

# **St Alban's Catholic High School**



## **Careers Policy - Students**

Approved by Governors' Students' Committee on: 20 June 2022

Recommission date: June 2024

## **Section 1 Aims**

### **1.1 Careers Education, Information, Advice and Guidance at St Alban's Catholic High School**

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

The CEIAG programme provides support for students 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, aptitudes and aspirations. It provides them with opportunities to develop key employability and enterprise skills needed to succeed in the world of work.

Our programme offers network opportunities with people from the school, employer networks, FE colleges, Higher Education institutions, alumni or other high achieving individuals to motivate students 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-reflection and develops their knowledge of education, training, careers, and the importance of employability skills and the world of work.

### **1.2 Objectives of the Careers Education, Information & Guidance Programme**

We have a duty to ensure all registered students at the school are provided with impartial, independent guidance. CEIAG is an integral part of the curriculum and is delivered across all subjects in a variety of lessons and activities, and enriched in the PYF (PSHE) programme, as well as tutor time and a range of out of lesson opportunities.

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 and the labour market.
- Understand the range of opportunities available and the variety of routes into different careers
- Recognise their individual 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
- 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 - understanding the link between curriculum learning and careers
- 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
- Experience encounters with employers and employees and gain insight into real life working practices and environments
- Identify out of school opportunities to develop career aspirations, such a volunteering and work experience

- 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.

## **Section 2      Staffing**

2.1 All members of staff are involved in the delivery of Careers Education Information, Advice and Guidance to the students of St Alban's. Through our interactions with students and the examples we present to them we represent the adult world of work and our part within it.

The primary point of contact for advice and guidance will be the form tutor, supported by the careers team to ensure that up-to-date, accurate and relevant material is presented to students at the appropriate stages through the school.

Curriculum subjects also have a vital role to play in CEIAG in relation to their own subjects and skills within the work place. This can be seen as more obvious in some subjects than others, in particular within STEM subjects, but it is essential that this area is covered in all subjects, with all year groups to ensure that students are aware of the value of their learning once they enter the world of work.

The Careers team is made up of:

Mrs M Shemming	Careers Lead
Mrs F Marcus	PYF Co-ordinator
Mrs S Morris	Assistant Headteacher/Careers Line Manager

Members of staff work closely together to provide CEIAG for students, liaising with form tutors, Heads of Department, Heads of Year and outside agencies, and are supported by:

Mrs C Pickard	Learning Support Manager
Mrs M Oakley	Governors Link

## **Section 3      Careers Education, Information, Advice and Guidance programme**

Our Careers Education, Information, Advice and Guidance programme is taught across all year groups. The programme is designed to allow a variety of approaches including individual and team work, discussion and simulation and is enhanced by a network of outside speakers and a number of trips.

### **3.1 Implementation**

The Careers Lead and Line Manager in communication with the wider Careers team devise and implement the Careers Education, Information, Advice and Guidance programme.

The Careers Lead is qualified to Level 6 in Career Guidance and Development and will provide specialist careers guidance. All Yr11 students are offered the opportunity of a 1:1 careers chat and provided with an Action Plan. The Careers Lead works with the Learning Support Manager and parents/carers to ensure that students receive support and guidance to help them make informed decisions about their future

The Careers Education, Information, Advice and Guidance programme is planned, monitored and evaluated regularly by the Careers Lead and Line Manager in consultation with external IAG providers. Students are actively involved in the planning, delivery and evaluation of activities. Our CEIAG programme is measured against the GATSBY benchmarks - a framework of 8 guidelines that define the best careers provision in secondary schools.

### **The eight Gatsby benchmarks:**

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

### **3.2 Baker Clause**

As an amendment to the Technical and Further Education Act 2017, the Baker Clause **stipulates that schools must allow colleges and training provider's access to every student in Years 8 to 13 to inform them about approved technical education qualifications and apprenticeships.** We have an excellent relationship with colleges and training providers in the local area and regularly invite them into talk to students and parents/carers about their provision. We can facilitate visits to the providers for parents/carers and students.

### **3.3 Curriculum**

The Careers Education, Information, Advice and Guidance programme includes careers education sessions, career guidance activities (group work and individual interviews), information and research activities, work-related learning planning/portfolio activities. Careers lessons are part of the school's PYF programme.

Our careers programme is reviewed annually and includes:

Year 9 and 12 attend the annual Suffolk Skills Show

Year 12 attend Higher Education Fair

Year 9 Skills Day

Year 8 Healthcare Day

Year 8 Work Ready Workshop (as part of the Pathways Programme)

Year 7 - 13 Regular insight lectures/talks by employers/alumni/external providers

### **3.3 Information and Resources**

- There are IT facilities connected to the school network with a variety of online platforms available to access, e.g. icanbea.
- Careers information and resources are located in the Careers Suite offering information on Further and Higher Education, apprenticeships and employment opportunities.
- Up-to-date college and universities prospectuses are available in the Careers Suite and Sixth Form library
- Representatives from universities and colleges are regularly invited in to run seminars for Key Stage 4 and 5 students to widen their awareness of post-16 education and Higher Education and to communicate their expertise and skills
- We invite many employers/members of our alumni in to talk to our students about the opportunities available to them as part of our Employer Network Programme and we also hold regular workshops on employability skills/CV writing and apprenticeships
- We have the benefit of an Enterprise Adviser working with us to help us to broaden our range of business links and widen opportunities for students to experience workplace learning.

### **Section 4 Relationship with Parents / Carers**

It is recognised that parents/carers have an important role to play in supporting their child's decision making and the school has well established procedures for involving parents/carers with regular Parentmail correspondence, Contact articles, the school website and information evenings to keep all stakeholders informed of CEIAG activities involving their child.

At relevant parent / carer events we also invite local college providers/apprenticeship providers/HE providers. Careers staff are also available on selected parents' evenings to provide support and information to students and their parents/carers.

### **Section 5 External links to employment**

We seek to work with a wide range of partners to ensure that our students have a good understanding of the world of work.

#### **5.1 Links to the world of work and education**

We work with a range of employers, educational institutions and training and apprenticeship providers to establish links for our students. This includes employers coming into the school to network with students and provide opportunities for students in the workplace. This is a constantly developing area and we have a wealth of contacts available to offer advice to our young people. Our Enterprise Advisor also plays an important role in within this area.

#### **5.2 Employability skills**

The development of such skills requires opportunities for "real life" experiences on the part of our young people and projects such as Career Ready within our Sixth Form give opportunities to experience these life skills. We have a programme of employability workshops where students will get support on CV writing and interview skills.

### **5.3 Career Ready Programme**

All students in our Sixth Form are invited to apply for the Career Ready programme. Career Ready is a complete 360 degree preparation for the world of work, including one-to-one mentoring, skills masterclasses, and experiences of work. Students who join the programme are supported by an industry mentor and our Head of Business, Mr M Donoghue.

### **5.3 Local links**

It is essential to keep up to date with all developments and to this end we work closely with the local authority to ensure that we meet local and national standards in our work and that our students have access to the support that is available to them in the local area. Our membership of the local Careers Information Advice and Guidance Network is central to this.

### **Section 6 Relationship with Governors**

As with all departments in the school we have a link governor who visits the department on a regular basis in their role as a critical friend, linking the governing body with the work done within careers. Regular reports are made to the governing body regarding events run within the department as well as reporting on destinations and transitions.

### **Section 7 Policy statement on provider access**

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purpose 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. This is available on our school website – Community & Enrichment: Careers

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Signed by J McCall, Chair of Governors:

Date: