

St Alban's Catholic High School



Careers Policy - Students

Approved by Governors' Students' Committee on: 29 June 2020

Recommission date: June 2022

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 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 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, the importance 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 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 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, largely, although not exclusively, through PYF (PSHE) lessons.

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 Leader
Mrs H Carter	Careers Co-ordinator
Mrs F Marcus/Ms S Jones	PYF Co-ordinators
Mrs S Morris	Head of Sixth Form/Careers Line Manager

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

Mr B Deacon	Head of Yr11
Mrs C Pickard and Mrs J Boosey	Learning Support Manager
Mrs M Oakley	Governors Link

Section 3 Careers Education, Information, Advice and Guidance programme

Our core Careers Education, Information, Advice and Guidance programme is part of the PYF programme 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.

3.1 Implementation

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

Specialist sessions are delivered by the Independent Careers Advisor or the Careers Leader. The independent careers advisor/careers leader will provide specialist careers guidance. Careers information is available in the careers library maintained by the careers team.

The Careers Education, Information, Advice and Guidance programme is planned, monitored and evaluated regularly by the Careers Leader 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 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. Other focused events, e.g. the whole of Year 9 and Year 12 attend The Suffolk Skills Show annually and Year 12 attend the Higher Education fair.

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 Office offering information on Further and Higher Education, apprenticeships and employment opportunities.
- Up to date college and universities prospectuses are kept in the 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 in to talk to our students about the opportunities available to them as part of our Employer Network Programme and our regular Advice and a Slice workshops

- 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 a major role to play in the programme of Careers Education, Information, Advice and Guidance. 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 these events we also invite local college providers/apprenticeship providers and the careers staff are also available. They 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 are "Career Ready" and have first-hand information about 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 and providing 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.

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

Signed by J McCall, Chair of Governors:

Date: