

CAREERS EDUCATION AND GUIDANCE POLICY (CEG)

(Updated July 2018)

Careers education & guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned progressive programme of activities supports them in choosing 14-19 pathways that supports all students to develop realistic and ambitious aspirations which suit their interests and abilities and help them to follow a career path and sustain employability throughout their working lives.

The government published a career's strategy on 4th December 2017 which sets out statutory guidance to schools which aims to make sure that all young people in secondary school get a programme of advice and guidance that is stable, structured and delivered by individuals with the right skills and experience.

To achieve this aim, the careers strategy sets out that every school should use the Gatsby Charitable Foundation's Benchmarks to develop and improve their provision. These Benchmarks are summarised below:

- 1) A stable careers programme
- 2) Learning from career and labour market information
- 3) Addressing the needs of each student
- 4) Linking curriculum learning to careers
- 5) Encounters with employers and employees
- 6) Experiences of workplaces
- 7) Encounters with further and higher education
- 8) Personal guidance

The school has a Careers development plan in place which addresses these benchmarks which we are currently working towards. This will ensure that all deadlines will be met in full by the end of 2020 to comply with the Governments's career strategy.

Commitment

Trinity Catholic High School (TCHS) is committed to providing our students with a programme of career's education which meets the requirements of the government's careers strategy and in so doing has an embedded programme of career education and guidance that is known and understood by students, teachers, governors and employers and all students have a planned programme of activities to help them choose progression routes which are right for them.

Links with other policies

This policy has been written to include links with the following;

- School Improvement Plan
- Citizenship Policy
- Community Cohesion Policy
- Curriculum Policy
- Differentiation Policy
- Pupil Premium
- Redbridge Babcock/Connexions Careers Service
- SEN Policy
- Teaching and Learning Policy

Student Entitlement

- **students receive good quality independent and impartial information and advice on the career options available to them, including information on vocational provision, such as Apprenticeships**
- **students have the information, knowledge and understanding they need to make informed choices about the subjects and programmes they take in school as a first step to longer-term career goals**
- **students have the opportunity to participate in programmes that support their medium- and long-term plans for progression to further education, vocational training and employment.**
- **As a student at Trinity Catholic High School you are entitled to receive a programme of careers education, advice, information and guidance. This will help you to:**
 - **understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make**
 - **Find out about the different courses, what qualifications you might need and what opportunities there might be**
 - **Develop the skills you may need for working life**
 - **Make realistic, but ambitious, choices about courses and jobs**
 - **Develop a plan of action for the future**
 - **Understand the different routes after Y11 including training, further and higher education and jobs**
 - **Be able to make effective applications for jobs, training and further and higher education**
 - **Develop your interview skills**
 - **Improve your confidence**
- **You will receive:**
 - **Careers lessons**
 - **Collapsed assembly activities**
 - **Guided tutor time**
 - **Access to the careers library with books, DVD / videos, leaflets, internet access, etc.**
 - **Access to an a careers advisor (both internal and externally sourced)**
 - **Work experience**
 - **Other subject lessons linked to careers**
- **You can be expected to be:**
 - **Treated equally with others**

- **Given careers information and advice that is up to date and impartial**
- **Treated with respect by visitors to the school who are part of the careers programme**
- **Given extra help if you have special needs.**

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Implementation of Careers Education

Careers Education is delivered during assemblies, collapsed timetable sessions and PSE in Years 8-11 by tutors, Connexions Careers PA, Head of Careers, Curriculum development team and outside specialists. In the sixth form it is covered by the tutorial programme, Higher Education evenings, Institutional Open Days and external specialists.

Equality and Diversity

Careers Education is provided to all students in Y8-18 and provision is made to allow all students to access the curriculum. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Year 7 – All students and parents/carers invited to participate in the ‘Bring Your Child to School Day’

Year 8 – The focus is self assessment and an introduction to on line advice and guidance via Cascaid’s Launchpad program.

Year 9 - Career paths and options post 14.

Year 10 - The focus is Work Experience including preparation, implementation and evaluation.

Year 11 - The focus is post 16 options and the Application process.

Year 12/13 – Personal statement, options post 18, UCAS applications

Implementation of Careers Guidance

- i) Careers Library – has a wide range of materials, is open throughout the school day and situated in the main library on Upper Site.
- ii) Connexions Advisor (Careers) – available to all students over lunchtime on the days they are in school. Used for individual interviews of targeted pupils (Y9-18) throughout the year.
- iii) Extra support where appropriate – pupils in Y9-11 are targeted for extra help by SENCO, Year Heads and Head of Careers
- iv) Careers Events – year groups are informed of area careers events by email, internal messages via form tutors, advertising on the careers notice board outside the careers office in Keswick House and Sixth Form common rooms.
- v) ICT – a range of software products are available for pupils to use. These include:
 - Launchpad (Cascaid) – KS3
 - Kudos (Cascaid) – KS4 (5)
 - Careerscape (Cascaid) – KS 5 (4)

- National Careers Service (<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>) covers KS3-5 and beyond.

Parents and Carers

Parental involvement is encouraged at all stages. Parents are kept up to date with careers related information through letters, open evenings and the school website. Parents are welcome at careers interviews and where necessary are invited.

Management

A Careers Leader co-ordinates the Careers programme and is responsible to their SMT line manager. A sixth form co-ordinator is delegated responsibility for the KS5 programme and liaises with the Head of Careers. An auxiliary support is provided for 1 period a week to help arrange interviews with parents and learners.

Currently Work Experience is also the responsibility of the Head of Careers and is offered in KS4 (all Y10) and KS5 (optional for those who may require it to pursue certain types of careers).

Staffing

All staff contribute to CEG through their role as tutors and subject teachers.

The Careers programme is planned, monitored and evaluated by the Careers Leader and their line manager and also Connexions, Prospects, Heads of Year and SENCO.

The Careers Leader will liaise and consult with the Connexions PA to ensure that specialist career guidance is available when required.

The Careers Leader is responsible for maintaining the Careers Library.

Curriculum

The Careers programme includes education sessions, careers guidance activities (group and individual interviews), information and research activities, work related learning and individual learning activities.

Careers education is part of all curriculum learning and all teachers have a responsibility to link curriculum learning with careers. Hoys are responsible for delivering the PRE programme whilst other events and activities are planned and organised separately throughout the year.

Partnerships

A partnership agreement is on-going with Redbridge & Connexions service, detailing the contributions that they have to make on behalf of the Authority Care policy. Redbridge has cut back on this service radically and the school buys in independent Careers advice from Prospects. Prospects advisors are available to all students at a lunchtime when they are in the school on contracted days. They do individual interviews with targeted students in Y9-11 and post 16.

Other links with local 14-19 Providers are made when required i.e. Local college presentation teams and liaison officers, local Training Trusts, EBP (BEP) for Work Experience, etc.

Resources

Funding is allocated in the annual school budget and the Careers Leader is responsible for the effective deployment of resources.

Staff Development

Staff training needs are identified as part of the whole school development. All year groups from 9-13 are given up dated information about what is happening in the area of post 16 and post 18 option choices during an inset day.

Monitoring Review and Evaluation

Careers Education is monitored via half termly reports to the SMT line manager and evaluated on an on-going basis with Connexions and the SMT line manager.

End of year targets are reviewed and new targets set depending upon National Government Guidelines, the SIP and internal needs for the students.

The Partnership Agreement with Connexions and EBP (BEP) are reviewed annually at the end of the year.

When the new Careers Education development plan is completed it goes to SMT and the Governors for approval.

APPENDIX 1

Websites that are used:

www.direct.gov.uk/en/youngpeople

www.apprenticeships.org.uk

www.nationcareersservice.direct.gov.uk

www.trainingtrust.org.uk

www.bepgroup.co.uk

www.aspire2learn.com

www.londoncolleges.com

www.citb.co.uk

www.studentladder.co.uk/

www.allaboutcareers.com/

www.GOODCAREERGUIDANCE.ORG.UK

APPENDIX 2

For the purpose of this policy the following definitions have been used:

Information – is data on opportunities conveyed through different media, both mediated and unmediated including face-to-face contact.

Advice – involves helping young people to understand and interpret information: to provide information and answers to questions and clarify misunderstandings: to understand their circumstance, their abilities and targets; to advise them on their options or how to go about a given course of action

Guidance – aims to support young people to better understand themselves and their needs; to confront barriers to understanding, learning and progression; to resolve issues and conflicts and to support them to develop new perspectives and solutions to problems and be able to better manage their lives and achieve potential. Guidance may also involve advocacy on behalf of some young people and referral for specialist guidance and support. This involves more in-depth one-to-one work conducted by staff trained and competent in guidance work. ('supporting choices 11-19+')