- Working with SENCO, Gifted & Talented Co-ordinators and the Pupil Premium Manager 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
- Managing all references for current and past pupils and maintain reference database



- Assisting the Director 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 and 12 work experience programme
- Collating destination information
- Maintaining Unifrog, ensuring Unifrog is available to all pupils and staff members 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, and the procurement of an independent adviser for 35 days per annum.

### **Training and Development**

The School's CPD budget allows for the Careers Leader to attend training annually.

The Careers Leader is responsible for feeding back any developmental information to the line manager and also for liaising with ***The Careers and Enterprise Company*** when other members of staff require training in an aspect of Careers Guidance.

New staff attend a CEIAG session as part of their new staff induction programme, delivered by the Careers Leader

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

Careers PSHEE 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.

A feedback form and diary is filled in by each pupil and their parent/carer on completion of year 10 work & Year 12 experience.

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 the Senior Leadership Team for discussion.

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 are informed where the notes are stored.





ST MARY'S  
CATHOLIC SCHOOL

Any feedback from pupils and staff, both formal and informal, is reviewed by the Careers Leader, 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

## **Partnerships**

### **External Partnerships**

St Mary's Catholic School currently engages the services of a fully qualified, level 6, independent careers advisor for 35 days to help fulfil our obligation to provide independent and impartial advice and guidance to students. The service contract is reviewed annually by the Careers Leader and Line Manager.

The school works closely with the Careers and Enterprise Company and our Enterprise Advisor from Kori Construction.

In partnership with local colleges we arrange students to attend subject specific events and taster sessions. We aim to be fully compliant with the Provider Access Legislation.

### **Review**

**School Education Committee**

**Date of review: June 2024**

**Next Review Date: June 2025**