

School Careers Plan

Our school careers plan has been informed by The Gatsby Benchmarks and the DfE's 'Careers Guidance and access for education and training providers' (October 2018). Our school Careers Policy and Strategy details how we ensure that we have a careers system in place that fully meets the needs of our students, connects their learning to the future, broadens their horizons, raises aspirations and gives them a clear idea of the routes to jobs and careers.

CEIAG Development Plan 2019-20

St Alban's Catholic High School seeks to offer a broad and effective Careers Education Information & Guidance (CEIAG) programme to help our students make a successful transition to the next stage of their development, be this further education, vocational training or employment.

The CEIAG programme provides support for students and carers facing the challenge of choosing their career options and developing their plans for the future. Helping them to make sound judgements based on current Labour Market Information (LMI), their interests and aptitudes. It provides them with opportunities to develop key employability and enterprise skills needed to succeed in the world of work.

Our programme offers contacts with people from the school, employer networks, FE colleges, higher education institutions, alumni or other high achieving individuals to motivate pupils to think beyond their immediate experiences and encourage them to consider a broader and more ambitious range of career options.

Our programme provides all students from year 7 to 13 with opportunities for self-development, knowledge of careers, career management, the world of work and the development of employability skills.

Objectives

We have a duty to ensure all registered pupils at the school are provided with impartial, independent guidance from years 7 to 13. CEIAG is an integral part of the curriculum and is delivered across all subjects in a variety of lessons and activities.

In order for our students to be considered the employee of choice for local and national employers we aim for students to achieve a number of outcomes by the end of their time with the school:

- Know how to access and analyse information about local and national job opportunities. Understand the range of opportunities available and the variety of routes into different careers.
- Understand different businesses and the sectors to which they belong, developing a general understanding of the world of work.
- Gain experiences and insight into real life working practices and environments.
- Recognise their strengths and preferences to help them make informed decisions. Identify areas of development in order to achieve their full potential and overcome barriers to progression.
- Recognise the different entrepreneurial and employability skills that will help them succeed in the world of work. Have the opportunity to develop and build on these skills.
- Identify out of school opportunities to develop career aspirations, such a volunteering and work experience.
- Understand and evaluate the requirements and possibilities within further education, higher education and apprenticeships.
- Opportunity to apply classroom learning to real world situations, developing life skills such as resilience, problem solving, decision making and team building in order to overcome real life challenges.
- Opportunities to understand the wide range of career choices that require success in maths and science, STEM (science, technology, engineering and maths) for both girls and boys.

How the outcomes will be achieved

The CEIAG programme is delivered to all year groups from year 7 to year 13. Students have the opportunity to take part in a number of careers and employability activities delivered in a variety of methods.

- face to face guidance
- work experience in Yr12
- lesson delivery such as tutor time and PSHE activities
- Employer Network Programme
- employer activities in lessons as part of the curriculum
- Building links with organisations and employers

Provider Access Statement

A copy of our Provider Access policy statement can be found under School Policies. Providers and employers who wish to come into school to work with students and staff to give information, advice and guidance on the education, training and employment opportunities that they offer should follow the procedure set out in the school's Provider Access Statement.

Employer Links

Through our strong links with local employers, education providers and our alumni we are able to provide a range of employer encounters for students throughout their time at our school. These include work experience, employer careers talks, work experience in yr12, curriculum support, assemblies, workplace visits.

Measuring and assessing impact

Our annual destinations data suggests that our careers programme is successful in helping students to prepare for their future. Our Careers Lead, members of the Careers team and the school's senior leadership team monitor and evaluate our careers programme. We use the Career & Enterprise Company's 'Compass' self-evaluation toolkit to evaluate our progress in working towards the Gatsby Benchmarks and to identify areas of development.

In addition, our careers programme is monitored and evaluated through our student surveys, feedback received from the employers and education providers that we work with, parents, staff and the school's governors. We use this information to review and refine our Careers offer with key trends being reported back to our senior leadership team and our school governors. A designated governor has responsibility for overseeing the quality of delivery and effectiveness of our school's careers programme.

Information for Students

You will find the Careers team at St Alban's in the Examinations/Careers office, which is on the Ground Floor in the Main school building. Here you can browse prospectuses, careers books, look at leaflets, use the computers to research course and career options and speak to a member of the Careers team about your next steps and future plans.

Individual careers interviews will take place during Year 11 and 13. The careers team will be able to talk to you about jobs and careers and explore all the opportunities that you have available to you on leaving school, including sixth form, college, university, apprenticeships, employment and volunteering.

Throughout your time at St Alban's you will take part in a number of careers and enterprise activities. Highlights for our pupils include our Year 8 Pathways evening, work experience for yr12, attending the Suffolk Skills & Careers Festival for yr9 and yr12 students, and our Enterprise Days as part of our Planning for Your Future Programme, college and sixth form open events in Year 11 and university and employer talks, university open days. Alongside these activities, you will have the opportunity to explore careers and prepare for your next steps through the Planning for Your Future lessons that are part of the timetable for all pupils from Years 7-13.

We are always pleased to hear how you think any of the careers and enterprise activities that you have taken part in have gone and whether you think they have been useful to you. By hearing what you have

found most beneficial and what you think didn't work so well, we can make sure that future activities we carry out are even better. Please let the careers team or your Form Tutor have any feedback. We are here to help you prepare for your future after St Alban's, so please come and find us in the Examinations/Careers Office and talk to us.

Useful Careers Websites

There are a number of website resources available to you. Which are intended to enable you to research your career and course options independently. If you need any help with this please email us (careers@st-albans.suffolk.sch.uk) or pop in and see us.

Careers Information

www.careerpilot.org.uk – Careers information and tools for 11-19 year olds, all in one place
nationalcareersservice.direct.gov.uk – the National Careers Service is the Government's hub for careers advice for people of all ages where you can find help with drafting letters, CVs, exploring your skills or seeking careers advice.
www.careersbox.co.uk – video based job profile information and skills explorer tool.
www.icanbea.org.uk – lets you explore potential career opportunities across Norfolk & Suffolk, showing you how the organisations and job roles fit into the wider career paths of our region's industries.
www.icould.com – aims to help you to make the most of your potential by showing how others have used theirs, take the 'Buzz' personality profile quiz.
www.kudos.cascaid.co.uk – gives you all the information you need to make important decisions about future careers and what subjects, courses and training you can do to reach your career destination. See the Examinations/Careers Office for the access key to register.
www.mycareerspringboard.org – Springboard is for pupils. It is divided into two main sections: the Career Test and the Career Exploration Tool. In tandem, these two interactive tools allow pupils to find some career inspiration and gain an insight into their different career options.
www.notgoingtouni.co.uk – opportunities that exist outside of university.
www.push.co.uk – Push helps pupils make informed decisions about their future after school or college, whether that means employment or higher education.
www.startprofile.com – investigate careers, watch videos and get great advice, find out about employers and work experience opportunities in your area.
www.thesource.me.uk – The Source provides information and advice for young people in Suffolk, in areas such as learning, work, health, relationships, housing, money, leisure and transport.
www.successatschool.org – gives clear and comprehensive information about a range of Career Zones (sectors), in an easy to access format. Pupils can create a profile to help to collate useful information. '60 second interviews' giving profile of professionals, provide a useful insight into specific careers.

Apprenticeships

www.apprenticeships.gov.uk – the National Apprenticeship Service website provides general advice and information about apprenticeships. It also advertises current vacancies.
www.aimapprenticeships.co.uk – platform focused on making it easy for applicants to find and apply to apprenticeships local to them
www.allaboutschoollavers.co.uk – displays current apprenticeship and school leaver programme opportunities, to the latest school leaver job news, and gives career journey advice.
amazingapprenticeships.com – Amazing Apprenticeships has a big mission. Through the Apprenticeship Support & Knowledge for schools and colleges (ASK) programme they have worked with their partners to support thousands of individuals.

Local Colleges

www.suffolk.ac.uk – Suffolk New College is a mixed, further education college located in central Ipswich. The college offers secondary and further education courses such as vocational programmes, GCSEs and apprenticeships as well as higher education and leisure learning courses.
www.eastonotley.ac.uk – Easton & Otley College is a self-contained campus located 9 miles outside Ipswich; Otley caters for a wide range of vocational courses and Apprenticeships
www.wsc.ac.uk – West Suffolk College is the third best college in the country and is one of the country's leading Apprenticeship providers.

www.colchester.ac.uk – Colchester Institute are a provider of high quality vocational education throughout north Essex. They provide a large number of different courses ranging from full, part-time, apprenticeships and degrees, which can enable you to enter employment straight away or progress onto university.

www.wstraining.co.uk – WS Training offer a wide range of apprenticeships to help people get into work or further their skills.

Higher Education

www.ucas.com – information about university courses on offer, also the Stamford test to help with ideas about subjects to study.

www.prospects.ac.uk – find out which areas you could access after a particular degree.

www.russellgroup.ac.uk – represents 24 leading universities, source of careers information & advice including 'informed choices' a downloadable guide to making post 16 choices.

www.whatuni.com – gives you information to help find the right course at the right university for you.

St Alban's Catholic High School is not responsible for the content of external links.

Information for Parents and Carers

At St Alban's Catholic High School we are committed to working with you to ensure that your child is able to make confident decisions about their options, at the end of Year 11 and on leaving our Sixth Form. We will cover the range of options that are available, including sixth form, college, university, apprenticeships, employment and volunteering. Our local Further Education Colleges, Universities, employers and our alumni are invited in to school to help us carry out a range of careers and enterprise activities for students. Students take part in timetabled Careers lessons through our Planning for Your Future programme from Year 7-13. All students in Year 11 and 13 are offered an individual careers interview with a qualified careers advisor.

In addition to this we run a programme of careers and enterprise events each year, which include enterprise days, employer talks, college and university talks and visits, guest speakers in assemblies, school trips, work experience in yr12 and workplace visits.

We welcome the opportunity to speak to parents at our open events, pathways evenings and options evenings and encourage parents to contact our careers team, to discuss specific aspects of our careers provision or should they have any queries relating to their child. Telephone: 01473 726178 Email: careers@st-albans.suffolk.sch.uk.

We are always pleased to hear your feedback on the careers activities that your child has taken part in and to also receive any feedback on our careers programme at St Alban's. Please forward your feedback to our Careers Lead, Mrs Shemming.

We believe that by working with you, and ensuring that all students receive a high level of careers information, advice and guidance, that they will be best placed to make decisions about their future.

Useful Careers Websites

There are a number of website resources under the Careers 'Student' section of our website that you may wish to explore with your child at home. In addition to this, there are some further websites below which we hope you will find useful.

www.parentadviser.co.uk – information on university league tables, student finance and the university application process.

www.careersadviceforparents.org - Information for parents and carers on careers advice to support their children sourcing information and help and deciding on their career path.

St Alban's Catholic High School is not responsible for the content of external links.

Information for Employers

We welcome and value the opportunity to work with a range of employers to support our careers programme. Pupils really benefit from being able to relate their learning in the classroom to real jobs and careers.

Employers support our careers programme in a number of ways which include offering work experience placements in Yr12 and participating in our Employer Network Programme – Advice & A Slice, by speaking to pupils about their industry and opportunities that could be available to them on leaving St Alban's.

Employers are welcome to send in/email any relevant company literature, or details of their apprenticeship/school leaver programmes and we will display in our Careers Office. The Careers Office is open to all pupils at lunch and break times and throughout the day for Sixth Form students.

Employers wishing to support our careers programme at St Alban's should contact Michelle Shemming, Careers Lead to discuss how they would like to be involved. Telephone: 01473 726178 Email: careers@st-albans.suffolk.sch.uk.

We are always pleased to hear how you think any of the careers and enterprise activities that you have taken part in have gone and whether you think they have been useful to you and the pupils that you saw. By hearing what you have found most beneficial and what you think didn't work so well, we can make sure that future activities we carry out are even better. Please forward your feedback to our Careers Lead, Michelle Shemming.

St Alban's Catholic High School is not responsible for the content of external links.

Information for Staff

The Careers team role at St Alban's is to support pupils to plan their careers, make informed choices and develop their opportunities in further and higher education and develop their employability skills and opportunities with apprenticeships. We work with pupils throughout their time at the school and ask that you encourage pupils to seek help from us when they need support.

Form Tutors will often be the first port of call for pupils with questions about post-16 and post-18 options. We are happy to work with you to support your tutees.

It should be the aim of teaching staff to link curriculum learning to careers and provide an appropriate combination of Careers Education, Information, Advice and Guidance (CEIAG) activities which are appropriate to their pupils' needs. There should be a clear focus on development of enterprise and employability skills as well as experience and qualifications, including opportunities for developing entrepreneurial skills for self-employment.

How we can help

- We are able to offer support with CV writing, speculative letter writing, job application forms and interview techniques.
- We can support students in Year 12 with contacts for work experience placements.
- We have developed strong relationships with employers and alumni who would be happy to work with you to contribute to the delivery of learning in your classroom.
- We offer individual pupil careers interviews in Year 11 and 13 carried out by a qualified Careers Adviser, but if you feel a younger student would benefit from an interview please let us know and we can arrange this.
- If you have a specific request or require further information, please contact a member of the Careers team – if you are looking for an employer to come into your lesson – we may be able to help.

How you can help

- If there is some information you would like or something you would like us to do for your pupils, please do speak to us.

- Encourage students to start thinking early on about their options and routes into possible jobs and careers. Some students may need to make early applications in Year 13 for Oxbridge courses, so preparation before this point is very helpful to them.
 - Encourage students to be aware of how they can develop their employability skills during their time at school.
 - Encourage your students to attend the Advice & A Slice Wednesday lunchtime sessions.
 - Encourage pupils to make use of the careers resources and make use of the information, advice and guidance available from the Careers team while they are at school. It is important that our students start to think about their options!
- We are always pleased to hear your feedback on the careers activities that you have taken part in, or those that your students have been involved in. We are also happy to receive any feedback on our careers programme at St Alban's.

ADVICE & A SLICE EMPLOYER NETWORK PROGRAMME

(Wednesday lunchtime)

As part of our commitment to providing our students with opportunities to raise aspirations, develop employability skills and make informed choices about their futures, we hold a Wednesday Advice & A Slice Network Programme.

We have invited a wide range of employers, training providers, motivational speakers and ambassadors to come into school and network with our students.

Please encourage them to come along!

St Alban's Catholic High School is not responsible for the content of external links.